

2023/2024 COURSE CATALOGUE



**CENTRE FOR CAPACITY
TRAINING AND DEVELOPMENT**

■ A BIRD'S EYE VIEW

■ WHO WE ARE

■ CLIENTS WE HAVE

■ CCTD CONSULTANTS

■ OUR CONSULTANCIES

■ OUR SKILL DEVELOPMENT

■ REFUND POLICY

■ COURSE INDEX

■ HELPFUL INFORMATION

■ DIRECTORY

CONTENTS

➤➤ A BIRD'S EYE VIEW

Centre for Capacity Training and Development (CCTD) came into being (existence) because of a genuine desire to augment the few available development/continuous professional development training centres. This is more so as there is currently much demand for such training centres to enhance the human resources and capacities of all varieties of employees, workers, entrepreneurs, etc. CCTD exists to support, train, and impart the requisite skills and knowledge to strategically position one to favourable compete in the ever-changing environment.

The Centre for Capacity Training and Development (CCTD) is a management training organisation located in Bristol, England, a wonderful, a beautiful, and a vibrant multicultural city. CCTD provides tailor-made management training for both private and public sector workers from around the world. The services provided by CCTD is excellent and it is of an international standard and of a high quality. This is a sure way of honing your professional skill, ability and capability.

The training CCTD provides is par excellence which focuses on the needs of the individual and provides the necessary tools to sharpen your skill to the highest level by improving your ability to perform to its apex to catapult you to the fore front in all endeavours.

To address any issue of human resource development, two key factors need to be appreciated and taken cognisance of, i.e., creativity and productivity. Unfortunately, these factors are not properly given the recognition that they deserve, and subsequently undermining its impact thereby creating a vacuum and ultimately limiting creativity and productivity in all spheres of life. Hence, CCTD exists to fill the vacuum to provide the needed platform for individuals and organisations to be more creative and productive

CCTD provides the necessary management programmes that are carefully carved out to meet the needs of all types of employees to easily cope and rise above every challenge to be on top of your game. Our specifically designed programmes are geared towards contemporary best business practice and ideas.

CAPABILITIES AND STRENGTHS

Our core capabilities and strengths are to basically to offer training skills to be able to identify and challenge existing practices that are not useful. The training offers innovative ideas to develop better and more effective practices that help to achieve set goals and objectives with absolute certainty. The programmes also include effective communication process and change management training skills which enhance the leadership skill of the individual.

Our clients come from all over the world especially from Africa, the Caribbean, and Asia. We are currently targeting and reaching out to other European countries. Without a doubt, our organisation is making inroads in terms of expansion in the human resource training sectors.

ACCREDITATION

We are accredited by the British Accreditation Council (BAC). The accreditation and recognition by the British Accreditation Council (BAC) puts CCTD in a great position of trust, as a highly qualified organisation to give the top of the range training skills. Just try us. Our experts of consultants will give you all the tools you need to be the best among the best in this dynamic world of high competition.

CORONA VIRUS

We strictly adhere to the UK Government's guidelines and protocols on corona virus to provide absolute safety and security for our clients at all times and in all situations. We do not compromise in any way the safety and security of our clients. Your safety and security in terms of health is paramount to us.

»» 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 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
- Computerized 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 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 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.

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.

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
MANAGEMENT SYSTEMS	-	PAGE 10
MARKETING MANAGEMENT & PUBLIC RELATIONS	-	PAGE 11
HEALTH MANAGEMENT	-	PAGE 11
ENVIRONMENT/NATURAL RESOURCES & CLIMATE CHANGE	-	PAGE 11
OIL & GAS	-	PAGE 11
PROCUREMENT & LOGISTICS	-	PAGE 11
FINANCIAL MANAGEMENT & AUDITING	-	PAGE 12
HUMAN RESOURCES DEVELOPMENT	-	PAGE 12
AGRICULTURE & FOOD SECURITY	-	PAGE 12
BANKING, FINANCE & MACRO-ECONOMIC MANAGEMENT	-	PAGE 12

