

DEVELOP YOUR  
SKILLS AT A BAC  
ACCREDITED  
INSTITUTION



ACCREDITED SHORT COURSE PROVIDER  
Centre for Capacity Training and Development  
is Accredited for Independent Further and Higher  
Education as a short course provider.



**COURSE  
CATALOGUE**

USA | U.K | CANADA | SOUTH AFRICA

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## OUR QUALITY

We at CCTD are dedicated to continuous improvement of our products and services in consonance with our clients' needs to consistently exceed our clients' expectations.

## OUR COMMITMENT

To our members We are passionate and we care for our members, recognise and value their contributions as important and we strive to profile the prestige of their membership.

### To our Worldwide Clients

We value our past, present and potential clients as they are our reason for existence and we commit ourselves to actively improve our services and products to surpass their expectations.

### To our Facilitators/ Employees

We care for our employees and the facilitators we work with, by creating a conducive work environment, helping them to balance family and work commitments, recognising their contributions and developing them to their full potential through an effective performance management strategy.

### To our Community

We at CCTD value and honour our social responsibilities and obligations, and pledge to be good corporate citizens by supporting and caring for the environment.



## PERFORMANCE

CCTD's performance strategy makes it possible for private and public service organisations to: In determining the training approach and course design, we focus on the business procedures and day-to-day tasks that users will follow. The training we deliver is a hands-on pragmatic approach rather than theoretical.

- Directly link programmes to missions
- Evaluate programmes based on mission objectives
- Prioritise project investment programmes based on performance capabilities required
- Leverage existing assets across the enterprise to improve performance and respond effectively to changing conditions
- Leverage technology to achieve performance levels that meet mission goals and effectively execute performance improvements in the private and public sector institutions.

In determining the training approach and course design, we focus on the business procedures and day-to-day tasks that users will follow. The training we deliver is a hands-on pragmatic approach rather than theoretical

# WHO WE ARE ?

Centre for Capacity Training and Development (CCTD) provides continual management training and development for business employees in the public and private sector. It has become the standard method of training and development for management and non-management staff at most organisations.

## BACKGROUND

CCTD emerged from concerns about the lack of continual professional development, raised by businesses in both the private and public sectors. It offers practical methods of improving performance efficiency on a daily basis. However, delivering such training presents daunting challenges and has become one of the most complex issues in Human Resource departments.

## KEY FACTORS

Performance management has become the benchmark of all businesses striving to meet their corporate objectives, and organisations therefore strive to increase staff productivity. CCTD believes that the correct development of human resources, considering creativity and productivity, is the answer. The lack of these two key factors plagues both local and global organisations. CCTD adopts a two-pronged approach to address both in all types of business organisations.

## TRAINING STAFF

We pride ourselves on employing the most experienced facilitators and consultants, who will equip you to become a visionary manager, a leader in your career and your organisation. Our facilitators and consultants use their proven business expertise to create new knowledge and enduring concepts that shape management practice and meet world economic demands.

They will provide key insights based on their practice-based experience, offering numerous perspectives whilst challenging your thinking at every level. We use interactive methods in our training programmes that meet the needs of all participants and set excellent standards in everything we do.

## A SHIFT IN THINKING

Transitioning from an accomplished functional specialist to a successful manager in today's world requires more than strong management skills: it requires a fundamental shift in thinking.

Effective managers at all levels, as well as CEO's, must understand the essence of their business and lead holistically-- understanding how key decisions impact each business function. This transition can take years to complete.

Our well-structured CCTD training programmes enhance and smooth out this personal and professional transformation. After the training, participants return to their respective organisations in a new frame of mind, with enhanced business judgement, and the self-confidence to lead through periods of growth and loss. This will sustain the organisation's competitive advantage.

This extensive set of Management Development programmes will shape your future and the future of your organisation. We are committed to positive impacts and outcomes on participants and their organisation through using bespoke management ideas based on current best practice and thinking.

## RESULTS

Our training centre is primed to provide strategic training interventions that close the gap in staff performance deficiencies and scale-up existing knowledge to encourage optimum level performance. You will emerge from CCTD with the self-confidence and strategic skills to take on greater cross-functional responsibilities within your organisation, whether through training programmes delivered at our centre, or through our on-site programmes. You will become the visionary Manager, Director, or CEO that the business world needs.

A CCTD strategy makes it possible for private and public service organisations to:

- Directly link programmes to missions
- Evaluate programmes based on mission objectives
- Prioritise project investment programmes based on performance capabilities required
- Leverage existing assets across the enterprise to improve performance
- Respond effectively to changing conditions
- Leverage technology to achieve performance levels that meet mission goals
- Effectively execute performance improvements in the private and public sector institutions

## TRAINING VENUES & FACILITIES

Most of CCTD's courses are conducted within our centre's premises for small groups. We however use conference facilities by top providers in and around our centre's (U.K, USA, CANADA and SOUTH AFRICA). Our choice is strategic, since we consider among others, issues such as location suitability, access to accommodation, and the general atmosphere. Our training equipments used in all venues are:

- State-of-the-art audiovisual equipment
- Computerized AV remote control systems
- Video/data projects
- Microphone systems
- Laser pointers
- Specialised presentation equipment

We ensure that all our training venues are equipped with wireless internet service connectivity for participant's convenience.





