

2021 PROGRAMMES



CONTENTS

A BIRD'S EYE VIEW

CLIENTS WE HAVE

CCTD CONSULTANTS

OUR CONSULTANCIES

OUR SKILL DEVELOPMENT

REFUND POLICY

2021 COURSE INDEX

HELPFUL INFORMATION

DIRECTORY





A BIRD'S EYE VIEW

The Centre for Capacity Training and Development (CCTD) was born out of practical concerns for lack of capacity training and development/continuous professional development raised by business organisations in both the private and public sectors. CCTD believes the answer to these concerns lies in the proper development of human resources.

The Centre for Capacity Training and Development (CCTD) is a management training organisation based in Bristol, England which focuses on management training for staff and employees of both private and public business organisations. As you may be aware, capacity training and development is only the acceptable way of developing staff and employees' competencies.

As the principle of capacity training and development requires that training should address or offer practical ways of doing work efficiently to improve performance on a day-to-day basis, that is the reason CCTD has positioned itself strategically to deliver this important task.

In addressing the issue of human resource development, two factors must be brought to mind: creativity and productivity. These two or rather the lack of them have been the bane of many organisations globally. Therefore, the thrust of CCTD's capacity development programmes is to inspire creativity and to increase productivity in both private and public-sector business organizations.

CCTD offers an extensive set of management development programmes that are designed to help shape the staff and employees and the future of your organization. We are committed to the provision and facilitation of programmes that will have positive impact on participants and their organisations. Our bespoke management development programmes are based on current best business practice and thinking.

Strengths

Our strengths and prospects stimulate business thinking as we challenge traditional wisdom, reshape careers and empower our participants and their organisations to change the archaic ways global business is done. Our programmes focus on helping participants to be better brand of themselves, as our training incorporates communication and change management, understanding self and emotional capability and leadership.

Over the years, we have received clients from Africa, the Caribbean and Asia. All were personnel from public-sector institutions. We are growing from strength to strength by the day.

Accreditation

Our accreditation from the British Accreditation Council (BAC) makes CCTD one of the best institutions to train your staff and employees. Our training will upskill and reskill them to perform their jobs and work roles efficiently and effectively, thereby contributing to their organisations' growth and progress.

Our consultants will expose you to multiple perspectives in their delivery while at the same time challenging their thinking on many levels.

Corona Virus

As the world is battling with Corona virus pandemic, the health and safety of our clients and staff is our top concern. Therefore, we follow the UK Government's guidelines on corona virus. We are happy to announce to you with absolute certainty that our training centre is COVID-secure.



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 premises for small groups. We however use conference facilities by top providers in and around our centre. 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
- Computerised AV remote control systems
- Projectors
- 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, these include;

- 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 organisations
- Civil Society Organisations
- 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 programmes, 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 our 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.

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 a participant who cancels his/her programme less than 14 days before the commencement of the programme.
- No fees refund will be made to a participant who withdraws 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.



2021 Programmes

CTTD specialises in development training courses and workshops providing employee development and training specific to the needs of each business organisation 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 operational 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	-	PAGE 10
COMPUTERS & INFORMATION TECHNOLOGY	-	PAGE 10
PUBLIC PRIVATE PARTNERSHIP AND STATE OWNED ORGANISATIONS	-	PAGE 10
PROJECT MANAGEMENT & MONITORING	-	PAGE 10
MARKETING MANAGEMENT & PUBLIC RELATIONS	-	PAGE 11
HEALTH MANAGEMENT	-	PAGE 11
PROCUREMENT & LOGISTICS	-	PAGE 11
ENVIRONMENT/NATURAL RESOURCES & CLIMATE CHANGE	-	PAGE 11
MANAGEMENT SYSTEMS	-	PAGE 11
FINANCIAL MANAGEMENT & AUDITING	-	PAGE 12
HUMAN RESOURCES DEVELOPMENT	-	PAGE 12
AGRICULTURE & FOOD SECURITY	-	PAGE 12
BANKING, FINANCE & MACRO-ECONOMIC MANAGEMENT	-	PAGE 12
OIL & GAS	-	PAGE 13

