

MIM 2022 SHORT TERM TRAINING COURSES

KEY

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CODE	LEADERSHIP AND MANAGEMENT	DURATION	FREQUENCY	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
LM101	Leadership Skills for Corporate Executives	3 days	4	18-20			11-13				22-24			21-23	
LM102	Corporate Governance	5 days	4		21-25			23-27			15-19			7-11	
LM103	Strategic Problem Solving and Decision Making	5 days	4		7-11		25-29			18-22			24-28		
LM104	Effective Leadership and Management Skills	5 days	4	24-28			4-8			26-30			3-7		5-9
CODE	PROJECT MANAGEMENT	DURATION	FREQUENCY	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
PM101	Project formulation & Writing a Winning Project Proposal	5 days	4		14-18				13-17			16-Dec		7-11	
PM102	Project Monitoring, Evaluation & Impact Assessment	5 days	3			14-18				11-15					5-9
PM103	Results Based Management	5 days	4	24-28		28-1						20-24		22-26	
PM104	Resource Mobilisation	5 days	3	31-4					20-24				24-28		
PM105	Project Cycle Management	5 days	4			21-25		23-27			22-26			14-18	
CODE	FINANCIAL MANAGEMENT	DURATION	FREQUENCY	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
FM101	Finance for Non Finance Managers	5 days	4		7-11		25-29			25-29		26-30			12-16
FM102	Financial Management & Disbursement for World Bank Projects	10 days	2					23-3						7-18	
FM103	Financial Management and Control	5 days	4			7-11			6-10			5-9			5-9
CODE	HUMAN RESOURCE MANAGEMENT & ORGANISATIONAL DEVELOPMENT	DURATION	FREQUENCY	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
HO101	Training of Trainers	5 days	4	31-4			4-8			25-29			31-4		
HO102	Effective Supervisory Skills	5 days	5		14-18			9-13			22-26		3-7		12-16
HO103	Management Development Program	5 days	2			14-18						19-23			
HO104	The Effective Manager	5 days	3	24-28					20-24					14-18	
HO105	Customer Service & Business Etiquette	5 days	4	10-14			35-29			11-15		12-16			12-16
HO106	Records Management	5 days	4		22-26				21-25				3-7		5-9
HO107	Team Building Skills	3 days	4			7-9		23-25			8-10			7-9	
HO108	Management Skills for Secretaries and Personal Assistants	1 week	3		21-25			30-3					24-28		
CODE	PROCUREMENT & LOGISTICS MANAGEMENT	DURATION	FREQUENCY	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
PL101	Effective Procurement Management	1 week	3			14-18						28-2		28-2	
PL102	Effective Stores & Warehouse Management	1 week	3				4-8			11-15			10-14		
PL103	Logistics and Supply Chain Management	1 week	3		7-11				13-17					21-25	
CODE	INFORMATION, COMMUNICATION & TECHNOLOGY	DURATION	FREQUENCY	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
ICT 101	Research Methods and Data Analysis	5 days	4			14-18				11-15		5-9			12-16
ICT 102	Basic Computer Skills (Word, Excel, Access, Project, PP)	5 days	4		21-25			9-13			1-5			28-2	
ICT 103	Advanced Computer Skills	5 days	4	10-14			4-8					12-16			5-9
ICT 104	Effective Public Relations	5 days	4		14-18			9-13			8-12			1-5	
ICT 105	Effective Report Writing Skills	5 days	4			7-11			6-10			19-23		28-2	
ICT 106	Effective Presentation Skills	5 days	4	24-28			25-29			25-29			17-21		
CODE	PUBLIC SECTOR MANAGEMENT & REFORMS	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	3-7			4-8			11-15			10-14		
PSM102	Public Policy Making & Analysis	5 days	4		7-11			23-27			15-19				5-9
PSM103	Public Sector Budgeting & Implementation	5 days	4	10-14			25-29			18-22			3-7		
PSM105	Peace and Security Management	5 days	3			7-11			25-29				10-14		
PSM106	Effective Public Sector Reforms and Management	5 days	3		21-25			9-13				26-30			
PSM108	Public Financial Management	5 days	3	24-28					20-24		29-2				
CODE	HEALTH AND ENVIRONMENT	DURATION	FREQUENCY	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
HEM101	HIV & AIDS Workplace Programmes	5 days	3		7-11			9-13				12-16			
HEM102	Occupational Safety & Health Management	5 days	3			14-18				11-15				28-2	