# CLIENTS WE HAVE

CCTD's clients come from diverse institutional backgrounds from developing nations primarily represented in:

- Ministries of Agriculture
- Ministries of Finance/Planning
- Ministries of Science
- Ministries of Environment
- Ministries of Sports
- Ministries of Lands & Environment
- All other ministries or their equivalents
- Parastatals
- Security Institutions
- Financial Institutions
- Non-Governmental organizations
- Civil Society Organizations
- Multinational Agencies
- Donors and International Development Agencies
- Corporations
- Private sector institutions and companies

## OUR TARGET

Principally most of our participants are:

- Junior-to-Senior professionals from our target institutions
- Heads of Department / section / division or unit
- Senior Public officials
- Middle level officers
- Project and finance directors
- All job holding titles of responsibility from all organisations functional areas

## CRITERIA FOR PARTICIPATION

Our programmes are based on open access policy, but designed exclusively for junior to senior managers who are already working in a state or government oriented institution.

We enable delegates to sharpen their skills through our structured professional development programs, upgrading their skills to enable them perform better in their existing job routines.

# CCTD CONSULTANTS

All our consultants are qualified and have a great understanding of the business world with a proven track record in development training for managers and executives to achieve their business goals and objectives. They also have extensive experience in management development which provides them with a great toolkit of models and methodologies that can enhance self awareness for higher performance

## WHO WE WORK WITH

CCTD works with Senior and Middle level officials from Governments, overseas development agencies, donor & bilateral agencies, multilateral agencies, development institutions, the private sector, development banks, consultants and NGOs.

To respond to the diverse nature of our clients, our entry prerequisites for participation in any of our scheduled courses are based on open access policy. It is however expected that participants will be mid-career and senior level professionals with at least one year of relevant experience in their job schedules.

## WHY CHOOSE CCTD AS A PARTNER?

CCTD provides personalised care for participants' needs and sensitivity. Our trainers are leading figures in the industry and are highly experienced practitioners with sound proven track records in capacity building and development assignments.

All capacity building solutions are designed with operational effectiveness as the core philosophy of our training. At CCTD, we ensure that skills and knowledge gained through participating in our training courses will have profound practical impacts.

A strong IT/ICT base forms the core of our methodology for presentation and training.

CCTD has in place the best learner-friendly environment, with state-of-the-art training facilities.

The centre has a worldwide database of professional resource persons complementing CCTDs local consultants. There exists also a strong client database for development partnerships.

Our professional staff are experts in their professions, and they facilitate the transfer of knowledge to our participants for increased productivity and performance at all levels.



# OUR CONSULTANCIES

The expertise of CCTD's faculties is available to local and international organisations wishing to improve management performance. Our consultancy services can be used to help design and improve management procedures within an organisation, prepare and deliver custom-tailored training to an organisation's managers and staff, conduct feasibility studies, marketing research and provide strategic general advice and guidance at all levels of the organisational functional structures.

The expertise available from the institute's faculty is extensive, covering a broad range of subject areas. Below is a representative list of the areas of expertise with which CCTD can assist organizations in Government, Parastatals, NGOs, Bilateral Agencies and private sectors.

## FUNDING AND SCHOLARSHIP

Please note that CCTD does not provide sponsorship to support its programmes. It is the responsibility of the applicant to apply for financial support. Most donor agencies including development or technical assistance projects have standard procedures to follow before approving request for training funds.

We advise prospective applicants to apply for funding from projects within their organisations, since most projects funded by development agencies have capacity building training funds.

Please note: We do not accept programme participation fee payment from INDIVIDUALS who self-sponsor. We only accept institutional sponsored programmes for employees.

For complete funding procedures and guidelines, please contact our course registration manager for further details on how to apply for sponsorship.

The following development organisations and donor agencies represented in your country may support your application for funding to attend our programmes in UK.





# REFUND POLICY

## FULL REFUND WILL BE PROVIDED UNDER THE FOLLOWING CIRCUMSTANCES:

- Where the course has been cancelled.
- Where a participant notifies the organisation of his/her intention to withdraw 14 days before the start of the programme.
- Where an overpayment has been made.
- 75% refund of fees paid will be made to participants who cancel his/her programme less than 14 days before the commencement of the programme.
- No fees refund will be made to participants who withdraw from the programme after he or she has commenced the programme and has been issued with all the training materials (including tablet/ laptop).
- Where a delegate is refused an entry visa, another location will be suggested to him/her but where the person does not agree to the change of location the fees paid will be refunded less 10% administration expenses.

Requests for refund must be addressed in writing to the director of programmes.

Our reputation and credibility in the business world has been built upon the team's appreciation and adaptability in meeting the needs of different personalities and business environments; and their professional approach in finding the most appropriate training solution for the client.

# 2020 PROGRAMMES

CTTD specialises in development training courses and workshops providing employee development and training specific to the needs of each business organization we work with.

Our training consultants work closely with your organisation to create the most effective leadership, management development or interpersonal skills training courses or workshops.

We have extensive experience in delivering a broad range of in-house leadership, sales and people management, and interpersonal skills training courses for participants at operative to senior management level in a wide range of private and public sectors organisations including Ministries, NGOs, Donors and Bilateral agencies.