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	4,150
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 04 – 15	MAR 01 – 12	MAY 03 – 14	SEPT 06 – 17	DEC 06 – 17
GMA-2	Prevention & Detection of Corporate Fraud	FEB 01 – 12	APR 05 – 16	JULY 12 – 23	OCT 04 – 15	
GMA-3	Managing NGO's in the 21st Century	JAN 04 – 15	MAR 08 – 19	MAY 03 – 14	AUG 09 – 20	NOV 8 – 19
GMA-4	Total Quality Management(TQM)	FEB 01 – 12	24 MAY - 04 JUN	AUG 16 – 27	OCT 04 – 15	DEC 06 – 17
GMA-5	Contract Management (Principles Practices & Strategy)	FEB 01 – 12	APR 05 – 16	JULY 12 – 23	25 OCT - 05 NOV	
GMA-6	Management Development Programme for Project Managers	JAN 11 – 22	MAR 15 - 26	JULY 05 – 16	SEPT 13 - 24	NOV01 – 12
GMA-7	Strategic Management and Balance Score Card	FEB 01 – 12	APR 05 – 16	AUG 02 – 13	OCT 18 - 29	DEC 06 – 17
GMA-8	Strategic Planning for Senior Managers	FEB 15 - 26	22 MAR- 02 APR	MAY 10 – 21	JULY 05 – 16	25 OCT - 05 NOV
GMA-9	Office Administration & Computer Skills for Secretaries	FEB 15 - 26	JUNE 07 – 18	SEPT 13 - 24	NOV 8 – 19	
GMA-10	Public Service Delivery Programme	JAN 04 – 15	MAR 15 - 26	MAY 03 – 14	DEC 06 – 17	
GMA-11	Pension & Social Security Management	JAN 18 - 29	MAY 11 - 22	AUG 03 - 14	NOV 16 - 27	
GMA-12	Local Government Governance Programme	JAN 11 – 22	MAR 15 - 26	JULY 05 – 16	SEPT 06 – 17	NOV 01 – 12
GMA-13	Effective Management Skills	FEB 08 – 19	APR 05 – 16	JULY 12 – 23	OCT 04 – 15	DEC 13 – 24
GMA-14	Organisational Needs Assessment Programme	JAN 04 – 15	MAR 08 – 19	MAY 03 – 14	AUG 02 – 13	DEC 06 – 17
GMA-15	Policy Analysis Management for Civil Servants	JAN 04 – 15	MAR 01 – 12	MAY 03 – 14	SEPT 06 – 17	NOV 8 – 19
GMA-16	Risk Management	FEB 08 – 19	APR 05 – 16	21 JUN - 02 JUL	SEPT 13 - 24	DEC 13 – 24
GMA-17	Sustainable Engineering Management	JAN 04 – 15	MAR 15 - 26	MAY 03 – 14	DEC 06 – 17	
GMA-18	Engineering Leadership Management	FEB 01 – 12	APR 05 – 16	JULY 12 – 23	25 OCT - 05 NOV	
GMA-19	Payroll Administration & Pension Planning, Analysis and Management	FEB 15 - 26	JUNE 07 – 18	SEPT 13 - 24	NOV 8 – 19	
GMA-20	Revenue Management	JAN 11 – 22	APR 05 – 16	JULY 12 – 23	JULY 12 – 23	DEC 06 – 17

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 11 – 22	APR 05 – 16	JULY 12 – 23	JULY 12 – 23	DEC 06 – 17
CIT-2	SAS Programming	JAN 04 – 15	MAR 08 – 19	MAY 03 – 14	AUG 02 – 13	NOV 01 – 12
CIT-3	Tableau Software	FEB 01 – 12	APR 05 – 16	JULY 12 – 23	OCT 04 – 15	DEC 13 – 24
CIT-4	SQL Server Integration Services (SSIS)	JAN 11 – 22	MAR 08 – 19	JUNE 07 – 18	SEPT 13 - 24	DEC 06 – 17
CIT-5	Data Warehousing	FEB 08 – 19	APR 05 – 16	JULY 12 – 23	OCT 04 – 15	
CIT-6	Data Modeling	JAN 04 – 15	MAR 15 - 26	MAY 03 – 14	AUG 02 – 13	NOV 01 – 12
CIT-7	Data Analysis	FEB 01 – 12	APR 05 – 16	JULY 12 – 23	OCT 04 – 15	DEC 06 – 17
CIT-8	Business Intelligence (BI)	JAN 04 – 15	MAR 08 – 19	JUNE 07 – 18	SEPT 13 - 24	DEC 06 – 17

