

2023 MALAWI SCHOOL OF GOVERNMENT TRAINING CALENDAR

JANUARY				
CODE	COURSE TITLE	DURATION	DATES	VENUE
MSG/23/1	Professionalism, Ethics & Integrity in Public Service	5 Days	9 - 13 Jan	Kanengo
MSG/23/2	Professional Customer Service & Business Etiquette	5 Days	9 -13 Jan	Kanengo
MSG/23/3	Legal Skills for Paralegals #37	16 weeks	9 Jan - 28 Apr	Mpemba
MSG/23/4	Fixed Assets Management	5 Days	16 - 20 Jan	Mpemba
MSG/23/5	Effective Supervisory Skills	5 Days	16 - 20 Jan	Mpemba
MSG/23/6	Effective Leadership & Management Skills	5 Days	16-20 Jan	Kanengo
MSG/23/7	Disciplinary Report-Writing Workshop for AHMOs	5 Days	23 - 27 Jan	Kanengo
MSG/23/8	Results Based Management	5 Days	23-27 Jan	Kanengo
MSG/23/9	Effective Manager	5 Days	23-27 Jan	Kanengo
MSG/23/10	Advanced Computer Skills	5 Days	23-27 Jan	Kanengo
MSG/23/11	Public Sector Budgetting & Implementation	5 Days	23-27 Jan	Kanengo
MSG/23/12	Training of Trainers	5 Days	30 Jan - 3 Feb	Salima
MSG/23/13	Public Finance Management	5 Days	30 Jan - 3 Feb	Kanengo
FEBRUARY				
CODE	COURSE TITLE	DURATION	DATES	VENUE
MSG/23/14	Basic Book-Keeping	2 weeks	6 - 17 Feb	Mpemba
MSG/23/15	Stratetgic Problem Solving & Decision Making	5 Days	6-10 Feb	Mangochi
MSG/23/16	Finance for Non-finance Managers	5 Days	6-10 Feb	Blantyre
MSG/23/17	Public Policy Making and Analysis	5 Days	6-10 Feb	Kanengo
MSG/23/18	HIV and AIDS Workplace Programs	5 Days	6-10 Feb	Kanengo
MSG/23/19	Logistics and Supply Chain Management	5 Days	6-10 Feb	Kanengo

MSG/23/20	Skills Devt for Messengers & Office Assitants	5 Days	13 - 17 Feb	Mpemba
MSG/23/21	Induction for Assistant Accountants	6 weeks	13 Feb-24 Mar	Mpemba
MSG/23/22	Project Formulation & Writign a Winning Proposal	5 Days	13-17 Feb	Kanengo
MSG/23/23	Effective Supervisory Skills	5 Days	13-17 Feb	Salima
MSG/23/24	Effective Public Relations	5 Days	13-17 Feb	Kanengo
MSG/23/25	Skills Devp for Drivers for the Private /NGO Sector	5 Days	20 - 24 Feb	Mpemba
MSG/23/26	Induction for AO/PO	6 weeks	20 Feb - 31 Mar	Mpemba
MSG/23/27	Corporate Governance Dynamics	5 Days	20-24 Feb	Mangochi
MSG/23/28	Records Management	5 Days	20-24 Feb	Kanengo
MSG/23/29	Management Skills for Secretaries & Personal Assistants	5 Days	20-24 Feb	Kanengo
MSG/23/30	Effective Public Sector Reforms and Management	5 Days	20-24 Feb	Kanengo
MSG/23/31	Revenue Mobilisation and Management	5 Days	27 Feb - 2 Mar	Mpemba
MSG/23/32	Effective Public Sector Leadership for Deputy Directors	5 Days	27 Feb - 2 Mar	Mpemba
MSG/23/33	Public Relations for Council Information Officers	5 Days	27 Feb - 2 Mar	Mpemba
MSG/23/34	Resource Mobilisation	5 Days	30 Jan-3 Feb	Blantyre
MARCH				
CODE	COURSE TITLE	DURATION	DATES	VENUE
MSG/23/35	Orientation for Public Sector Transport Officer(O/S)	5 Days	6 - 10 Mar	Mpemba
MSG/23/36	Financial Management & Control	5 Days	6 - 10 Mar	Kanengo
MSG/23/37	Effective Report Writing Skills	5 Days	6 - 10 Mar	Kanengo
MSG/23/38	Peace & Security Management	5 Days	6 - 10 Mar	Kanengo
MSG/23/39	Team Building Skills	3 Days	6 - 8 Mar	Salima
MSG/23/40	Project Monitoring, Evaluation & Impact Assement	5 Days	13 - 17 Mar	Kanengo