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	USD (\$)	2,550	3,450



ADMINISTRATION, MANAGEMENT & PROTOCOLS

CODE	COURSE	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5	DURATION
GMA-1	Executive Secretaries & Personal Assistants Programme	January	March	May	September	December	1Wk/2 Wks
GMA-2	Prevention & Detection of Corporate Fraud	February	April	July	October		1Wk/2 Wks
GMA-3	Managing NGO's in the 21st Century	January	March	May	August	November	1Wk/2 Wks
GMA-4	Total Quality Management(TQM)	February	May	August	October	December	1Wk/2 Wks
GMA-5	Contract Management (Principles Practices & Strategy)	February	April	July	October		1Wk/2 Wks
GMA-6	Management Development Programme for Project Managers	January	March	July	September	November	1Wk/2 Wks
GMA-7	Strategic Management and Balance Score Card	February	April	August	October	December	1Wk/2 Wks
GMA-8	Strategic Planning for Senior Managers	February	March	May	July	October	1Wk/2 Wks
GMA-9	Office Administration & Computer Skills for Secretaries	February	June	September	November		1Wk/2 Wks
GMA-10	Public Service Delivery Programme	January	March	May	December		1Wk/2 Wks
GMA-11	Pension & Social Security Management	January	May	August	November		1Wk/2 Wks
GMA-12	Local Government Governance Programme	January	March	July	September	November	1Wk/2 Wks
GMA-13	Effective Management Skills	February	April	July	October	December	1Wk/2 Wks
GMA-14	Organisational Needs Assessment Programme	January	March	May	August	December	1Wk/2 Wks
GMA-15	Policy Analysis Management for Civil Servants	January	March	May	September	November	1Wk/2 Wks
GMA-16	Risk Management	February	April	June	September	December	1Wk/2 Wks
GMA-17	Sustainable Engineering Management	January	March	May	December		1Wk/2 Wks
GMA-18	Engineering Leadership Management	February	April	July	October		1Wk/2 Wks
GMA-19	Payroll Administration & Pension Planning, Analysis and Management	February	June	September	November		1Wk/2 Wks
GMA-20	Revenue Management	January	April	July	July	December	1Wk/2 Wks
GMA-21	Aviation Management Systems	January	April	July	July	December	1Wk/2 Wks

COMPUTERS & INFORMATION TECHNOLOGY

CODE	COURSE	SESSION 1	SESSION 3	SESSION 3	SESSION 4	SESSION 5	DURATION
CIT-1	SQL Programming (SQL, Oracle, MYSQL, DB2, Teradata)	January	April	July	July	December	1Wk/2 Wks
CIT-2	SAS Programming	January	March	May	August	November	1Wk/2 Wks
CIT-3	Tableau Software	February	April	July	October	December	1Wk/2 Wks
CIT-4	SQL Server Integration Services (SSIS)	January	March	June	September	December	1Wk/2 Wks
CIT-5	Data Warehousing	February	April	July	October		1Wk/2 Wks
CIT-6	Data Modeling	January	March	May	August	November	1Wk/2 Wks
CIT-7	Data Analysis	February	April	July	October	December	1Wk/2 Wks
CIT-8	Business Intelligence (BI)	January	March	June	September	December	1Wk/2 Wks

PUBLIC PRIVATE PARTNERSHIP AND STATE OWNED ORGANISATIONS

CODE	COURSE	SESSION 1	SESSION 3	SESSION 3	SESSION 4	SESSION 5	DURATION
PPP-1	PPP Legal Framework	January	March	May	August	December	1Wk/2 Wks
PPP-2	PPP Legal Documentation, Drafting and Negotiations	February	April	June	October	December	1Wk/2 Wks
PPP-3	Fiscal Oversight for SEOs	January	March	May	July	December	1Wk/2 Wks
PPP-4	PPP Project Fianace and Infrastructure	February	April	June	September	November	1Wk/2 Wks
PPP-5	Managing SEOs	January	March	May	September	November	1Wk/2 Wks
PPP-6	Managing PPP	February	March	June	October	December	1Wk/2 Wks

PROJECT MANAGEMENT & MONITORING

CODE	COURSE	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5	DURATION
PMM-1	Project Planning, Monitoring & Evaluation	February	April	June	August	December	1Wk/2 Wks
PMM-2	Monitoring & Evaluation of Educational Projects	February	May	July	September	December	1Wk/2 Wks
PMM-3	Programme Evaluation for Development Projects	January	March	May	July	October	1Wk/2 Wks
PMM-4	Project & Programme Management	January	May	July	September	November	1Wk/2 Wks
PMM-5	Management, Control & Evaluation of Donor Funded Projects	January	March	May	August	October	1Wk/2 Wks
PMM-6	Project Management for Engineers	January	May	August	December		1Wk/2 Wks
PMM-7	Project & Environmental Management	February	June	August	December		1Wk/2 Wks
PMM-8	Project Risk Management	January	May	October	December		1Wk/2 Wks
PMM-9	Monitoring & Evaluation of Micro-Credits	February	May	August	September	December	1Wk/2 Wks
PMM-10	Public Sector Programme (Implementation, M&E Strategy)	April	April	September	October	November	1Wk/2 Wks
PMM-11	Project Estimation and Budgeting Programme	January	March	May	September	November	1Wk/2 Wks
PMM-12	Monitoring & Evaluation of Rural Credit Schemes	January	May	August	November		1Wk/2 Wks
PMM-13	Programme Development (Strategy & Implementation)	February	June	September	December		1Wk/2 Wks