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 11 – 22	MAR 01 – 12	MAY 03 – 14	AUG 9 – 20	DEC 06 – 17
PPP-2	PPP Legal Documentation, Drafting and Negotiations	FEB 01 – 12	APR 05 – 16	JUNE 07 – 18	OCT 11 – 22	DEC 06 – 17
PPP-3	Fiscal Oversight for SEOs	JAN 11 – 22	MAR 15 - 26	MAY 10 – 21	JULY 05 – 16	DEC 13 – 24
PPP-4	PPP Project Fianace and Infrastructure	FEB 08 – 19	APR 12 – 23	JUNE 07 – 18	SEPT 06 – 17	NOV 08 – 19
PPP-5	Managing SEOs	JAN 04 – 15	MAR 08 – 19	MAY 17 – 28	SEPT 13 - 24	NOV 01 – 12
PPP-6	Managing PPP	FEB 01 – 12	MAR 01 – 12	JUNE 14 – 25	OCT 11 – 22	DEC 06 – 17

PROJECT MANAGEMENT & MONITORING

CODE	TRAINING TITLE	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5
PMM-1	Project Planning, Monitoring & Evaluation	FEB 8 – 19	APR 05 – 16	JUNE 14 – 25	AUG 02 – 13	DEC 06 – 17
PMM-2	Monitoring & Evaluation of Research Projects	JAN 04 – 15	MAY 03 – 14	SEPT 06 – 17	OCT 11 – 22	
PMM-3	Monitoring & Evaluation of Educational Projects	FEB 01 – 12	24 MAY - 04 JUN	JULY 05 – 16	SEPT 13 – 24	DEC 06 – 17
PMM-4	Programme Evaluation for Development Projects	JAN 11 – 22	MAR 15 - 26	MAY 17 – 28	JULY 12 – 23	OCT 11 – 22
PMM-5	Project & Programme Management	JAN 18 - 29	MAY 10 – 21	JULY 05 – 16	SEPT 06 – 17	NOV 15 - 26
PMM-6	Management, Control & Evaluation of Donor Funded Projects	JAN 04 – 15	MAR 08 – 19	MAY 03 – 14	AUG 9 – 20	OCT 11 – 22
PMM-7	Project Management for Engineers	JAN 18 - 29	MAY 10 – 21	AUG 02 – 13	DEC 06 – 17	
PMM-8	Project & Environmental Management	FEB 08 – 19	JUNE 07 – 18	AUG 16 – 27	DEC 06 – 17	
PMM-9	Project Risk Management	JAN 04 – 15	MAY 03 – 14	OCT 11 – 22	DEC 13 - 24	
PMM-10	Monitoring & Evaluation of Micro-Credits	FEB 01 – 12	24 MAY - 04 JUN	AUG 9 – 20	20 SEP - 01 OCT	DEC 06 – 17
PMM-11	Public Sector Programme (Implementation, M&E Strategy)	APR 05 – 16	APR 05 – 16	SEPT 06 – 17	OCT 04 – 15	NOV 01 – 12
PMM-12	Project Estimation and Budgeting Programme	JAN 04 – 15	MAR 15 - 26	MAY 03 – 14	SEPT 06 – 17	NOV 01 – 12
PMM-13	Monitoring & Evaluation of Rural Credit Schemes	JAN 18 - 29	MAY 10 – 21	AUG 9 – 20	NOV 08 – 19	
PMM-14	Programme Development (Strategy & Implementation)	FEB 15 – 26	JUNE 07 – 18	SEPT 13 - 24	DEC 13 - 24	