MSG/23/41	Management Development Program	5 Days	13 - 17 Mar	Kanengo
MSG/23/42	Effective Procurement Management	5 Days	13 - 17 Mar	Mangochi
MSG/23/43	Research Methods & Data Analysis	5 Days	13 - 17 Mar	Kanengo
MSG/23/44	Induction for Secretaries	6 weeks	13 Mar - 21 Apr	Mpemba
MSG/23/45	Induction for Accounts Assistants	6 weeks	13 Mar - 21 Apr	Mpemba
MSG/23/46	Council Operational Excellence	5 Days	20 - 24 Mar	Mpemba
MSG/23/47	Professionalism, Ethics and Integrity	3 days	20 - 24 Mar	Mpemba
MSG/23/48	Project Cycle Management	5 Days	20 - 24 Mar	Kanengo
MSG/23/49	Executive Certificate for Elected Members	2 weeks	20 - 31 Mar	Mpemba
MSG/23/50	Effective Records Management for Office Assistants	5 Days	27 - 31 Mar	Mpemba
MSG/23/51	Occupational Safety & Health Management	5 Days	27 - 31 Mar	Kanengo
MSG/23/52	Managing Stress & Staff Wellbeing	5 Days	27 - 31 Mar	Kanengo
APRIL				
CODE	COURSE TITLE	DURATION	DATES	VENUE
MSG/23/53	Refresher for IP & DC	5 Days	3 - 7 Apr	Mpemba
MSG/23/54	Management of Deceased Estates	5 Days	3 - 7 Apr	Mpemba
MSG/23/55	Retirement Planning	5 Days	3-7 Apr	Mzuzu
MSG/23/56	Training of Trainers	5 Days	3-7 Apr	Kanengo
MSG/23/57	Effective Stores & Warehouse Management	5 Days	3-7 Apr	Salima
MSG/23/58	Advanced Computer Skills	5 Days	3-7 Apr	Kanengo
MSG/23/59	Professionalism, Ethics and Integrity in the Public Sector	5 Days	3-7 Apr	Blantyre
MSG/23/60	Records Management Skills for Clerical Officers	5 Days	10 - 14 Apr	Mpemba
MSG/23/61	Skills Devp for Messengers and Office Asisstants	5 Days	10 - 14 Apr	Mpemba