MANAGEMENT SYSTEMS

CODE	COURSES	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5	DURATION
MS-1	Quality Management Systems	March	May	July	October	December	1Wk/2 Wks
MS-2	Food Safety Management Systems	February	May	July	September	November	1Wk/2 Wks
MS-3	Occupational Health and Safety Management	February	April	July	September	November	1Wk/2 Wks
MS-4	Information Security Management Systems	January	March	May	August	December	1Wk/2 Wks

MARKETING MANAGEMENT & PUBLIC RELATIONS

CODE	COURSE	SESSION 1	SESSION 2	SESSION 3	SESSION 4	DURATION
MPR-1	Public Relations & Marketing Management Course	January	May	August	December	1Wk/2 Wks
MPR-2	Marketing & New Product Development Course	January	May	September	November	1Wk/2 Wks
MPR-3	Developing a Strategic Marketing Plan	February	June	September	December	1Wk/2 Wks
MPR-4	Marketing , Information Systems & Foreign Trade Development	February	June	August	November	1Wk/2 Wks
MPR-5	Handling Customer Complaints & Care Programme	April	July	October		1Wk/2 Wks
MPR-6	Customer Service in the Public Sector	January	May	August	October	1Wk/2 Wks

HEALTH MANAGEMENT

CODE	COURSE	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5	DURATION
HM-1	Health Information Systems (HIS)	February	May	July	September	November	1Wk/2 Wks
HM-2	Public Health Management	January	March	July	September	November	1Wk/2 Wks
HM-3	Monitoring & Evaluation of Health Programmes	January	May	August	October	December	1Wk/2 Wks
HM-4	Health Systems Research	February	May	July	September	November	1Wk/2 Wks
HM-5	Health Management & Development Programme	January	March	May	August	December	1Wk/2 Wks
HM-6	Medical Secretaries Programme	February	June	August	October	December	1Wk/2 Wks
HM-7	Strategic Planning for Health Executives	January	March	May	September	December	1Wk/2 Wks
HM-8	Public Health and Health Promotion	January	March	May	October	November	1Wk/2 Wks
HM-9	Health Care Management	April	August	September	November		1Wk/2 Wks

ENVIRONMENT/NATURAL RESOURCES & CLIMATE CHANGE

CODE	COURSES	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5	DURATION
ERC-1	Environmental Impact Assessment	January	May	September	November		1Wk/2 Wks
ERC-2	Water & Sanitation Management	January	April	June	August	November	1Wk/2 Wks
ERC-3	Management of Sustainable Natural Resources	January	May	July	October	December	1Wk/2 Wks
ERC-4	Monitoring & Evaluation of Environmental Projects	February	June	August	October	December	1Wk/2 Wks
ERC-5	Leadership & Climate Change	January	March	May	September	November	1Wk/2 Wks
ERC-6	Integrated Water & Resources Management Planning	February	May	August	October	December	1Wk/2 Wks
ERC-7	Integrated Environment Management(IEM)	January	March	June	October	December	1Wk/2 Wks
ERC-8	Environmental Health Research Programme	February	May	August	October	December	1Wk/2 Wks
ERC-9	Statistical Methods for Risk Management	January	March	May	July	November	1Wk/2 Wks
ERC-10	Carbon Credit (CDD/PDD) Applications	January	April	June	August	December	1Wk/2 Wks
ERC-11	Sustainable Land Development	February	May	September	November		1Wk/2 Wks
ERC-12	Environmental Management Systems	January	March	June	September		1Wk/2 Wks
ERC-13	Forest Sustainability Development Programme	February	June	October			1Wk/2 Wks