## COURSE INDEX

ADMINISTRATION, MANAGEMENT & PROTOCOLS  
 COMPUTERS & INFORMATION TECHNOLOGY  
 PUBLIC PRIVATE PARTNERSHIP AND STATE OWNED ORGANISATIONS  
 PROJECT MANAGEMENT & MONITORING  
 MARKETING MANAGEMENT & PUBLIC RELATIONS  
 HEALTH MANAGEMENT  
 PROCUREMENT & LOGISTICS  
 ENVIRONMENT/NATURAL RESOURCES & CLIMATE CHANGE  
 MANAGEMENT SYSTEMS  
 FINANCIAL MANAGEMENT & AUDITING  
 HUMAN RESOURCES DEVELOPMENT  
 AGRICULTURE & FOOD SECURITY  
 BANKING, FINANCE & MACRO-ECONOMIC MANAGEMENT  
 OIL & GAS

All course delegates will receive a FREE laptop computer or Tablet as part of their training package.



COURSE FEES			
VENUES	USD / GBP(£)	DURATION	
		1 Week	2 Weeks
UK	GBP (£)	2,950	3,450
USA	GBP (£)	3,850	4,500
CANADA	GBP (£)	3,850	4,500
SOUTH AFRICA	US \$	2,550	3,450

**ADMINISTRATION, MANAGEMENT & PROTOCOLS**

CODE	TRAINING TITLE	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5
GMA-1	Executive Secretaries & Personal Assistants Programme	JAN 06 - 17	MAR 02 - 13	MAY 04-15	SEP 07 - 18	DEC 07 - 18
GMA-2	Prevention & Detection of Corporate Fraud	FEB 03 - 14	APR 06 - 17	JULY 13 - 24	OCT 05 - 16	
GMA-3	Managing NGO's in the 21st Century	JAN 06 - 17	MAR 09 - 20	MAY 04 - 15	AUG 10 - 21	NOV 09 - 20
GMA-4	Total Quality Management(TQM)	FEB 03 - 14	MAY 25 - JUNE 05	AUG 17 - 28	OCT 05 - 16	DEC 07 - 18
GMA-5	Contract Management ( Principles Practices & Strategy)	FEB 03 - 14	APR 06 - 17	JULY 13 - 24	OCT 26 - NOV 06	
GMA-6	Management Development Programme for Project Managers	JAN 13 - 24	MAR 16-27	JUL 06 - 17	SEP 14 - 25	NOV 02 - 13
GMA-7	Strategic Management and Balance Score Card	FEB 03 - 14	APR 06 - 17	AUG 03 - 14	OCT 19 - 30	DEC 07 - 18
GMA-8	Strategic Planning for Senior Managers	JAN 06 - 17	MAR 23 - APR 03	MAY 13 - 24	JUL 06 - 17	OCT 26 - NOV 06
GMA-9	Office Administration & Computer Skills for Secretaries	FEB 17 - 28	JUNE 01 - 12	SEP 14 - 25	SEP 14 - 25	NOV 9 - 20
GMA-10	Public Service Delivery Programme	JAN 06 - 17	MAR 16-27	MAY 04-15	DEC 07 - 18	
GMA-11	Pension & Social Security Management	JAN 20 - 31	MAY 11 - 22	AUG 03 - 14	NOV 16 - 27	
GMA-12	Local Government Governance Programme	JAN 13 - 24	MAR 16-27	JUL 06 - 17	SEP 07 - 18	NOV 02 - 13
GMA-13	Effective Management Skills	FEB 10 - 21	APR 06 - 17	JUL 13 - 24	OCT 05 - 16	DEC 14 - 25
GMA-14	Organisational Needs Assessment Programme	JAN 06 - 17	MAR 09 - 20	MAY 04-15	AUG 03 - 14	DEC 07 - 18
GMA-15	Policy Analysis Management for Civil Servants	JAN 06 - 17	MAR 02 - 13	MAY 04-15	SEP 07 - 18	NOV 9 - 20
GMA-16	Risk Management	FEB 10 - 21	APR 06 - 17	JUNE 22-JUL 03	SEP 14 - 25	DEC 14 - 25
GMA-17	Sustainable Engineering Management	JAN 06 - 17	MAR 16-27	MAY 04-15	DEC 07 - 18	
GMA-18	Engineering Leadership Management	FEB 03 - 14	APR 06 - 17	JUL 13 - 24	OCT 26 - NOV 06	
GMA-19	Payroll Administration & Pension Planning, Analysis and Management	FEB 17 - 28	JUNE 01 - 12	SEP 14 - 25	NOV 9 - 20	
GMA-20	Revenue Management	JAN 13 - 24	APR 06 - 17	JUL 13 - 24	OCT 05 - 16	DEC 07 - 18

**COMPUTERS & INFORMATION TECHNOLOGY**

CODE	TRAINING TITLE	SESSION 1	SESSION 3	SESSION 32	SESSION 4	SESSION 5
CIT-1	SQL Programming (SQL, Oracle, MYSQL, DB2, Teradata)	JAN 13 - 24	APR 06 - 17	JUL 13 - 24	OCT 05 - 16	DEC 07 - 18
CIT-2	SAS Programming	JAN 06 - 17	MAR 09 - 20	MAY 04 - 15	AUG 03 - 14	
CIT-3	Tableau Software	FEB 03 - 14	APR 06 - 17	JUL 13 - 24	OCT 05 - 16	DEC 14 - 25
CIT-4	SQL Server Integration Services (SSIS)	JAN 13 - 24	MAR 09 - 20	JUN 08 - 19	SEP 14 - 25	DEC 07 - 18
CIT-5	Data Warehousing	FEB 10 - 21	APR 06 - 17	JUL 13 - 24	OCT 05 - 16	NOV 02 - 13
CIT-6	Data Modeling	JAN 06 - 17	MAR 16 - 27	MAY 04 - 15	AUG 03 - 14	NOV 02 - 13
CIT-7	Data Analysis	FEB 03 - 14	APR 06 - 17	JULY 13 - 24	OCT 05 - 16	DEC 07 - 18
CIT-8	Business Intelligence (BI)	JAN 06 - 17	MAR 09 - 20	JUN 08 - 19	SEP 14 - 25	DEC 07 - 18