MARKETING MANAGEMENT & PUBLIC RELATIONS

CODE	TRAINING TITLE	SESSION 1	SESSION 2	SESSION 3	SESSION 4
MPR-1	Public Relations & Marketing Management Course	JAN 04 – 15	MAY 03 – 14	AUG 02 – 13	DEC 06 – 17
MPR-2	Marketing & New Product Development Course	JAN 18 – 29	MAY 10 – 21	SEPT 06 – 17	NOV 08 – 19
MPR-3	Developing a Strategic Marketing Plan	FEB 08 – 19	JUNE 07 – 18	SEPT 06 – 17	DEC 13 – 24
MPR-4	Marketing, Information Systems & Foreign Trade Development	FEB 01 – 12	JUNE 14 – 25	AUG 9 – 20	NOV 08 – 19
MPR-5	Handling Customer Complaints & Care Programme	APR 05 – 16	JULY 12 – 23	OCT 04 – 15	
MPR-6	Customer Service in the Public Sector	JAN 04 – 15	MAY 03 – 14	AUG 16 – 27	OCT 04 – 15

HEALTH MANAGEMENT

CODE	TRAINING TITLE	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5
HM-1	Health Information Systems (HIS)	FEB 01 – 12	MAY 24 – 28	JULY 05 – 16	SEPT 13 – 24	NOV 15 – 19
HM-2	Public Health Management	JAN 11 – 22	MAR 15 – 26	JULY 05 – 16	SEPT 06 – 17	NOV 15 – 26
HM-3	Monitoring & Evaluation of Health Programmes	JAN 04 – 15	MAY 03 – 14	AUG 9 – 20	OCT 11 – 22	DEC 06 – 17
HM-4	Monitoring & Evaluation of HIV/AIDS Programme	JAN 04 – 15	MAR 01 – 12	MAY 03 – 14	SEPT 13 – 24	DEC 06 – 17
HM-5	Health Systems Research	FEB 15 – 26	MAY 10 – 21	JULY 12 – 23	SEPT 06 – 17	NOV 08 – 19
HM-6	Health Management & Development Programme	JAN 04 – 15	MAR 15 – 26	MAY 03 – 14	AUG 9 – 20	DEC 06 – 17
HM-7	Medical Secretaries Programme	FEB 15 – 26	JUNE 07 – 18	AUG 02 – 13	OCT 11 – 22	DEC 06 – 17
HM-8	Strategic Planning for Health Executives	JAN 04 – 8	MAR 08 – 19	MAY 03 – 07	SEPT 06 – 17	DEC 06 – 17
HM-9	Public Health and Health Promotion	JAN 04 – 15	MAR 01 – 12	MAY 03 – 14	OCT 11 – 22	NOV 08 – 19
HM-10	Health Care Management	APR 12 – 23	AUG 02 – 13	SEPT 13 – 24	NOV 15 – 26	

ENVIRONMENT/NATURAL RESOURCES & CLIMATE CHANGE

CODE	TRAINING TITLES	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5
ERC-1	Environmental Impact Assessment	JAN 18 – 29	MAY 10 – 21	SEPT 06 – 17	NOV 15 – 26	
ERC-2	Water & Sanitation Management	JAN 11 – 22	APR 05 – 16	JUNE 14 – 25	AUG 02 – 13	NOV 15 – 26
ERC-3	Management of Sustainable Natural Resources	JAN 18 – 29	MAY 10 – 21	JULY 12 – 23	OCT 11 – 22	DEC 13 – 24
ERC-4	Monitoring & Evaluation of Environmental Projects	FEB 15 – 26	JUNE 07 – 18	AUG 9 – 20	OCT 11 – 22	DEC 13 – 24
ERC-5	Leadership & Climate Change	JAN 04 – 15	MAR 15 – 26	MAY 03 – 14	SEPT 06 – 17	NOV 08 – 19
ERC-6	Integrated Water & Resources Management Planning	FEB 01 – 12	24 MAY – 04 JUN	AUG 9 – 20	OCT 04 – 15	DEC 06 – 17
ERC-7	Integrated Environment Management(IEM)	JAN 11 – 22	MAR 01 – 12	JUNE 14 – 25	OCT 11 – 22	DEC 13 – 24
ERC-8	Environmental Health Research Programme	FEB 01 – 12	24 MAY – 04 JUN	AUG 16 – 27	OCT 04 – 15	DEC 06 – 17
ERC-9	Statistical Methods for Risk Management	JAN 11 – 22	MAR 15 – 26	MAY 10 – 21	JULY 05 – 16	NOV 08 – 19
ERC-10	Carbon Credit (CDD/PDD) Applications	JAN 04 – 15	APR 12 – 23	JUNE 14 – 25	AUG 02 – 13	DEC 06 – 17
ERC-11	Sustainable Land Development	FEB 01 – 12	24 MAY – 04 JUN	SEP 06 – 17	NOV 15 – 26	
ERC-12	Environmental Management Systems	JAN 11 – 22	MAR 15 – 26	JUNE 14 – 25	SEP 13 – 24	
ERC-13	Forest Sustainability Development Programme	FEB 15 – 26	JUNE 07 – 18	OCT 18 – 29		