OIL & GAS

CODE	COURSES	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5	SESSION 6	DURATION
OGM-1	Executive Introduction to the Oil and Gas Sector	January	March	May	August	November		1Wk/2 Wks
OGM-2	Oil and Gas Industry Policy Development and Implementation	January	April	July	October	December		1Wk/2 Wks
OGM-3	Oil and Gas Operations Management	January	March	June	September	December		1Wk/2 Wks
OGM-4	Oil and Gas Logistics and Supply Chain Management	February	April	July	October	December		1Wk/2 Wks
OGM-5	Oil and Gas Project Management	January	May	July	August	September	November	1Wk/2 Wks
OGM-6	Human Resource Management in Oil and Gas Operations	March	June	August	October	December		1Wk/2 Wks
OGM-7	Oil and Gas Operations and Project Analysis	January	March	May	November			1Wk/2 Wks
OGM-8	Oil and Gas Project Analysis & Management	February	May	June	September	December		1Wk/2 Wks
OGM-9	Oil and Gas Operations and Project Financing	January	April	July	October	December		1Wk/2 Wks
OGM-10	Oil and Gas Legal Regulatory Framework and Standards	March	May	August	November			1Wk/2 Wks
OGM-11	Risk Management in the Oil and Gas Industry	February	June	September	December			1Wk/2 Wks
OGM-12	Integrated (QHSE) Management in the Oil and Gas Sector	January	April	July	October	December		1Wk/2 Wks
OGM-13	Petroleum and Energy Law	January	March	May	August	November		1Wk/2 Wks
OGM-14	Training of Trainers for the Oil & Gas Industry	January	April	July	October	December		1Wk/2 Wks
OGM-15	Petroleum Engineering	January	April	August	October	December		1Wk/2 Wks
OGM-16	Local Content Management in Oil and Gas Industry	February	June	September	December			1Wk/2 Wks
OGM-17	Petroleum Engineering (for Non Technical Staff)	April	July	October	December			1Wk/2 Wks

PROCUREMENT & LOGISTICS

CODE	COURSES	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5	DURATION
PL-1	Strategic Procurement & Contract Management	January	March	May	September	November	1Wk/2 Wks
PL-2	Modernizing Procurement in the Public Sector	January	March	April	July	November	1Wk/2 Wks
PL-3	Contract Management & Dispute Resolution	February	April	August	August	December	1Wk/2 Wks
PL-4	Works Procurement Management	March	May	July	September	November	1Wk/2 Wks
PL-5	Strategic Procurement & Sourcing	January	April	August	December		1Wk/2 Wks
PL-6	Rural Road Development & Maintenance Programme	January	March	May	July	October	1Wk/2 Wks
PL-7	Project Procurement Management	February	May	July	October	December	1Wk/2 Wks
PL-8	Management of Stores & Inventory	January	May	July	September	November	1Wk/2 Wks
PL-9	Logistics Materials & Procurement Management	March	July	July	December		1Wk/2 Wks
PL-10	Monitoring & Auditing of Procurement Projects	January	March	July	October	December	1Wk/2 Wks

FINANCIAL MANAGEMENT & AUDITING

CODE	COURSES	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5	DURATION
FMA-1	Finance & Accounting for Non-Financial Managers	March	May	July	October		1Wk/2 Wks
FMA-2	Financial Management & Disbursement of Donor Funded Projects	February	May	August	December		1Wk/2 Wks
FMA-3	Financial Reporting & Auditing of Projects	January	March	June	August	November	1Wk/2 Wks
FMA-4	Financial Management & Strategic Planning	January	May	August	December		1Wk/2 Wks
FMA-5	Accountability, Transparency & Ethics (Anti-Corruption & Fraud Prevention Strategies)	March	July	September	November		1Wk/2 Wks
FMA-6	Public Sector Budgeting & Budgetary Control	January	March	August	October		1Wk/2 Wks
FMA-7	International Financial Reporting Standards	February	May	August	December		1Wk/2 Wks
FMA-8	Finance & Project Management for NGOs	January	April	June	November		1Wk/2 Wks
FMA-9	Corporate Financial Management Programme	February	April	July	September		1Wk/2 Wks
FMA-10	Public Financial Management	January	March	July	September	November	1Wk/2 Wks
FMA-11	Managerial Finance for Public Enterprises	February	April	July	September	December	1Wk/2 Wks
FMA-12	Risk Management in Power and Utility Enterprises	March	July	September	November		1Wk/2 Wks
FMA-13	Financial Management for Utility Enterprises	March	March	June	August	November	1Wk/2 Wks
FMA-14	Financial Modelling	March	May	July	October		1Wk/2 Wks
FMA-15	Advanced Financial Modelling	February	April	July	September	December	1Wk/2 Wks
FMA-16	Treasury Management	January	April	June	September	November	1Wk/2 Wks
FMA-17	Corporate Risk Management	February	June	August	October		1Wk/2 Wks
FMA-18	Advanced Energy Finance Analytics	February	August	August	October	December	1Wk/2 Wks
FMA-19	Asset Management & Budgeting for Public Utilities	January	April	June	November		1Wk/2 Wks

