

Administration Programmes

- Office Management Skills
- Electronic Records Management
- Enhanced skills for PAs and administrators
- Effective Communication Skills
- Time Management
- Assertiveness and Stress Management
- Report Writing and Presentation Skills
- Research Methodology and Data analysis
- Events Management
- Effective Negotiation Skills
- Effective Conflict Resolution Skills

Mining Programmes

- Mining Law
- Good Governance and CSR in Mining
- Mining Surveying
- Surface Mapping Management
- Exploration Management
- Exploitation Management
- Wire Logging and Interpretation
- Stream sediment Sampling
- Health and Safety in the mining industry
- Surface Mining Analysis
- Geographical Information Systems (GIS) and Concepts

- Advanced Crushing and Grinding Techniques
- Applied Ethics in Exploration and Mining
- Analysis of Mining Financials
- Mining Sustainable Development
- Blast Design and Assessment for surface mines and quarries

Finance Programmes

- Auditing Financial Statements in Banks
- Internal Auditing, Compliance and Risk Management
- Accounting for Derivatives and other Financial Instruments
- Central Banks supervision and anti-money laundering strategies
- Financial crimes and anti-money laundering strategies
- Finance for Non Financial Managers
- International Tax Aspects of Mergers, Acquisitions and Corporate Finance
- Financial Management of Donor Funded Projects
- International Public Sector Accounting Standards (IPSAS)
- Public Sector Financial Management
- Risk Based Approach to Financial Auditing
- Budget Planning & Forecasting
- Budgeting, Financial Strategy & Business Value
- Budgeting Forecasting & Modelling
- Financial Aspects of Procurement
- Credit Control and Debt Management
- Taxation Methodologies and Analysis
- International Financial Reporting Standards (IFRS)

- Auditing Techniques for Senior Auditors
- Risk Management and Financial Analysis in the Central Banks
- Cash Flow Management & Working Capital Optimization
- Treasury Mangement
- Investment Fund Operations
- Pension Funds Management
- Monetary Policy Formulation and Implementation
- Public Private Partnership Financial Modelling
- Strategic Planning, Effective Budgeting & Cost Control
- Spreadsheet Skills for Finance Personnel

Agricultural Development and Sustainability Programmes

- Rural Development and Extension Management
- Advanced Agricultural project management Strategies
- Agricultural Development Management
- Poverty Alleviation: Challenges, Policies and Strategies
- Decentralisation and Community Driven Development
- Decentralisation and Urban Infrastructure Management
- Participatory Planning, Monitoring and Evaluation
- Managing Sustainable Rural Development
- Integrated Natural Resource Management
- Land Governance for Sustainable Development
- Public Policies and Rural Development in Africa
- Strategies for Poverty Reduction and Sustainable Development

Procurement and Logistics Programmes

- Transport and Logistics Management
- Fleet Management
- Supply Chain Management
- Contracts Management
- Procurement Fraud Prevention
- Tender Management Procedures
- Fundamentals of Procurement
- Inventory and Warehouse Management
- Production and Inventory Management
- Financial Aspects of Procurement
- Public Procurement, Supply Chain and Contracts Management
- Procurement Monitoring and Evaluation

Governance and Legislative Programmes

- Anti-Corruption, Integrity & Corporate Governance
- Strategic Corruption Control and Organisational Integrity
- Drafting Legal Documents
- Key Skills for Effective Governance
- Effective Public Policy and Delivery
- Court Management and Judiciary Administration
- Policy Analysis & Strategic Implementation
- Parliamentary Administration
- Conflict Management, Conciliation & Mediation
- Ethical Issues in the Judiciary systems
- Legal Compliance Monitoring

- Anti-Money Laundering Strategies
- In-House Legal Department Management
- Public Policy and Administrative Governance
- Policy Analysis for Parliamentarians & Policy makers
- Litigation and Arbitration
- Management of Deceased Estates and Trust
- Anti-Corruption, Bribery & Fraud
- English Language Proficiency for Translators and Interpreters 1
- English Language Proficiency for Translators and Interpreters 2
- LEGAL TERMINOLOGY FOR TRANSLATORS AND INTERPRETERS