MANAGEMENT SYSTEMS

CODE	TRAINING TITLES	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5
MS-1	Quality Management Systems	MAR 01 – 12	MAY 03 – 14	JULY 05 – 16	OCT 11 – 22	DEC 06 – 17
MS-2	Food Safety Management Systems	FEB 15 – 26	MAY 10 – 21	JULY 12 – 23	SEP 06 – 17	NOV 08 – 19
MS-3	Occupational Health and Safety Management	FEB 08 – 19	APR 05 – 16	JULY 12 – 16	SEP 06 – 17	NOV 08 – 12
MS-4	Information Security Management Systems	JAN 04 – 15	MAR 15 – 26	MAY 03 – 14	AUG 16 – 27	DEC 06 – 17

PROCUREMENT & LOGISTICS

CODE	TRAINING TITLES	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5
PL-1	Strategic Procurement & Contract Management	JAN 04 – 15	MAR 08 – 19	MAY 03 – 14	SEP 06 – 17	NOV 08 – 19
PL-2	Modernizing Procurement in the Public Sector	JAN 11 – 22	MAR 15 – 26	APR 12 – 23	JULY 05 – 16	NOV 08 – 19
PL-3	Contract Management & Dispute Resolution	FEB 08 – 19	APR 12 – 23	AUG 02 – 13	AUG 02 – 13	DEC 06 – 17
PL-4	Works Procurement Management	MAR 15 – 26	MAY 17 – 28	JULY 05 – 16	SEP 13 – 24	NOV 08 – 19
PL-5	Strategic Procurement & Sourcing	JAN 11 – 22	APR 12 – 23	AUG 02 – 13	DEC 06 – 17	
PL-6	Rural Road Development & Maintenance Programme	JAN 04 – 08	MAR 08 – 19	MAY 03 – 07	JULY 19 – 30	OCT 04 – 15
PL-7	Project Procurement Management	FEB 01 – 12	24 May – 04 Jun	JULY 19 – 30	OCT 04 – 15	DEC 13 – 24
PL-8	Management of Stores & Inventory	JAN 18 – 29	MAY 10 – 21	JULY 12 – 23	SEP 13 – 24	NOV 01 – 12
PL-9	Logistics Materials & Procurement Management	MAR 15 – 26	JULY 05 – 16	JULY 05 – 16	DEC 13 – 24	
PL-10	Monitoring & Auditing of Procurement Projects	JAN 11 – 22	MAR 15 – 19	JULY 05 – 16	OCT 04 – 15	DEC 13 – 24