MSG/23/62	Public Relations for Information Officers for Councils	5 Days	17 - 21 Apr	Mpemba
MSG/23/63	Office Etiquette for Secretaries	5 Days	24 - 28 Apr	Mpemba
MSG/23/64	Skills Development for Security Guards	5 Days	24 - 28 Apr	Mpemba
MSG/23/65	Financial Management for Non- Finance Managers	5 Days	24 - 28 Apr	Mpemba
MSG/23/66	Induction for Procurement and Supplies Assistants	6 weeks	24 Apr - 2 Jun	Mpemba
MSG/23/67	Strategic Problem Solving & Decision Making	5 Days	24-28 Apr	Kanengo
MSG/23/68	Finance for Non-Finance Managers	5 Days	24-28 Apr	Kanengo
MSG/23/69	Professional Customer Service & Business Etiquette	5 Days	24-28 Apr	Kanengo
MSG/23/70	Public Sector Budgeting & Implementation	5 Days	24-28 Apr	Mangochi
MAY				
CODE	COURSE TITLE	DURATION	DATES	VENUE
MSG/23/71	Effective Supervisory Skills	5 Days	8-12 May	Salima
MSG/23/72	Basic Computer Skills	5 Days	8-12 May	Kanengo
MSG/23/73	HIV & AIDS Workplace Programs	5 Days	8-12 May	Kanengo
MSG/23/74	Digital Literacy Skills for Local Councils	5 Days	15 - 19 May	Mpemba
MSG/23/75	Electronic Records Management	2 weeks	22 May – 2 Jun	Mpemba
MSG/23/76	Project Management Refresher	2 weeks	22 May – 2 Jun	Mpemba
MSG/23/77	Induction for Procurement Officers	6 weeks	22 May - 30 Jun	Mpemba
MSG/23/78	Induction for Clerical Officers	6 weeks	22 May - 30 Jun	Mpemba
MSG/23/79	Financial Management & Disbursement for World Bank Projects	10 Days	22 May- 2 Jun	Kanengo
MSG/23/80	Corporate Governance Dynamics	5 Days	22-26 May	Salima
MSG/23/81	Project Cycle Management	5 Days	22-26 May	Mangochi
MSG/23/82	Public Policy Making & Analysis	5 Days	22-26 May	Kanengo

MSG/23/83	Team Building Skills	3 Days	24-26 May	Kanengo
MSG/23/84	Skills Development for Drivers in the Public Sector	5 Days	29 May - 2 Jun	Mpemba
MSG/23/85	Training of Trainers for HRMOs for NGOs & CSOs	5 Days	29 May - 2 Jun	Mpemba
JUNE				
CODE	COURSE TITLE	DURATION	DATES	VENUE
MSG/23/86	Gender Mainstreaming	5 Days	5 - 9 Jun	Mpemba
MSG/23/87	Financial Management & Control	5 Days	5-9 Jun	Kanengo
MSG/23/88	Monitoring and Evaluation	5 Days	12 - 16 Jun	Mpemba
MSG/23/89	Basic ICT for Messengers/Office Assistants	5 Days	12 – 16 Jun	Mpemba
MSG/23/90	Logistics & Supply Chain Management	5 Days	12-16 Jun	Kanengo
MSG/23/91	Project Formulation & Writing Winning Project Proposal	5 Days	12-26 Jun	Kanengo
MSG/23/92	Effective Records Management for Secretaries	5 Days	19 – 23 Jun	Mpemba
MSG/23/93	Procurement and Inventory Management	2 weeks	19 - 30 Jun	Mpemba
MSG/23/94	Resource Mobilisation	5 Days	19-23 Jun	Salima
MSG/23/95	The Effective Manager	5 Days	19-23 Jun	Kanengo
MSG/23/96	Records Management	5 Days	19-23 Jun	Kanengo
MSG/23/97	Public Financial Management	5 Days	19-23 Jun	Mzuzu
MSG/23/98	Information Management and Data Analysis	5 Days	26 – 30 Jun	Mpemba
MSG/23/99	Effective Public Sector Leadership	5 Days	26 – 30 Jun	Mpemba
MSG/23/100	Office Etiquette for Secretaries	5 Days	26 – 30 Jun	Mpemba

