

MIM 2021 SHORT TERM TRAINING COURSES

KEY

	Mzuzu Centre
	Lilongwe Centre
	Blantyre Centre
	Mangochi
	Salima

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	18-20			12-7				23 - 25			22 - 24		
		LM102	Corporate Governance	5 days	4		22 - 26			24 - 28			16 - 20			1 - 5		
		LM103	Strategic Problem Solving and Decision Making	5 days	4		8 - 12		26-28				19 - 23			18 - 22		
		LM104	Effective Leadership and Management Skills	5 days	4	25 - 29			19 - 23				26 - 30			4-8		6-10
		LM105	Change Management	3 days	4			15-17				21 - 23			20-22			6-8
2	PROJECT MANAGEMENT	PM101	Project formulation & Writing a Winning Project Proposal	5 days	4		15 - 19				14 - 18			13-17		8 - 12		
		PM102	Project Monitoring, Evaluation & Impact Assessment	5 days	3			15-19					12-16				6 - 10	
		PM103	Results Based Management	5 days	4	25 - 29			19-23						20-24		22-26	
		PM104	Resource Mobilisation	5 days	3		1-5					21-25				25-29		
		PM105	Project Management	5 days	4			22-26		17-21				23-27			15-19	
3	FINANCIAL MANAGEMENT	FM101	Finance for Non Finance Managers	5 days	4		8-12		12-16			26-30		20-24			13-17	
		FM102	Financial Management & Disbursement for World Bank Projects	10 days	2					17-28							8-19	
		FM103	Financial Management and Control	5 days	4			22-26			7-11			6-10			6-10	
4	HUMAN RESOURCE MANAGEMENT & ORGANISATIONAL DEVELOPMENT	HO101	Training of Trainers	5 days	4		1-5		19-23			26-30				1-5		
		HO102	Effective Supervisory Skills	5 days	5		15-19			17-21			23-27		18-22		6-10	
		HO103	Management Development Program	5 days	2			15-26							20-24			
		HO104	The Effective Manager	5 days	3	25-29					21-25						15-19	
		HO105	Customer Service & Business Etiquette	5 days	4	18-22			12-16			19-23			13-17			13-17
		HO106	Records Management	5 days	4		22-26				21-25					4-8		6-10
		HO107	Team Building Skills	3 days	4			8-10		24-26				9-11			8-10	
		HO108	Management Skills for Secretaries and Personal Assistants	1 week	3		22-26				31-4					25-29		
		5	PROCUREMENT & LOGISTICS MANAGEMENT	PL101	Effective Procurement Management	1 week	3			15-19					30-3			29-3
PL102	Effective Stores & Warehouse Management			1 week	3				19-23			19-23			18-22			
PL103	Logistics and Supply Chain Management			1 week	3		15-19				14-18						15-19	
6	INFORMATION, COMMUNICATION & TECHNOLOGY	ICT 101	Research Methods and Data Analysis	5 days	4			22-26				19-23		13-17			13-17	
		ICT 102	Basic Computer Skills (Word, Excel, Access, Project, PP)	5 days	4		22-26			17-21			2-6			15-19		
		ICT 103	Advanced Computer Skills	5 days	4	18-22			26-30						20-24		6-10	
		ICT 104	Effective Public Relations	5 days	4		8-12			24-28			9-13				1-5	
		ICT 105	Effective Report Writing Skills	5 days	4			22-26			7-11				6-10		29-3	
		ICT 106	Effective Presentation Skills	5 days	4	25-29			12-16				26-30			18-22		

7	PUBLIC SECTOR MANAGEMENT & REFORMS	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	5 days	4	18-22			26-30			12-16			25-29		
		PSM102	Public Policy Making & Analysis	5 days	4		1-5			24-28			23-27				6-10
		PSM103	Public Sector Budgeting & Implementation	5 days	4	4-8			19-23			12-16			4-8		
		PSM104	Public Sector Entrepreneurship Management	5 days	4		15-19				7-11			20-24		29-3	
		PSM105	Public Security Management	5 days	3			8-12				26-30			4-8		
		PSM106	Effective Public Sector Reforms and Management	5 days	3		22-26			17-21				27-1			
		PSM107	Public Sector Fraud and Corruption Prevention	5 days	3			22-26			21-25					1-5	
		PSM108	Public Financial Management	5 days	3	18-22			26-30				16-20				
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	5 days	3		8-12			24-28				6-10			
		HEM102	Occupational Safety & Health Management	5 days	3			8-12				19-23				29-3	
		HEM103	Environmental Impact Assessment	5 days	3		15-19				14-18					22-26	
		HEM104	Managing Stress and Staff Well Being	5 days	3			15-19					9-13				6-10