**PUBLIC PRIVATE PARTNERSHIP AND STATE OWNED ORGANISATIONS**

CODE	TRAINING TITLE	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5
PPP-1	PPP Legal Framework	JAN 13 - 24	MAR 02 - 13	MAY 04 - 15	AUG 10 - 21	DEC 07 - 18
PPP-2	PPP Legal Documentation, Drafting and Negotiations	FEB 03 - 14	APR 06 - 17	JUN 01 - 12	OCT 12 - 23	DEC 07 - 18
PPP-3	Fiscal Oversight for SEOs	JAN 13 - 24	MAR 16 - 27	MAY 11 - 22	JUL 06 - 17	DEC 14 - 18
PPP-4	PPP Project Finance and Infrastructure	FEB 10 - 21	APR 13 - 24	JUN 08 - 19	SEP 07 - 18	NOV 09 - 13
PPP-5	Managing SEOs	JAN 06 - 17	MAR 09 - 20	MAY 18 - 29	SEP 14 - 25	NOV 02 - 13
PPP-6	Managing PPP	FEB 03 - 14	MAR 02 - 13	JUN 01 - 12	OCT 12 - 23	DEC 07 - 18

**PROJECT MANAGEMENT & MONITORING**

CODE	TRAINING TITLE	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5
PMM-1	Project Planning, Monitoring & Evaluation	FEB 10 - 21	APR 06 - 17	JUNE 15 - 26	AUG 03 - 14	DEC 07 - 18
PMM-2	Monitoring & Evaluation of Research Projects	JAN 06 - 17	MAY 04 - 15	SEP 07 - 18	OCT 12 - 23	
PMM-3	Monitoring & Evaluation of Educational Projects	FEB 03 - 14	MAY 25 - JUN 05	JUL 06 - 17	SEP 14 - 25	DEC 07 - 18
PMM-4	Programme Evaluation for Development Projects	JAN 13 - 24	MAR 16 - 27	MAY 18 - 29	JUL 13 - 24	OCT 12 - 23
PMM-5	Project & Programme Management	JAN 20 - 31	MAY 11 - 22	JUL 06 - 17	SEP 07 - 18	NOV 16 - 27
PMM-6	Management, Control & Evaluation of Donor Funded Projects	JAN 06 - 17	MAR 09 - 20	MAY 04 - 15	AUG 10 - 21	OCT 12 - 23
PMM-7	Project Management for Engineers	JAN 20 - 31	MAY 11 - 22	AUG 03 - 14	DEC 07 - 18	
PMM-8	Project & Environmental Management	FEB 17 - 28	JUN 01 - 12	AUG 17 - 28	DEC 07 - 18	
PMM-9	Project Risk Management	JAN 06 - 17	MAY 04 - 15	OCT 12 - 23	DEC 14 - 25	
PMM-10	Monitoring & Evaluation of Micro-Credits	FEB 03 - 14	MAY 25 - JUN 05	AUG 10 - 21	SEP 21 - OCT 02	DEC 07 - 18
PMM-11	Public Sector Programme (Implementation, M&E Strategy)	APR 06 - 17	JUL 13 - 24	SEP 07 - 18	OCT 05 - 16	NOV 02 - 13
PMM-12	Project Estimation and Budgeting Programme	JAN 06 - 17	MAR 16 - 27	MAY 04 - 15	SEP 07 - 18	NOV 02 - 13
PMM-13	Monitoring & Evaluation of Rural Credit Schemes	JAN 20 - 31	MAY 11 - 22	AUG 10 - 21	NOV 9 - 20	
PMM-14	Programme Development (Strategy & Implementation)	FEB 17 - 28	JUN 01 - 12	SEP 14 - 25	DEC 14 - 25	

**MARKETING MANAGEMENT & PUBLIC RELATIONS**

CODE	TRAINING TITLE	SESSION 1	SESSION 2	SESSION 3	SESSION 4
MPR-1	Public Relations & Marketing Management Course	JAN 06 - 17	MAY 04 - 15	AUG 03 - 14	DEC 07 - 18
MPR-2	Marketing & New Product Development Course	JAN 20 - 31	MAY 11 - 22	SEP 07 - 18	NOV 9-20
MPR-3	Marketing , Information Systems & Foreign Trade Development	FEB 03 - 14	JUN 15 - 26	AUG 10 - 21	DEC 14 - 25
MPR-4	Developing a Strategic Marketing Plan	FEB 10 - 21	JUN 01 - 12	SEP 07 - 18	NOV 9-20
MPR-5	Marketing & Horticultural Crop Production	MAR 16 - 27	JUL 06 - 17	SEP 14 - 25	DEC 07 - 18
MPR-6	Handling Customer Complaints & Care Programme	APR 06 - 17	JUL 13 - 24	OCT 05 - 16	
MPR-7	Customer Service in the Public Sector	JAN 06 - 17	MAY 04 - 15	AUG 17 -28	OCT 05 - 16