JULY				
CODE	COURSE TITLE	DURATION	DATES	VENUE
MSG/23/101	Management of Service Committees in Local Authorities	3 days	10 - 12 Jul	Mpemba
MSG/23/102	Advanced ICT for Messengers/Office Assistants	5 Days	10 – 14 Jul	Mpemba
MSG/23/103	Advanced Diploma in HRD (ICM)	24	10 Jul - 22 Dec	Mpemba
MSG/23/104	Diploma in HRD (ICM)	24	10 Jul - 22 Dec	Mpemba
MSG/23/105	Certificate in Law 7 Semester 2	16	10 Jul - 27 Oct	Mpemba
MSG/23/106	Legal Skills for Paralegals #38	16	10 Jul - 27 Oct	Mpemba
MSG/23/107	Project Monitoring, Evaluation and Impact Assessment	5 Days	10-14 Jul	Salima
MSG/23/108	Professional Customer Service & Business Etiquette	5 Days	10-14 Jul	Mangochi
MSG/23/109	Effective Stores & Warehouse Management	5 Days	10-14 Jul	Salima
MSG/23/110	Research Methods & Data analysis	5 Days	10-14 Jul	Kanengo
MSG/23/111	Occupational Safety & Health Management	5 Days	10-14 Jul	Salima
MSG/23/112	Basic ICT for Drivers/Chauffers	5 Days	17 – 21 Jul	Mpemba
MSG/23/113	Strategic Problem Solving and Decision Making	5 Days	17-21 Jul	Kanengo
MSG/23/114	Public Sector Budgeting & Implementation	5 Days	17-21 Jul	Kanengo
MSG/23/115	Skills Development for Frontline Officers	5 Days	24 – 28 Jul	Mpemba
MSG/23/116	Performance Contracting in Public Sector Planning, Documentation and Management	5 Days	24 – 28 Jul	Mpemba
MSG/23/117	Induction For Assistant Human Resources Officers	6 weeks	24 Jul - 1 Sep	Mpemba
MSG/23/118	Induction for Auditors	6 weeks	24 Jul - 1 Sep	Mpemba
MSG/23/119	Effective Leadership and Management Skills	5 Days	24-28 Jul	Mangochi
MSG/23/120	Finance for Non-Finance Managers	5 Days	24-28 Jul	Salima
MSG/23/121	Training of Trainers	5 Days	24-28 Jul	Blantyre

MSG/23/122	Effective Presentation Skills	5 Days	24-28 Jul	Salima
MSG/23/123	Peace & Security Management	5 Days	24-28 Jul	Kanengo
MSG/23/124	Board Management Skills	3 days	26 - 28 Jul	Mpemba
MSG/23/125	ICT for Secretaries	5 Days	31 Jul – 4 Aug	Mpemba
MSG/23/126	Skills Devp for Messengers/Office Assistants	5 Days	31 Jul – 4 Aug	Mpemba
AUGUST				
CODE	COURSE TITLE	DURATION	DATES	VENUE
MSG/23/127	Customer Care for Govt Messengers and Receptionists	5 Days	7 - 11 Aug	Mpemba
MSG/23/128	Performance Management and Staff Appraisal	3 days	7 - 11 Aug	Mpemba
MSG/23/129	Team Building Skills	3 Days	7-11 Aug	Kanengo
MSG/23/130	Effective Public Relations	5 Days	7-11 Aug	Mangochi
MSG/23/131	Managing Stress & Staff Wellbeing	5 Days	7-11 Aug	Kanengo
MSG/23/132	Skills Development for Chauffeurs	5 Days	14 – 18 Aug	Mpemba
MSG/23/133	Minute Taking for Secretaries	5 Days	14 – 18 Aug	Mpemba
MSG/23/134	Corporate Governance Dynamics	5 Days	14-18 Aug	Kanengo
MSG/23/135	Public Policy Making & Analysis	5 Days	14-18 Aug	Kanengo
MSG/23/136	Council Operational Excellence	5 Days	21 - 25 Aug	Mpemba
MSG/23/137	Records Management Skills for Clerical Officers	5 Days	21 - 25 Aug	Mpemba
MSG/23/138	Leadership Skills for Corporate Executives	3 Days	21-23 Aug	Kanengo
MSG/23/139	Project Cycle Management	5 Days	21-25 Aug	Mangochi
MSG/23/140	Effective Supervisory Skills	5 Days	21-25 Aug	Salima
MSG/23/141	Effective Records Management for Office Assistants	5 Days	28 Aug - 1 Sep	Mpemba
MSG/23/142	Induction Course for HRMOs	6 weeks	28 Aug - 6 Oct	Mpemba