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 15 - 26	MAY 03 - 14	JULY 05 - 16	OCT 04 - 15	
FMA-2	Financial Management & Disbursement of Donor Funded Projects	FEB 01 - 12	MAY 03 - 14	AUG 16 - 27	DEC 06 - 10	
FMA-3	Financial Reporting & Auditing of Projects	JAN 04 - 15	MAR 08 - 19	JUNE 14 - 18	AUG 9 - 20	NOV 15 - 26
FMA-4	Financial Management & Strategic Planning	JAN 04 - 15	MAY 03 - 14	AUG 02 - 13	DEC 06 - 17	
FMA-5	Accountability, Transparency & Ethics (Ani-Corruption & Fraud Prevention St	MAR 08 - 19	JULY 12 - 23	SEP 06 - 17	NOV 01 - 12	
FMA-6	Public Sector Budgeting & Budgetary Control	JAN 11 - 22	MAR 08 - 19	AUG 16 - 27	OCT 11 - 22	
FMA-7	International Financial Reporting Standards	FEB 01 - 12	24 MAY - 04 JUN	AUG 9 - 20	DEC 06 - 17	
FMA-8	Finance & Project Management for NGOs	JAN 11 - 22	APR 05 - 16	JUNE 14 - 25	NOV 15 - 26	
FMA-9	Corporate Financial Management Programme	FEB 01 - 12	APR 12 - 23	JULY 12 - 23	SEP 06 - 17	
FMA-10	Public Financial Management	JAN 11 - 22	22 MAR - 02 APR	JULY 19 - 30	SEP 06 - 17	22 NOV - 03 DEC
FMA-11	Managerial Finance for Public Enterprises	FEB 01 - 12	APR 19 - 30	JULY 12 - 23	20 SEP - 01 OCT	DEC 06 - 10
FMA-12	Risk Management in Power and Utility Enterprises	MAR 08 - 19	JULY 12 - 23	SEP 06 - 17	NOV 01 - 12	
FMA-13	Financial Management for Utility Enterprises	MAR 08 - 19	MAR 08 - 19	JUNE 14 - 18	AUG 9 - 20	NOV 15 - 26
FMA-14	Financial Modelling	MAR 15 - 26	MAY 03 - 14	JULY 05 - 16	OCT 04 - 15	
FMA-15	Advanced Financial Modelling	FEB 01 - 12	APR 19 - 30	JULY 12 - 23	20 SEP - 01 OCT	DEC 06 - 17
FMA-16	Treasury Management	JAN 04 - 15	APR 19 - 30	JUNE 14 - 25	20 SEP - 01 OCT	NOV 08 - 12
FMA-17	Corporate Risk Management	FEB 08 - 19	JUNE 14 - 25	AUG 9 - 20	OCT 04 - 15	
FMA-18	Advanced Energy Finance Analytics	FEB 15 - 26	AUG 16 - 27	AUG 16 - 27	OCT 11 - 22	DEC 06 - 17
FMA-19	Asset Management & Budgeting for Public Utilities	JAN 11 - 22	APR 05 - 16	JUNE 14 - 25	NOV 15 - 26	

HUMAN RESOURCES DEVELOPMENT

CODE	TRAINING TITLES	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5
HRD-1	Organizational Change (Policy, Strategy & Implementation)	JAN 04 - 15	MAR 01 - 12	MAY 03 - 14	SEP 13 - 24	NOV 01 - 12
HRD-2	Management Development Strategy for HR Professionals	JAN 11 - 22	MAR 15 - 26	JULY 05 - 16	OCT 04 - 15	DEC 06 - 17
HRD-3	Training of Trainer (TO)	FEB 08 - 19	APR 05 - 16	JULY 12 - 23	NOV 01 - 12	DEC 06 - 17
HRD-4	Administrative Skills for Secretaries & PA's	JAN 04 - 08	MAR 08 - 19	MAY 03 - 14	AUG 16 - 27	NOV 01 - 12
HRD-5	Human Resources for HR Managers	JAN 11 - 22	MAR 08 - 19	JULY 05 - 16	SEP 06 - 17	NOV 15 - 26
HRD-6	Talent Management & Succession Planning	JAN 18 - 29	MAY 10 - 21	AUG 16 - 27	OCT 04 - 15	DEC 06 - 17
HRD-7	Human Resources Management : Skills & Techniques	FEB 01 - 12	24 MAY - 04 JUN	AUG 9 - 20	OCT 04 - 15	DEC 06 - 17
HRD-8	Management & Administration of Pensions	FEB 15 - 26	JUNE 07 - 18	AUG 9 - 20	NOV 15 - 26	
HRD-9	Conflict Management & Resolution	JAN 11 - 22	APR 12 - 23	JUNE 14 - 25	AUG 02 - 13	NOV 01 - 12
HRD-10	HRM Policy, Strategy and Analytics	FEB 08 - 19	APR 05 - 16	JULY 12 - 23	NOV 01 - 12	DEC 06 - 17
HRD-11	HRM Analytics	JAN 04 - 15	MAR 01 - 12	MAY 03 - 14	SEP 13 - 24	NOV 01 - 12
HRD-12	Leadership Development Skills for Managers	JAN 18 - 22	MAR 08 - 19	MAY 10 - 14	JULY 12 - 23	NOV 01 - 12