**HEALTH MANAGEMENT**

CODE	TRAINING TITLE	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5
HM-1	Health Information Systems (HIS)	FEB 03 - 14	MAY 25 - 29	JUL 06 - 17	SEP 14 - 25	NOV 16 - 20
HM-2	Public Health Management	JAN 13 - 24	MAR 16 - 27	JUL 06 - 17	SEP 07 - 18	NOV 16 - 27
HM-3	Monitoring & Evaluation of Health Programmes	JAN 06 - 17	MAY 04 - 15	AUG 10 - 21	OCT 12 - 23	DEC 07 - 18
HM-4	Monitoring & Evaluation of HIV/AIDS Programme	JAN 06 - 17	MAR 02 - 13	MAY 04 - 15	SEP 14 - 25	DEC 07 - 18
HM-5	Health Systems Research	FEB 17 - 28	MAY 11 - 22	JUL 13 - 24	SEP 07 - 18	NOV 09 - 20
HM-6	Health Management & Development Programme	JAN 06 - 17	MAR 16 - 27	MAY 04 - 15	AUG 10 - 21	DEC 07 - 18
HM-7	Medical Secretaries Programme	FEB 17 - 28	JUN 01 - 12	AUG 03 - 14	OCT 12 - 23	DEC 07 - 18
HM-8	Strategic Planning for Health Executives	JAN 06 - 10	MAR 09 - 20	MAY 04 - 08	SEP 07 - 18	DEC 07 - 18
HM-9	Public Health and Health Promotion	JAN 06 - 17	MAR 02 - 13	MAY 04 - 15	OCT 12 - 23	NOV 09 - 20
HM-10	Health Care Management	APR 13 - 24	AUG 03 - 14	SEP 14 - 25	NOV 16 - 27	

**ENVIRONMENT/NATURAL RESOURCES & CLIMATE CHANGE**

CODE	TRAINING TITLES	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5
ERC-1	Environmental Impact Assessment	JAN 20 - 31	MAY 11 - 22	SEP 07 - 18	NOV 16 - 27	
ERC-2	Water & Sanitation Management	JAN 13 - 24	APR 06 - 17	JUN 15 - 26	AUG 03 - 14	NOV 16 - 27
ERC-3	Management of Sustainable Natural Resources	JAN 20 - 31	MAY 11 - 22	JUL 13 - 24	OCT 12 - 23	DEC 14 - 25
ERC-4	Monitoring & Evaluation of Environmental Projects	FEB 17 - 28	JUN 01 - 12	AUG 10 - 21	OCT 12 - 23	DEC 14 - 25
ERC-5	Leadership & Climate Change	JAN 06 - 17	MAR 16 - 27	MAY 04 - 15	SEP 07 - 18	NOV 09 - 20
ERC-6	Integrated Water & Resources Management Planning	FEB 03 - 14	MAY 25 - JUN 05	AUG 10 - 21	OCT 05 - 16	DEC 07 - 18
ERC-7	Integrated Environment Management(IEM)	JAN 13 - 24	MAR 02 - 13	JUN 15 - 26	OCT 12 - 23	DEC 14 - 25
ERC-8	Environmental Health Research Programme	FEB 03 - 14	MAY 25 - JUN 05	AUG 17 - 28	OCT 05 - 16	DEC 07 - 18
ERC-9	Statistical Methods for Risk Management	JAN 13 - 24	MAR 16 - 27	MAY 11 - 22	JUL 06 - 17	NOV 09 - 20
ERC-10	Carbon Credit (CDD/PDD) Applications	JAN 06 - 17	APR 13 - 24	JUN 08 - 19	AUG 03 - 14	DEC 07 - 18
ERC-11	Sustainable Land Development	FEB 03 - 14	MAY 25 - JUN 05	SEP 07 - 11	NOV 16 - 27	
ERC-12	Forest Sustainability Development Programme	FEB 17 - 28	JUN 01 - 12	OCT 19 - 30		

**MANAGEMENT SYSTEMS**

CODE	TRAINING TITLES	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5
MS-1	Quality Management Systems	MAR 02 - 13	MAY 04 - 15	JUL 06 -17	OCT 12 - 23	DEC 07 - 18
MS-2	Food Safety Management Systems	FEB 17 - 28	MAY 11 - 22	JUL 13 - 24	SEP 07 - 18	NOV 9-20
MS-3	Environmental Management Systems	JAN 13 - 24	MAR 16 - 27	JUN 15 - 26	SEP 14 - 25	DEC 07 - 18
MS-4	Occupational Health and Safety Management	FEB 10 - 21	APR 06 - 17	JUL 13 - 17	SEP 07 - 18	NOV 9 - 13
MS-5	Information Security Management Systems	JAN 06 - 17	MAR 16 - 27	MAY 04 - 15	AUG 17 - 28	DEC 07 - 18