MSG/23/143	Public Financial Management	5 Days	28 Aug- 1 Sep	Kanengo
SEPTEMBER				
CODE	COURSE TITLE	DURATION	DATES	VENUE
MSG/23/144	Leadership Skills for Chiefs	5 Days	4 – 8 Sep	Mpemba
MSG/23/145	Induction for Assistant Auditors	6 weeks	4 Sep - 13 Oct	Mpemba
MSG/23/146	Financial Management & Control	5 Days	4-8 Sep	Kanengo
MSG/23/147	Research Methods & Data Analysis	5 Days	4-8 Sep	Kanengo
MSG/23/148	Effective Prosecution Skills	5 Days	11 - 15 Sep	Mpemba
MSG/23/149	Refresher on Investigative Reporting for CIDs Police Officers	5 Days	11 - 15 Sep	Mpemba
MSG/23/150	Project Formulation & Writing Winning Project Proposal	5 Days	11-15 Sep	Kanengo
MSG/23/151	Professional Customer Service & Business Etiquette	5 Days	11-15 Sep	Kanengo
MSG/23/152	HIV & AIDS Workplace Programmes	5 Days	11-15 Sep	Kanengo
MSG/23/153	Transport Logistics & Fleet Mgt for the Private and NGOS	5 Days	18 - 22 Sep	Mpemba
MSG/23/154	Orientation for Training Committees	5 Days	18 - 22 Sep	Mpemba
MSG/23/155	Result-Based Management	5 Days	18-22 Sep	Kanengo
MSG/23/156	Effective Report Writing Skills	5 Days	18-22 Sep	Kanengo
MSG/23/157	Induction for AO/PO	6 weeks	25 Sep - 3 Nov	Mpemba
MSG/23/158	Induction for Accountants	6 weeks	25 Sep - 3 Nov	Mpemba
MSG/23/159	Finance for Non-Finance Managers	5 Days	25-29 Sep	Kanengo
MSG/23/160	Effective Public Sector Reforms & Management	5 Days	25-29 Sep	Salima

OCTOBER				
CODE	COURSE TITLE	DURATION	DATES	VENUE
MSG/23/161	Digital Literacy Skills for Local Councils	5 Days	2 - 6 Oct	Mpemba
MSG/23/162	Effective Leadership & Management Skills	5 Days	2-6 Oct	Kanengo
MSG/23/163	Effective Supervisory Skills	5 Days	2-6 Oct	Salima
MSG/23/164	Records Management	5 Days	2-6 Oct	Kanengo
MSG/23/165	Public Sector Budgeting & Implementation	5 Days	2-6 Oct	Kanengo
MSG/23/166	Secretarial Management #50	10 weeks	2 Oct - 8 Dec	Mpemba
MSG/23/167	Revenue Mobilisation and Management	5 Days	9 - 13 Oct	Mpemba
MSG/23/168	Effective Stores & Warehouse Management	5 Days	9-13 Oct	Kanengo
MSG/23/169	Professionalism, Ethics and Integrity in the Public Sector	5 Days	9-13 Oct	Kanengo
MSG/23/170	Orientation for Principal Officers in the Public Sector	5 Days	16 - 20 Oct	Mpemba
MSG/23/171	Refresher on Govt Correspondence for AHRMO	5 Days	16 - 20 Oct	Mpemba
MSG/23/172	Effective Presentation Skills	5 Days	16-20 Oct	Kanengo
MSG/23/173	Records Management for Accounts Officers	5 Days	23 – 27 Oct	Mpemba
MSG/23/174	Basic Book Keeping	2 weeks	23 Oct - 3 Nov	Mpemba
MSG/23/175	Strategic Problem Solving & Decision Making	5 Days	23-27 Oct	Kanengo
MSG/23/176	Resource Mobilisation	5 Days	23-27 Oct	Salima
MSG/23/177	Electronic Records Management	5 Days	30 Oct – 3 Nov	Mpemba
MSG/23/178	Training of Trainers	5 Days	30 Oct- 3 Nov	Kanengo

