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## Mananga Centre for Regional Integration and Management Development

### Schedule of Residential Courses for 2009

We offer training and related organizational interventions from supervisory through to middle and for senior managers. The training is aimed at producing a measurable improvement for our clients in productivity and profitability. This is achieved either through our well researched off-the shelf residential courses or through custom designed products and services that are formulated around our clients' individual needs, including the following:

#### **1. General Management and related courses**

- Leadership and Senior Management courses
- Middle management development program
- Human Resources Management
- Financial Management
- Marketing
- Computers and information management
- Management development for personal assistants
- Public sector management

#### **2. Rural Livelihoods, Poverty Reduction and Sustainable Development**

- Participatory programs for sustainable development
- Project planning, monitoring and evaluation
- Micro-Finance
- Entrepreneurship
- International trade

#### **3. Environment and Natural Resources Management courses and**

- Management development for environmentalists
- Integrated Natural resources management and sustainability
- Rural energy development
- Waters resources and
- Irrigation management

#### **4. Health Management courses**

- Management development program for the health sector
- Public health management
- M&E for the Health sector
- HIV/AIDS program management

In addition to our regularly offered executive programmes, Mananga Centre also offers executive programmes tailored to cater for the specific management training needs of organizations through the provision of special courses tailored to meet needs identified in consultation with the client. These are quoted differently in consultation with the client.

Please enquire from our office for current fees and detailed course content.

Below is the schedule of Residential Courses for 2009.

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#### **Contact Details:**

Postal Address: The Director, Mananga Centre, PO Box 5100, Mbabane, Swaziland;  
Telephone: +(268) 4163155/6; Fax: +(268) 4163158;  
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**“The Mananga Experience! Helping Managers become more effective and efficient in their work!”**