Banking Programmes

- Policy Auditing in Central Banks
- Central Banks supervision and anti-money laundering strategies
- Financial crimes and anti-money laundering strategies
- Fraud Detection and Prevention in Banks
- Banking Policy Formulation and management
- Human Resources Management in Development in Banks
- Central Bank and Monetary Policy Management
- Challenges of Banks Failures and alignment to Central Banks
- Foreign Exchange Controls, Framework and Management
- Managing Securities and Capital Markets
- Monetary Policy Formulation and Implementation
- E-Banking Products Analysis

Project Management Programmes

- Project Management
- Project Management for Donor Funded Projects
- Monitoring and Evaluation of Developmental Projects
- Project Planning and Implementation
- Advanced Project Management
- Managing Project Teams
- Advanced Project Planning and Implementation
- Project Formulation and Feasibility Study Analysis
- Computer Application For Project Management
- Public Works Project Management
- Computer Applications for Project Management
- Managing Microfinance Project

Human Resources, Labour Relations & Leadership Programmes

- Conflict Management
- Training Management and training needs analysis
- Strategic Management Development
- Strategic Performance Management
- Leadership/Development Management
- Effective and Dynamic Role of Modern Trade Union
- Labour Market Information Systems
- Labour relations and Law
- Personnel management
- Office Management Skills for Executive Personnel
- Human Resources Information systems-Computerised HR

- Performance appraisal Strategies
- Human Resources Development
- Strategic Management
- Leadership Management and Development
- Strategic Human Resources Management
- Public Relations and Personnel Management
- Effective Supervision skills in Modern Workplace Environment
- Effective, Coaching, Counselling and mentoring Supervisors
- Employee Welfare, Wellness and Motivation

Economics Programmes

- Policy Formulation and Implementation
- Macroeconomic Forecasting & Projections
- Applied Research Methodology in Economic Analysis
- Macroeconomic Management & Policies for Senior Officials
- Labour Market Information Systems
- Balance of Payment Statistics
- Tax Policy and Tax Administration
- Strategic Planning and Risk Assessment in Revenue Management
- Macroeconomic Policy Management
- Macroeconomic Forecasting & Projections
- Economic Modelling & Forecasting

Sales, Marketing and PR Programmes

- Public Relations and customer care
- Public Relations, Communication and Organisational Reputation Management

- Customer focussed marketing
- New Product Development and Marketing management
- Developing and Managing Customer Base
- Essential Skills For Marketing Staff
- Consumer Behaviour
- Advertising and Brand Management
- Market research and Product development
- International Marketing
- Public Relations and Corporate Social Investment
- Public Relations Presentation and Elocution Skills
- Sales & Marketing Management

Information Technology Programmes

- Computer Networks Administration & Management
- IT security and Cybercrime Prevention
- Electronic Records Management
- Systems Analysis and Design
- Java Script
- Website design & Publishing
- Computer Fraud and Security/ IT Audit
- IT Strategy & Strategic Information Management
- Human Resource Information Systems

Energy, Oil, & Gas Programmes

- Petroleum Data Management
- Managing Petroleum Projects

- Petroleum Testing and Analysis
- Energy Management and Sustainable Development
- Petroleum Industry Analysis

Tourism, Hospitality and Conservation Programmes

- Applied Sustainable Tourism Management
- Collaborative Environmental Governance
- National Parks and Wildlife Management
- Community Based Natural Resources Management
- Applied anti-poaching Strategies
- Ecotourism venturing
- Conservation conflict management
- Hotel Management
- Front Office Operations
- Housekeeping Procedures

Media, Communications and Journalism Programmes

- Media Advocacy
- Media Communication and Advocacy
- Parliamentary Reporting and Editing
- Print Media and Broadcasting Management
- Public Relations, Communications and Organisation Reputation Management
- Stakeholder Communications Management
- Effective Communication Skills

Environmental Management Programmes

- Integrated Waste Management

- Environmental Law Analysis
- Introduction to Managing Environmental Data with MS Access
- Assessing Environmental Impact of Industrialisation
- Environmental Impact Assessment (EIA)
- Developing a Community Environmental plan
- Emergency Preparedness and Disaster Management
- Environmental Management Strategies
- GIS Application in Planning and Resource Management
- Community Based Natural Resources Planning and Management
- Climate Change Adaptation & Mitigation
- Advanced Emergency Preparedness & Disaster Management
- Integrated Water Resources Management
- Natural Resource Management
- Integrated Environmental Management
- Advanced Environmental Management Programme
- Energy Management & Sustainable Development
- Environmental Management Systems & Auditing Programme