NOVEMBER				
CODE	COURSE TITLE	DURATION	DATES	VENUE
MSG/23/179	Financial Management for Non-Finance Managers	3 days	6 - 8 Nov	Mpemba
MSG/23/180	Policy Formulation, Analysis and Implementation	3 days	6 - 8 Nov	Mpemba
MSG/23/181	Project formulation & Writing a Winning Project Proposal	5 Days	6 -10 Nov	Blantyre
MSG/23/182	Team Building Skills	3 Days	6 -10 Nov	Kanengo
MSG/23/183	Effective Public Relations	5 Days	6 -10 Nov	
MSG/23/184	Financial Management & Disbursement for World Bank Projects	10 Days	6-17 Nov	Kanengo
MSG/23/185	Project Management Refresher	2 weeks	6 - 17 Nov	Mpemba
MSG/23/186	Corporate Governance Dynamics	3 Days	8-10 Nov	Kanengo
MSG/23/187	Effective Supervisory Skills	5 Days	13 – 17 Nov	Mpemba
MSG/23/188	Refresher Course for Court Reporters	5 Days	13 – 17 Nov	Mpemba
MSG/23/189	Project Cycle Management	5 Days	13-17 Nov	Mzuzu
MSG/23/190	The Effective Manager	5 Days	13-17 Nov	Kanengo
MSG/23/191	Office Etiquette for Messengers/Office Assistants	5 Days	20 – 24 Nov	Mpemba
MSG/23/192	Skills Development for Security Guards	5 Days	20 – 24 Nov	Mpemba
MSG/23/193	Leadership Skills for Corporate Executives	5 Days	20-24 Nov	Mangochi
MSG/23/194	Results-Based Management	5 Days	20-24 Nov	Salima
MSG/23/195	Logistics and Supply Chain Management	5 Days	20-24 Nov	Mzuzu
MSG/23/196	Reporting for Results Workshop for Govt HRMOs	5 Days	26 - 30 Nov	Mpemba
MSG/23/197	Effective Procurement Management	5 Days	27 Nov- 1 Dec	Salima
MSG/23/198	Basic Computer Skills	5 Days	27 Nov- 1 Dec	Kanengo

DECEMBER				
CODE	COURSE TITLE	DURATION	DATES	VENUE
MSG/23/199	Management of Service Committees in Local Authorities	3 days	4 - 6 Dec	Mpemba
MSG/23/200	Secretarial Skills Development	5 Days	4 - 8 Dec	Mpemba
MSG/23/201	Contract Management Orientation	5 Days	4 - 8 Dec	Mpemba
MSG/23/202	Effective Leadership & Management Skills	5 Days	4-8 Dec	Kanengo
MSG/23/203	Project Monitoring & Impact Assessment	5 Days	4-8 Dec	Salima
MSG/23/204	Financial Management & Control	5 Days	4-8 Dec	Mangochi
MSG/23/205	Records Management	5 Days	4-8 Dec	Mzuzu
MSG/23/206	Advanced Computer Skills	5 Days	4-8 Dec	Kanengo
MSG/23/207	Public Policy Making and Analysis	5 Days	4-8 Dec	Salima
MSG/23/208	Refresher for IP & DC	5 Days	11 - 15 Dec	Mpemba
MSG/23/209	Monitoring & Evaluation	5 Days	11 - 15 Dec	Mpemba
MSG/23/210	Finance for Non-Finance Managers	5 Days	11-15 Dec	Mangochi
MSG/23/211	Effective Supervisory Skills	5 Days	11-15 Dec	Salima
MSG/23/212	Professional Customer Service & Business Etiquette	5 Days	11-15 Dec	Mangochi
MSG/23/213	Research Methods & Data Analysis	5 Days	11-15 Dec	Kanengo
MSG/23/214	Managing Stress & Staff Wellbeing	5 Days	11-15 Dec	Salima