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	FEB 15 - 26	JUNE 07 - 18	SEP 06 - 17	NOV 15 - 26	
AFS-2	Agricultural Project Analysis Management	MAR 15 - 26	MAY 17 - 28	JULY 05 - 16	SEP 13 - 24	NOV 15 - 26
AFS-3	Monitoring & Evaluation of Agriculture Projects	MAR 01 - 12	JUNE 14 - 18	AUG 9 - 20	OCT 04 - 15	
AFS-4	Agricultural Extension & Rural Communications	JAN 11 - 22	MAR 15 - 26	JULY 05 - 16	OCT 11 - 22	DEC 06 - 17
AFS-5	Management of Agricultural Research (MAR)	JAN 04 - 15	MAY 03 - 14	JULY 19 - 30	SEP 13 - 24	NOV 15 - 26
AFS-6	Agricultural Marketing & Export	FEB 01 - 12	24 MAY - 04 JUN	AUG 02 - 13	NOV 08 - 19	
AFS-7	Agricultural Trade & Trade Policy (Macro-Economic & Analysis)	JAN 11 - 22	MAY 10 - 21	AUG 16 - 27	OCT 04 - 08	
AFS-8	Agricultural Survey: Design, Implementation, Data Analysis	FEB 01 - 12	24 MAY - 04 JUN	SEP 06 - 17	NOV 01 - 12	
AFS-9	Participatory Farm Management (Research & Extension)	JAN 04 - 15	MAR 15 - 26	MAY 03 - 14	SEP 06 - 17	DEC 13 - 24
AFS-10	Gender Analysis for Agriculture & Natural Resources Management	MAR 08 - 19	APR 05 - 16	JULY 12 - 23	OCT 11 - 22	DEC 13 - 24

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 04 - 15	MAR 01 - 12	MAY 03 - 14	SEP 06 - 17	NOV 01 - 12
BFM-2	Macro-Economic Forecasting (National Strategies)	JAN 18 - 29	MAY 10 - 21	AUG 9 - 20	OCT 04 - 15	DEC 06 - 17
BFM-3	Public Expenditure Analysis & Management	JAN 11 - 22	MAR 15 - 26	JULY 05 - 16	SEP 13 - 24	NOV 01 - 12
BFM-4	Revenue Policy & Administration (Macro-Economic Perspectives)	FEB 08 - 19	APR 05 - 16	JULY 12 - 23	SEP 06 - 17	NOV 01 - 12
BFM-5	Economic Growth & Poverty Reduction Programme	JAN 11 - 22	APR 12 - 23	JUNE 07 - 18	AUG 02 - 13	NOV 15 - 26
BFM-6	Public Financial Management (PFM)	JAN 04 - 15	MAR 08 - 19	MAY 03 - 14	SEP 13 - 24	NOV 01 - 12
BFM-7	Public Sector Policy Analysis Programme	FEB 01 - 12	24 MAY - 04 JUN	OCT 04 - 15	DEC 13 - 24	
BFM-8	Macro-Economic Management & Fiscal Policy (MMFP)	FEB 15 - 26	JUNE 07 - 18	SEP 13 - 24	NOV 15 - 26	
BFM-9	Management Development Programmes for Micro-Finance Institutions	JAN 11 - 22	MAR 01 - 12	JUNE 14 - 18	AUG 16 - 27	NOV 01 - 12
BFM-10	Grant & Proposal Writing Programme	MAR 01 - 12	JUNE 14 - 25	SEP 06 - 17	NOV 01 - 12	
BFM-11	Community Based Micro-Finance Programme	FEB 15 - 26	JUNE 07 - 18	AUG 16 - 27	OCT 04 - 15	DEC 06 - 17
BFM-12	Credit Risk Management	JAN 04 - 15	MAR 01 - 12	MAY 03 - 14	SEP 06 - 17	NOV 01 - 12