**PROCUREMENT & LOGISTICS**

CODE	TRAINING TITLES	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5
PL-1	Strategic Procurement & Contract Management	JAN 06 - 17	MAR 09 - 20	MAY 04 - 15	SEP 07 - 18	NOV 9 - 20
PL-2	Modernizing Procurement in the Public Sector	JAN 13 - 24	MAR 16 - 27	APR 13 - 24	JUL 06 - 17	NOV 9 - 20
PL-3	Contract Management & Dispute Resolution	FEB 10 - 21	APR 13 - 24	AUG 03 - 14	OCT 12 - 23	DEC 07 - 18
PL-4	Works Procurement Management	MAR 16 - 27	APR 20 - 01 MAY	JUL 06 -17	SEP 14 - 25	NOV 9 - 20
PL-5	Strategic Procurement & Sourcing	JAN 13 - 24	MAY 13 - 24	AUG 03 - 14	DEC 07 - 18	
PL-6	Rural Road Development & Maintenance Programme	JAN 06 - 10	MAR 09 - 20	MAY 04 - 08	JUL 20 - 31	OCT 05 - 16
PL-7	Project Procurement Management	FEB 03 - 14	MAY 25 - JUN 05	JUL 20 - 31	OCT 05 - 16	DEC 14 - 25
PL-8	Management of Stores & Inventory	JAN 20 - 31	MAY 11 - 22	JUL 13 - 24	SEP 14 - 25	NOV 02 - 13
PL-9	Logistics Materials & Procurement Management	MAR 16 - 27	JUL 06 - 17	OCT 05 - 16	DEC 14 - 25	
PL-10	Monitoring & Auditing of Procurement Projects	JAN 13 - 24	MAR 16 - 20	JULY 06 - 17	OCT 05 - 16	DEC 14 - 25

**FINANCIAL MANAGEMENT & AUDITING**

CODE	TRAINING TITLES	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5
FMA-1	Finance & Accounting for Non-Financial Managers	MAR 16 - 27	MAY 04 - 15	JUL 06 - 17	OCT 05 - 16	
FMA-2	Financial Management& Disbursement of Donor Funded Projects	FEB 03 -14	MAY 04 - 15	AUG 17 - 28	DEC 07 - 11	
FMA-3	Financial Reporting & Auditing of Projects	JAN 06 - 17	MAR 09 - 20	JUN 15 - 19	AUG 10 - 21	NOV 16 - 27
FMA-4	Financial Management & Strategic Planning	JAN 06 - 17	MAY 04 - 15	AUG 03 - 14	DEC 07 - 18	
FMA-5	Accountability, Transparency & Ethics (Ani-Corruption & Fraud Prevention Strateg	MAR 09 - 20	JUL 13 - 24	SEP 07 - 18	NOV 02 - 13	
FMA-6	Public Sector Budgeting & Budgetary Control	JAN 13 - 24	MAR 09 - 20	AUG 17 - 28	OCT 12 - 23	
FMA-7	International Financial Reporting Standards	FEB 03 -14	MAY 25 - JUN 05	AUG 10 - 21	DEC 07 - 18	
FMA-8	Finance & Project Management for NGOs	JAN 13 - 24	APR 06 - 17	JUN 15 - 26	NOV 16 - 27	
FMA-9	Corporate Financial Management Programme	JAN 03 - 14	APR 13 - 24	JUL 13 - 24	SEP 07 - 18	
FMA-10	Public Financial Management	JAN 13 - 24	MAR 23 - APR 03	JUN 22 - JUL 03	SEP 07 - 18	NOV 23 - DEC 04
FMA-11	Managerial Finance for Public Enterprises	FEB 03 -14	APR 20 - MAY 01	JUL 13 - 24	SEP 21 - OCT 02	DEC 07 - 11
FMA-12	Risk Management in Power and Utility Enterprises	MAR 09 - 20	JUL 13 - 24	SEP 07 - 18	NOV 02 - 13	
FMA-13	Financial Management for Utility Enterprises	JAN 06 - 17	MAR 09 - 20	JUN 15 - 19	AUG 10 - 21	NOV 16 - 27
FMA-14	Financial Modelling	MAR 16 - 27	MAY 04 - 15	JUL 06 - 17	OCT 05 - 16	
FMA-15	Advanced Financial Modelling	FEB 03 -14	APR 20 - MAY 01	JUL 13 - 24	SEP 21 - OCT 02	DEC 07 - 11
FMA-16	Treasury Management	JAN 03 - 14	APR 20 - MAY 01	JUN 13 - 24	SEP 21 - OCT 02	NOV 07 - 11
FMA-17	Corporate Risk Management	FEB 09 - 20	JUN 13 - 24	AUG 07 -18	OCT 02 -13	
FMA-18	Asset Management & Budgeting for Public Utilities	JAN 13 - 24	APR 06 - 17	JUN 15 - 26	NOV 16 - 27	