HUMAN RESOURCES DEVELOPMENT

CODE	COURSES	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5	DURATION
HRD-1	Organizational Change (Policy, Strategy & Implementation)	January	March	May	September	November	1Wk/2 Wks
HRD-2	Management Development Strategy for HR Professionals	January	March	July	October	December	1Wk/2 Wks
HRD-3	Training of Trainer (TO)	February	April	July	November	December	1Wk/2 Wks
HRD-4	Administrative Skills for Secretaries & PA's	January	March	May	August	November	1Wk/2 Wks
HRD-5	Human Resources for HR Managers	January	March	July	September	November	1Wk/2 Wks
HRD-6	Talent Management & Succession Planning	January	May	August	October	December	1Wk/2 Wks
HRD-7	Human Resources Management : Skills & Techniques	February	May	August	October	December	1Wk/2 Wks
HRD-8	Management & Administration of Pensions	February	June	August	November		1Wk/2 Wks
HRD-9	Conflict Management & Resolution	January	April	June	August	November	1Wk/2 Wks
HRD-10	HRM Policy, Strategy and Analytics	February	April	July	November	December	1Wk/2 Wks
HRD-11	HRM Analytics	January	March	May	September	November	1Wk/2 Wks
HRD-12	Leadership Development Skills for Managers	January	March	May	July	November	1Wk/2 Wks

AGRICULTURE & FOOD SECURITY

CODE	COURSES	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5	DURATION
AFS-1	M & E for Agricultural Research & Extension Projects	February	June	September	November		1Wk/2 Wks
AFS-2	Agricultural Project Analysis Management	March	May	July	September	November	1Wk/2 Wks
AFS-3	Monitoring & Evaluation of Agriculture Projects	March	June	August	October		1Wk/2 Wks
AFS-4	Agricultural Extension & Rural Communications	January	March	July	October	December	1Wk/2 Wks
AFS-5	Management of Agricultural Research (MAR)	January	May	July	September	November	1Wk/2 Wks
AFS-6	Agricultural Marketing & Export	February	May	August	November		1Wk/2 Wks
AFS-7	Agricultural Trade & Trade Policy (Macro-Economic & Analysis)	January	May	August	October		1Wk/2 Wks
AFS-8	Agricultural Survey: Design, Implementation, Data Analysis	February	May	September	November		1Wk/2 Wks
AFS-9	Participatory Farm Management (Research & Extension)	January	March	May	September	December	1Wk/2 Wks
AFS-10	Gender Analysis for Agriculture & Natural Resources Management	March	April	July	October	December	1Wk/2 Wks

BANKING, FINANCE & MACRO-ECONOMIC MANAGEMENT

CODE	COURSES	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5	DURATION
BFM-1	Public Debt Management & Techniques	January	March	May	September	November	1Wk/2 Wks
BFM-2	Macro-Economic Forecasting (National Strategies)	January	May	August	October	December	1Wk/2 Wks
BFM-3	Public Expenditure Analysis & Management	January	March	July	September	November	1Wk/2 Wks
BFM-4	Revenue Policy & Administration (Macro-Economic Perspectives)	February	April	July	September	November	1Wk/2 Wks
BFM-5	Economic Growth & Poverty Reduction Programme	January	April	June	August	November	1Wk/2 Wks
BFM-6	Public Financial Management (PFM)	January	March	May	September	November	1Wk/2 Wks
BFM-7	Public Sector Policy Analysis Programme	February	May	October	December		1Wk/2 Wks
BFM-8	Macro-Economic Management & Fiscal Policy (MMFP)	February	June	September	November		1Wk/2 Wks
BFM-9	Management Development Programmes for Micro-Finance Institutions	January	March	June	August	November	1Wk/2 Wks
BFM-10	Grant & Proposal Writing Programme	March	June	September	November		1Wk/2 Wks
BFM-11	Community Based Micro-Finance Programme	February	June	August	October	December	1Wk/2 Wks
BFM-12	Credit Risk Management	January	March	May	September	November	1Wk/2 Wks

»» **HELPFUL INFORMATION**

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, UNICEF, 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)
33 Colston Ave. Bristol England, BS1 4AU

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



**CENTRE FOR CAPACITY
TRAINING AND DEVELOPMENT**



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