OIL & GAS

CODE	TRAINING TITLES	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5	SESSION 6
OGM-1	Executive Introduction to the Oil and Gas Sector	JAN 11 – 22	MAR 15 - 26	MAY 03 – 14	AUG 02 – 13	NOV 08 – 19	
OGM-2	Oil and Gas Industry Policy Development and Implementation	JAN 04 – 15	APR 12 – 23	JULY 05 – 16	OCT 11 - 22.	DEC06 – 17	
OGM-3	Oil and Gas Operations Management	JAN 18 - 29	MAR 01 – 12	JUNE 07 – 18	SEP 06 – 17	DEC 13– 24	
OGM-4	Oil and Gas Logistics and Supply Chain Management	FEB 08 – 19	APR 05 – 16	JULY 12 – 23	OCT 04 – 15	DEC 13– 24	
OGM-5	Oil and Gas Project Management	JAN 04 – 15	MAY 03 – 14	JULY 05 – 16	AUG 16 – 27	SEP 06 – 17	NOV 15 - 26
OGM-6	Human Resource Management in Oil and Gas Operations	MAR 08 – 19	JUNE 14 – 25	AUG 02 – 13	OCT 11 - 22.	DEC 06 – 17	
OGM-7	Oil and Gas Operations and Project Analysis	JAN 11 – 22	MAR 15 - 26	MAY 03 – 14	NOV 08 – 19		
OGM-8	Oil and Gas Project Analysis & Management	FEB 01 – 12	MAY 03 – 14	JUNE 07 – 18	SEP 13 - 24	DEC 06 – 17	
OGM-9	Oil and Gas Operations and Project Financing	JAN 04 – 15	APR 12 – 23	JULY 12 – 23	OCT 11 - 22.	DE 06 – 17	
OGM-10	Oil and Gas Legal Regulatory Framework and Standards	MAR 15 - 26	MAY 03 – 14	AUG 02 – 13	NOV 08 – 19		
OGM-11	Risk Management in the Oil and Gas Industry	FEB 08 – 19	JUNE 07 – 18	SEP 13 - 24	DEC 06 – 17		
OGM-12	Integrated (QHSE) Management in the Oil and Gas Sector	JAN 04 – 15	APR 12 – 23	JULY 05 – 16	OCT 11 - 22.	DEC 06 – 17	
OGM-13	Petroleum and Energy Law	JAN 11 – 22	MAR 15 - 26	MAY 03 – 14	AUG 02 – 13	NOV 08 – 19	
OGM-14	Training of Trainers for the Oil & Gas Industry	JAN 04 – 15	APR 12 – 23	JULY 12 – 23	OCT 11 - 22.	DEC 13– 24	
OGM-15	Petroleum Engineering	JAN 04 – 15	APR 12 – 23	AUG 9 – 20	OCT 11 - 22.	DEC 13– 24	
OGM-16	Local Content Management in Oil and Gas Industry	FEB 01 – 12	JUNE 07 – 18	SEP 13 - 24	DEC 06 – 17		
OGM-17	Petrouleum Engineering (for Non Technical Staff)	APR 12 – 23	JULY 12 – 23	OCT 11 - 22.	DEC 13– 24		

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 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 applicants and their sponsoring bodies. 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.

The following development organisations 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

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

Apply online at cctdev.co.uk/register-online/

Call: +44 117 239 5342

Whatsapp: +44 739 249 4269

Email: info@cctdev.co.uk

Website: www.cctdev.co.uk

TRAINING LOCATIONS

Bristol - UK (Head Office)

USA

South Africa