**HUMAN RESOURCES DEVELOPMENT**

CODE	TRAINING TITLES	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5
HRD-1	Organizational Change (Policy, Strategy & Implementation)	JAN 06 - 17	MAR 02 - 13	MAY 04 -15	SEP 14 -25	NOV 02 - 13
HRD-2	Management Development Strategy for HR Professionals	JAN 13 - 24	MAR 16 - 27	JUL 06 -17	OCT 05 - 16	DEC 07 - 18
HRD-3	Training of Trainer (TO)	FEB 10 -21	APR 06 - 17	JUL 13 - 24	NOV 02 - 13	DEC 07 - 18
HRD-4	Administrative Skills for Secretaries & PA's	JAN 06 - 10	MAR 09 - 20	MAY 04 -15	AUG 17 - 28	NOV 02 - 13
HRD-5	Human Resources for HR Managers	JAN 13 - 24	MAR 16 - 27	JUL 06 -17	SEP 07 - 18	NOV 16 - 27
HRD-6	Talent Management & Successu in Planning	JAN 20 - 31	MAY 11 - 22	AUG 17 -28	OCT 05 - 16	DEC 07 - 18
HRD-7	Human Resources Management : Skills & Techniques	FEB 03 - 14	MAY 25 -JUN 05	AUG 10 - 21	OCT 05 - 16	DEC 07 - 18
HRD-8	Management & Administration of Pensions	FEB 17 - 28	JUN 01 - 12	AUG 10 -21	NOV 16 - 27	
HRD-9	Conflict Management & Resolution	JAN 13 - 24	APR 13 - 24	JUN 08 - 19	AUG 03 - 14	NOV 02 - 13
HRD-10	HRM Policy, Strategy and Analytics	FEB 10 -21	APR 06 - 17	JUL 13 - 24	NOV 02 - 13	DEC 07 - 18
HRD-11	HRM Analytics	JAN 06 - 17	MAR 02 - 13	MAY 04 -15	SEP 14 -25	NOV 02 - 13
HRD-12	Leadership Development Skills for Managers	JAN 20 - 24	MAR 09 - 20	MAY 11 - 15	JUL 13 - 24	NOV 02 - 13

**AGRICULTURE & FOOD SECURITY**

CODE	TRAINING TITLES	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5
AFS-1	M & E for Agricultural Research & Extension Projects	JAN 17 - 28	JUN 01 - 12	SEP 07 - 18	NOV 16 - 27	
AFS-2	Agricultural Project Analysis Management	MAR 16 - 27	MAY 18 - 29	JUL 06 - 17	SEP 14 - 25	NOV 16 - 27
AFS-3	Monitoring & Evaluation of Agriculture Projects	MAR 02 - 13	JUN 15 - 19	AUG 10 - 21	OCT 05 - 16	
AFS-4	Agricultural Extension & Rural Communications	JAN 13 - 24	MAR 16 - 27	JUL 06 - 17	OCT 12 - 23	DEC 07 - 18
AFS-5	Management of Agricultural Research (MAR)	JAN 06 - 17	MAY 04 - 15	SEP 14 - 25	NOV 16 - 27	
AFS-6	Agricultural Marketing & Export	FEB 03 - 14	MAY 25 - JUN 05	AUG 03 - 14	NOV 09 - 20	
AFS-7	Agricultural Trade & Trade Policy (Macro-Economic & Analysis)	JAN 13 - 24	MAY 11 - 22	AUG 17 - 28	OCT 05 - 09	
AFS-8	Agricultural Survey: Design, Implementation, Data Analysis	FEB 03 - 14	MAY 25 - JUN 05	SEP 07 - 18	NOV 02 - 13	
AFS-9	Participatory Farm Management (Research & Extension)	JAN 06 - 17	MAR 16 - 27	SEP 07 - 18	DEC 14 - 25	
AFS-10	Gender Analysis for Agriculture & Natural Resources Management	MAR 09 - 20	APR 06 - 17	JUL 13 - 24	OCT 12 - 23	DEC 14 - 25

**BANKING, FINANCE & MACRO-ECONOMIC MANAGEMENT**

CODE	TRAINING TITLES	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5
BFM-1	Public Debt Management & Techniques	JAN 06 - 17	MAR 02 - 13	MAY 04 - 15	NOV 02 - 13	
BFM-2	Macro-Economic Forecasting (National Strategies)	JAN 20 - 31	MAY 11 - 22	AUG 10 - 21	OCT 05 - 16	DEC 07 - 18
BFM-3	Public Expenditure Analysis & Management	JAN 13 - 24	MAR 16 - 27	JUL 06 - 17	SEP 14 - 25	NOV 02 - 13
BFM-4	Revenue Policy & Administration (Macro-Economic Perspectives)	FEB 10 - 21	APR 06 - 17	JUL 13 - 24	SEP 07 - 18	NOV 02 - 13
BFM-5	Economic Growth & Poverty Reduction Programme	JAN 13 - 24	APR 13 - 24	JUN 08 - 19	AUG 03 - 14	NOV 16 - 27
BFM-6	Public Financial Management (PFM)	JAN 06 - 17	MAR 09 - 20	MAY 04 - 15	SEP 14 - 25	NOV 02 - 13
BFM-7	Public Sector Policy Analysis Programme	JAN 03 - 14	MAY 25 - JUN 05	OCT 05 - 16	DEC 14 - 25	
BFM-8	Macro-Economic Management & Fiscal Policy (MMFP)	JAN 17 - 28	JUNE 01 - 12	SEP 14 - 25	NOV 16 - 27	
BFM-9	Management Development Programmes for Micro-Finance Institutions	JAN 13 - 24	MAR 02 - 13	JUN 15 - 19	AUG 17 - 28	NOV 02 - 13
BFM-10	Grant & Proposal Writing Programme	MAR 02 - 13	JUN 15 - 26	SEP 07 - 18	NOV 02 - 13	
BFM-11	Community Based Micro-Finance Programme	FEB 17 - 28	JUN 01 - 12	AUG 17 - 28	OCT 05 - 16	DEC 07 - 18
BFM-12	Credit Risk Management	JAN 06 - 17	MAR 02 - 13	MAY 04 - 15	SEP 07 - 18	NOV 02 - 13