<b>MANANGA CENTRE COURSES ON OFFER IN YEAR 2009</b>	<b>wks</b>	<b>Jan - April 09</b>	<b>May to Aug 09</b>	<b>Sept - Dec 09</b>
<b>General Management Courses</b>				
1.0 Senior Managers' Program (SM)	4	9 Feb - 6 Mar	6 - 31 Jul	26 Oct- 20 Nov
1.1 Strategic Planning for Senior Executive Managers (SPM)	2	9-20 Feb	6 - 17 Jul	26 Oct -6 Nov
1.2 Organizational Development and Change Management (ODM)	2	23 Feb- 6 Mar	20 - 31 Jul	9 - 20 Nov
1.3 Leadership and Governance Program (PGP)	2	6-17 Apr	31 Aug - 11 Sept	23 Nov -5 Dec
1.4 Leadership For Women Managers (LWM)	4	9 Feb - 6 Mar	6 - 31 Jul	26 Oct- 20 Nov
2.0 Planning and Control (The Middle Management Development Program) (PC)	4	12 Jan - 6 Feb	8 Jun - 3 Jul	28 Sept-23 Oct
2.1 Management Development Program for Tax Administrators (MDPTA)	4	12 Jan - 6 Feb	8 Jun - 3 Jul	28 Sept-23 Oct
2.2 Gender and Diversity Management Program (GDMP)	2	6 Apr – 17 Apr	31 Aug - 11 Sept	23 Nov–5 Dec
3.0 Personnel & Human Resources Development (PHRD)	4	9 Feb - 6 Mar	6 - 31 Jul	26 Oct- 20 Nov
3.1 Computer Assisted Human Resources Management (CAHRM)	4	9 Mar - 3 Apr	3 - 28 Aug	23 Nov-18 Dec
3.2 Human Resources Management (HRM)	2	9-20 Feb	3 - 14 Aug	9-20 Nov
3.3 Training of the Trainer (ToT)	2	23 Feb- 6 Mar	17 - 28 Aug	23 Nov-5 Dec
3.4 Effective Facilitation Training and Presentation Skills (EFTPS)	2	6-17 Apr	20 - 31 Jul	23 Nov-5Dec
4.0 Financial Management Program (FMP)	4	12 Jan - 6 Feb	8 Jun - 3 Jul	28 Sept-23 Oct
4.1 Financial Management for Project Managers (FMPM)	4	12 Jan - 6 Feb	8 Jun - 3 Jul	28 Sep- 23 Oct
4.2 Finance for Non Financial Managers (FFM)	2	9-20 Mar	20-31 July	14 - 25 Sept
4.3 Auditing Computerized Records (ACM)	2	6-17 Apr	31 Aug - 11 Sept	23 Nov-5 Dec
4.5 Prevention and Detection of Corporate Fraud (PDCF)	2	26 Jan-6 Feb	4 - 15 May	28 Sept - 9 Oct
4.6 Debt and Credit Management (DCM)	2	9-20 Feb	18 - 29 May	12 - 23 Oct
4.7 Purchasing Supply and Stores Management (PSSM)	4	12 Jan - 6 Feb; 6 Apr - 1 May	31 Aug - 25 Sept	23 Nov-18 Dec
4.8 Managing Contracts	2	23 Mar - 3 Apr	22 June – 3 Jul	14 - 25 Sept
4.9 Tax Administration and Management	4	9 Feb - 6 Mar	8 Jun - 3 Jul	3- 28 Aug
5.0 Marketing Management	4	9 Mar - 3 Apr	6 - 31 Jul	23 Nov-18 Dec
6.0 Computers & Information Management (CIM)	4	6 Apr - 1 May	3 - 28 Aug	23 Nov-18 Dec
6.1 Advanced Computers and Information Management (ACIM)	2	9 – 20 Feb	4 - 15 May;	31 Aug – 11 Sept
6.2 Information and Communication Technology (ICT)	2	23 Feb – 6 Mar	18 - 29 May	14 - 25 Sept
6.3 Information and Electronic Records Management	2	9-20 Mar	20- 31 July	9 – 20 Nov
6.4 Database Systems Design and Management Program (DSDMP)	3	19 Jan – 6 Feb	11 - 29 May	7 - 25 Sept
6.5 Managing Libraries and Information Resources Centers	4	12 Jan - 6 Feb	8 Jun – 3 Jul	31 Aug – 25 Sept
6.6 Strategic Management of Libraries & Info Resource Centres (I) (SMLRC)	4	9 Feb - 6 Mar	4 – 29 May	26 Oct – 20 Nov
6.7 Strategic Management on Libraries & Info Resource Centres (II)(SMLRC)	4	9 Mar – 3 Apr	3 – 28 Aug	28 Sept-23 Oct
7.0 Management Development program for Personal Assistants (MDPPA)	4	6 Apr - 1 May	31 Aug - 25 Sept	23 Nov – 18 Dec
7.1 Personal Assistant's Program (PA)	4	12 Jan - 6 Feb	8 Jun - 3 Jul	28 Sept-23 Oct
7.2 Personal Assistant's Program Level 1 (PA1)	2	12 – 23 Jan	8 -19 Jun	28 Sept–9 Oct
7.3 Personal Assistant's Program Level 2 (PA2)	2	26 Jan – 6 Feb	22 June – 3 Jul	12 – 23 Oct
8.0 Public Sector Management Program (PSM)	4	12 Jan - 6 Feb	8 Jun - 3 Jul	26 Oct- 20 Nov
8.1 Public Sector Finance Management (PSFM)	4	9 Feb - 6 Mar	6 - 31 Jul	23 Nov – 18 Dec
8.2 Policy Formulation and Analysis (PFA)	2	2-13 Mar	18 – 29 May	17 – 28 Aug
8.3 Local Government Finance and Administration	3	16 Feb - 6 Mar	13 - 31 Jul	2 – 20 Nov
8.4 Decentralization and Local Government Management (DLGM)	3	9 - 27 Mar	8 – 26 Jun	7 – 25 Sept

