MALAWI INSTITUTE OF MANAGEMENT 2020 SHORT TERM TRAINING COURSES

KEY
Mzuzu Centre
Lilongwe Centre
Blantyre Centre
Mangochi

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NO	THEMATIC AREA	CODE	TRAINING COURSE	DURATION	FREQUENCY	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
1	LEADERSHIP AND MANAGEMENT	LM101	Leadership Skills for Corporate Executives	3 days	4	22-24			1 - 3				26 - 28			25 - 27	
		LM102	Corporate Governance	3 days	4		26 - 28			20 - 22			19 - 21			4 - 6	
		LM103	Strategic Problem Solving and Decision Making	3 days	3		12 - 14					22 - 24			21 - 23		
		LM104	Effective Leadership and Management Skills	3 days	4	29 - 31			22 - 24			29 - 31					9 - 11
		LM105	Change Management	3 days	3	29 - 31					24 - 26				7 - 9		
		LM106	Leading with Emotional Intelligence	3 days	3		5 - 7					15 - 17				18 - 20	
2	PROJECT MANAGEMENT	CODE	TRAINING COURSE	DURATION	FREQUENCY	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
		PM101	Project formulation & Writing a Winning Project Proposal	1 week	3		17 - 21				15 - 19					9 - 13	
		PM102	Project Monitoring, Evaluation & Impact Assessment	1 week	2			16 - 20									7 - 11
		PM103	Results Based Management	1 week	3	27 - 31					1 - 5				26 - 30		
		PM104	Resource Mobilisation	1 week	2		3 - 7						10 - 14				
		PM105	Project Management	1 week	4		24 - 28			25 - 29			3 - 7			2 - 6	
		PM106	Project Management for Donor funded Projects	1 week	2				20 - 24					7 - 11			
3	FINANCIAL MANAGEMENT	CODE	TRAINING COURSE	DURATION	FREQUENCY	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
		FM101	Finance for Non Finance Managers	1 week	4		17 - 21		20 - 24			27 - 31					7 - 11
		FM102	Financial Management & Disbursement for World Bank Projects	2 weeks	2				20 -	1						16 - 27	
		FM103	Employee Finance & Retirement Planning	3 days	4	29 - 31			22 - 24			22 - 24				23 - 27	
4	HUMAN RESOURCE MANAGEMENT	CODE	TRAINING COURSE	DURATION	FREQUENCY	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
	& ORGANISATIONAL DEVELOPMENT	HO101	Training of Trainers	1 week	4		3 - 7		20 - 24			27 - 31				2 - 6	
		HO102	Effective Supervisory Skills	1 week	5		24 - 28			4 - 8			17 - 21		5 - 9		7 - 11
		HO103	Management Development Program	1 week	2			16 - 20						7 - 11			
		HO104	The Effective Manager	1 week	3	27 - 31					1 - 5					2 - 6	
		HO105	Customer Service & Business Etiquette	1 week	4	27 - 31			20 - 24			27 - 31					14 - 18
		HO106	Employee engagement & Management	1 week	2			9 - 13					3 - 7				
		HO107	Records Management	1 week	3		24 - 28					13 - 17				23 - 27	
		HO108	Team Building Skills	3 days	4		12 - 14			27 - 29			12 - 14				9 - 11
		HO109	Management Skills for Executive Assistants	1 week	3		10 - 14			18 - 22					5 - 9		
5	PROCUREMENT & LOGISTICS	CODE	TRAINING COURSE	DURATION	FREQUENCY	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
	MANAGEMENT	PL101	Effective Procurement Management	1 week	2			9 - 13						14 - 18			
		PL102	Effective Stores & Warehouse Management	1 week	2					25 - 29					19 - 23		
		PL103	Logistics and Supply Chain Management	1 week	3		17 - 21				15 - 19						7 - 11
		PL104	Procurement Management in World Bank Financed Projects	2 weeks	3			16 - 27				20 - 31				16 - 27	
6	INFORMATION,	CODE	TRAINING COURSE	DURATION	FREQUENCY	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
	COMMUNICATION & TECHNOLOGY	ICT 101	Research Methods and Data Analysis	1 week	3			23 - 27					24 - 28				14 - 18
		ICT 102	Basic Computer Skills (Word, Excel, Access, Project, PP)	1 week	3	20 - 24				18 - 22					26 - 30		
		ICT 103	Effective Public Relations	1 week	2		3 - 7				22 - 26						
		ICT 104	Effective Report Writing Skills	3 days	2			25 - 27						9 - 11			
		ICT 105	Effective Presentation Skills	3 days	3		5 - 7			27 - 29						4 - 6	
7	PUBLIC SECTOR MANAGEMENT	CODE	TRAINING COURSE	DURATION	FREQUENCY	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
		PSM101	Professionalism, Ethics and Integrity in the Public Sector	1 week	4	27 - 31			20 - 24			27 - 31			19 - 23		
		PSM102	Public Policy Making & Analysis	1 week	3		10 - 14				1 - 5						14 - 18
		PSM103	Public Sector Budgeting & Implementation	1 week	3			23 - 27				13 - 17				23 - 27	
		PSM104	Public Financial Management	1 week	3		3 - 7			25 - 29					19 - 23		
8	HEALTH AND ENVIRONMENT	CODE	TRAINING COURSE	DURATION	FREQUENCY	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
		HEM101	HIV & AIDS Workplace Programmes	1 week	3		24 - 28			25 - 29				14 - 18			
		HEM102	Occupational Safety & Health Management	1 week	3			9 - 13				20 - 24					7 - 11
		HEM103	Environmental Impact Assessment	1 week	2		17 - 21									9 - 13	