## OIL &amp; GAS

CODE	TRAINING TITLES	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5
OGM-1	Executive Introduction to the Oil and Gas Sector	JAN 13 - 24	MAR 16 - 27	MAY 04 - 15	AUG 03 - 14	NOV 09 - 20
OGM-2	Oil and Gas Industry Policy Development and Implementation	JAN 06 - 17	APR 13 - 24	JUL 06 - 17	OCT 12 - 23	DEC 07 - 18
OGM-3	Oil and Gas Operations Management	JAN 20 - 31	MAR 02 - 13	JUN 09 - 19	SEP 07 - 18	NOV 02 - 13
OGM-4	Oil and Gas Logistics and Supply Chain Management	JAN 10 - 21	APR 06 - 17	JULY 13 - 24	OCT 05 - 16	DEC 14 - 25
OGM-5	Oil and Gas Project Management	JAN 06 - 17	MAY 04 - 15	AUG 17 - 28	SEP 07 - 18	NOV 16 - 27
OGM-6	Human Resource Management in Oil and Gas Operations	MAR 09 - 20	JUN 15 - 26	AUG 03 - 14	OCT 12 - 23	DEC 07 - 18
OGM-7	Oil and Gas Operations and Project Analysis	JAN 13 - 24	MAR 16 - 27	MAY 04 - 15	NOV 09 - 20	
OGM-8	Oil and Gas Project Analysis & Management	JAN 03 - 14	JUN 08 - 19	SEP 14 - 25	DEC 07 - 18	
OGM-9	Oil and Gas Operations and Project Financing	JAN 06 - 17	APR 13 - 24	JUL 13 - 24	OCT 12 - 23	DEC 07 - 18
OGM-10	Oil and Gas Legal Regulatory Framework and Standards	MAR 16 - 27	MAY 04 - 15	AUG 03 - 14	NOV 09 - 20	
OGM-11	Risk Management in the Oil and Gas Industry	FEB 10 - 21	JUN 08 - 19	SEP 14 - 25	DEC 07 - 18	
OGM-12	Integrated (QHSE) Management in the Oil and Gas Sector	JAN 06 - 17	APR 13 - 24	JUL 06 - 17	OCT 12 - 23	DEC 07 - 18
OGM-13	Petroleum and Energy Law	JAN 13 - 24	MAR 13 - 24	MAY 04 - 15	AUG 03 - 14	NOV 09 - 20
OGM-14	Training of Trainers for the Oil & Gas Industry	JAN 06 - 17	APR 13 - 24	JUL 13 - 24	OCT 12 - 23	DEC 14 - 25
OGM-15	Petroleum Engineering	JAN 06 - 17	APR 13 - 24	AUG 10 - 24	OCT 10 - 23	DEC 14 - 25
OGM-16	Local Content Management in Oil and Gas Industry	FEB 03 - 14	JUN 08 - 19	SEP 14 - 25	DEC 07 - 18	
OGM-17	Petrouleum Engineering (for Non Technical Staff)	APR 13 - 24	JUL 13 - 24	OCT 12 - 23	DEC 14 - 25	

## TRAVEL HEALTH INSURANCE

CCTD suggests that all participating delegates should purchase a comprehensive travel health insurance to cover travel injuries and illness in all our centres (UK, USA, Canada and South Africa). Insurance coverage could be purchased from your local travel agency. Course fees do not include medical and insurance coverage for participating delegates.

## FUNDING AND SCHOLARSHIP

Please note that CCTD does not provide sponsorship to support its programmes. The responsibility to secure financial support rests with the applicant and their sponsoring body. Most donor agencies including development or technical assistance projects have standard procedures to follow before approving request for training funds.

We advise prospective applicants to apply for funding from projects within their organizations, since most projects funded by development agencies have capacity building training funds.

The following development organizations and donor agencies represented in your country may support your application for funding to attend our programmes :

- The World Bank
- Canadian International Development Agency (CIDA)
- The European Development Fund
- The Netherlands Government
- Swedish International Development Agency (SIDA)
- United States Agency for International Development (USAID)
- The Asian Development Bank (ADB)
- The British Council
- Commonwealth Fund for Technical Cooperation (CFTC)
- German Foundation for International Development (GTZ)
- The African Development Bank
- UN Agencies such as: WFP, UNIFEM, UNFPA, UNIFEP, etc

**Please note:** We do not accept programme participation fee payment from INDIVIDUALS who self-sponsor. We only accept institutional sponsored programmes for employees.

# DIRECTORY

## THE COURSE REGISTRATIONS

Centre for Capacity Training and Development (CCTD)  
10 Victoria Street, Bristol  
Avon BS1 6BN, England

Apply online at [cctdev.co.uk/register-online/](http://cctdev.co.uk/register-online/)

Call: +44 117 239 5342

Whatsapp: +44 739 249 4269

Email: [info@cctdev.co.uk](mailto:info@cctdev.co.uk)

Website: [www.cctdev.co.uk](http://www.cctdev.co.uk)

## OTHER TRAINING LOCATIONS

Maryland - USA

Midrand - South Africa

Mississauga - Canada