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<b>Poverty and Sustainable Development Courses</b>				
9.0 Rural Livelihoods, Poverty Reduction & Sustainable Development (RLPRSD)	4	12 Jan - 6 Feb	4 - 29 May	26 Oct- 20 Nov
9.1 The Management of Rural Development (MRD)	4	9 Mar - 3 Apr	6 - 31 Jul	23 Nov - 18 Dec
9.2 Extension Participatory Community Development (ECPD)	4	9 Feb - 6 Mar	4 - 29 May	23 Nov - 18 Dec
9.3 Gender Analysis and Development Management (GADM)	4	9 Feb - 6 Mar	4 - 29 May	26 Oct- 20 Nov
9.4 Economic Planning and Development Program (EPDP)	2	26 Jan – 6 Feb	18 - 29 May	12 - 23 Oct
10.1 Project Management for Food Security (PMFS)	4	12 Jan - 6 Feb	8 Jun - 3 Jul	26 Oct- 20 Nov
10.2 Advanced Project Analysis & Management (APAM)	4	9 Feb - 6 Mar	6 - 31 Jul	28 Sept – 23 Oct
10.3 Participatory Planning Monitoring & Evaluation (PPME)	4	9 Mar - 3 Apr	3 - 28 Aug	23 Nov - 18 Dec
10.4 Managing Donor Funded Projects (MDFP)	4	6 Apr - 1 May	8 Jun – 3 Jul	31 Aug – 25 Sept
10.5 Procurement Management for Projects (PMP)	4	12 Jan - 6 Feb;	6 Apr – 1 May	28 Sept - 23 Oct
11.0 Micro Finance & Credit Management (MFCM)	4	9 Mar - 3 Apr	6 – 31 Jul	31 Aug - 25 Sept
11.1 SME's and Entrepreneurship Development Program (SMEED)	4	6 Apr - 1 May	8 Jun – 3 Jul	28 Sept - 23 Oct
12.1 Agricultural Marketing and International Trade (AMIT)	4	6 Apr - 1 May	6 – 31 Jul	28 Sept - 23 Oct
12.2 Info and Knowledge Management for Agric & Sustainable Dev. (IKMASD)	4	12 Jan – 6 Feb	4 - 29 May	31 Aug – 25 Sept
12.3 International and Regional Trade Integration (IRTI)	4	9 Feb - 6 Mar	4 - 29 May	26 Oct – 20 Nov
<b>Environmental Management Courses</b>				
13.0 Management Development Program for Environmental Managers (MDPEM)	4	12 Jan - 6 Feb	8 Jun - 3 Jul	28 Sept - 23 Oct
13.1 Integrated Natural Resources and Sustainability (INRMS)	4	9 Feb - 6 Mar	6 - 31 Jul	26 Oct- 20 Nov
13.2 Environmental Impact Assessment (EIA)	2	9-20 Feb	6 - 17 Jul	26 Oct-6 Nov
13.3 Geographic Information Systems (GIS)	2	23 Feb- 6 Mar	20 - 31 Jul	9 - 20 Nov
13.4 Climate Change and Development (CCD)	2	23 Mar - 3 Apr	17 - 28 Aug	7 – 18 Dec
14.1 Biomass Energy Technology (BET)	3	19 Jan - 6 Feb	18 May – 5 Jun	14 Sept – 2 Oct
14.2 Promotion and Development of Biogas Technology (PDBT)	2	9 - 20 Mar	22 Jun – 3 Jul	12 - 23 Oct
14.3 Gender Analysis and Energy Planning (GAEP)	2	9-20 Feb	18 - 29 May	28 Sept – 9 Oct
14.4 Social Agro Forestry and Energy Planning (SAFEP)	2	23 Feb- 6 Mar	4 – 15 May	7 - 18 Sept
15.0 Integrated Water Resources Management (IWRM)	4	9 Mar - 3 Apr	8 Jun – 3 Jul	31 Aug – 25 Sept
15.1 Irrigation Technologies and Methods for Small Scale Farmers (ITMSF)	4	6 Apr - 1 May	6 - 31 Jul	23 Nov - 18 Dec
15.2 Management of Irrigation Projects (MIP)	4	6 Apr - 1 May	6 - 31 Jul	23 Nov - 18 Dec
<b>Health Management Courses</b>				
16.0 Management Development for Health Practitioners (MDHP)	4	12 Jan - 6 Feb	8 Jun - 3 Jul	28 Sept - 23 Oct
16.1 Medical Secretaries Management Development Program (MSMDP)	4	9 Feb - 6 Mar	8 Jun - 3 Jul	28 Sept - 23 Oct
16.2 Public Health Management (PHM)	4	6 Apr - 1 May	3 – 28 Aug	26 Oct – 20 Nov
16.3 Total Quality Management in Nursing and Health Care (TQMNHCC)	4	6 Apr - 1 May	31 Aug - 25 Sept	23 Nov – 18 Dec
16.4 Occupational Health and Safety Management (OHSM)	4	12 Jan - 6 Feb	8 Jun - 3 Jul;	31 Aug – 25 Sept
17.0 Project Management for Health Management (PMHM)	4	12 Jan - 6 Feb	8 Jun - 3 Jul	28 Sept - 23 Oct
17.1 Health Information Systems Management (HISM)	4	9 Feb - 6 Mar	4 - 29 May	26 Oct – 20 Nov
17.2 Monitoring and Evaluation of Health Programs (MEHP).	2	9 Mar - 3 Apr	3 - 14 Aug	23 Nov - 4 Dec
18.0 Management and Administration of HIV/AIDS Program (MAHA)	4	9 Feb - 6 Mar	8 Jun - 3 Jul	23 Nov – 18 Dec
18.1 Managing Community Support Programs for OVCs (MCSPPOVC)	2	9 Mar - 3 Apr	6 - 31 Jul	26 Oct- 20 Nov
18.2 Mainstreaming HIV-AIDS and Gender in Development (MHGD)	4	9 Mar - 3 Apr	6 - 31 Jul	26 Oct- 20 Nov

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