IMICAD
International Training Institute

Training
Program 2024

"Skilling for the future"

www.imicad.org

TABLE OF CONTENTS

WELCOME NOTE

We are pleased to share with you the IMICAD International Training Institute 2024 course catalogue. Our training is geared towards raising the capacity of human resources and the quality of management in both private and public sector organizations.

Unique policy priorities, rapid changes in technology, the fluid global economic landscape, and the dynamic risks in operations underscore the increasingly important role and relevance of our training to build skilled and competent human resource capital, to help organizations meet emerging challenges with ease and achieve their policy objectives.

The catalogue presents our training program and the courses that will be delivered at different venues throughout the year. These courses have been designed to respond to the evolving training needs of individuals and organizations. The catalogue comprises of a broad range of courses responding to contemporary management challenges in organizations today.

We will continue to expand our curriculum, faculty, and training centres to meet the ever-increasing demand for our services. We look forward to your participation in our training activities and other events this year.

IMICAD
International Training Institute

Why Choose
IMICAD International
Training Institute ?

IMICAD Courses are based on the latest innovations to enable professionals to develop their proficiency in a wide range of areas. IMICAD uses the design thinking methodology that postulates solution-based approaches to resolving difficulties in skills development and life-long learning.

IMICAD organizes courses in various areas of concentration and discipline: Marketing, Finance, Human Capital, Leadership, Operations, Strategy, Social Development, Creativity, Innovation, Entrepreneurship, Data Science, Information Technology.

Our curricula, courses, and training materials have been developed for the conditions and needs of both private and public organizations with case studies drawn from different countries. Our programs are designed for practical application in the world of work . To advance this objective, we use the action-based learning methodology as a primary mode of teaching and learning. The training is oriented to real work tasks and scenarios to help participants hone their analytical, decision-making, and communication skills. This method creates lively discussions and an avenue for follow up after the training.

IMICAD Accreditation Status

IMICAD International Training Institute is registered and accredited as shown below;

REPUBLIC OF UGANDA

IMICAD is incorporated and Registered by the government by the Republic of Uganda as a Private Limited company in Training and Capacity Building.

REPUBLIC OF KENYA

IMICAD International Training Institute is incorporated in Kenya as a Private Limited Company in Training and Capacity Building.

Registered Provider

IMICAD is a registered service provider in training and business advisory by the government of Uganda's Public Procurement and Disposal of Public Assets Authority.

IMICAD is accredited by the Ministry of Education and Sports under the Directorate of Industrial Training (DIT), a Ugandan quality assurance directorate offering nationally, regionally and international qualification standards and equivalent ratings in Business, Technical, Vocational Education and Training (BTVET)

HR CERTIFICATION INSTITUTE™

IMICAD is an approved provider by HR Certification Institute® a premier credentialing organization for the human resource profession, setting the standard for HR rigor, excellence, and expertise

IMICAD
International Training Institute

IMICAD is accredited by the National Industrial Training Authority (NITA) Kenya. This is a state corporation established under the Industrial Training (Amendment) Act of 2011. Its mandate is to promote the highest standards in the quality and efficiency of Industrial Training in Kenya and ensure an adequate supply of properly trained manpower at all levels in the industry.

IMICAD is registered PECB partner offering ISO certification training programs validated by the accreditation from the International Accreditation Service (IAS-PCB-111), the United Kingdom Accreditation Service (UKAS-No. 21923), and the Korean Accreditation Board (KAB-PC-08) under ISO/IEC 17024

Programme Management

IMICAD Training programmes are designed and delivered by subject matter experts with a wealth of experience, so you learn from experienced practitioners and consultants.

We provide a conducive learning environment, using modern tools and techniques that support easy knowledge sharing and transfer. You will find our training informative, educative, and fun. We simulate work related scenarios to enable leaners relate with the day-to-day operations. Our classrooms are equipped with personal computers installed with the latest software and other state-of-the-art training equipment.

We have a team of dedicated administration staff at all our training centres to help with all your training arrangements including travel advisory , arrival arrangements and booking your accommodation.

Tailor Made Courses

Organizations have different mandates and are at different stages of growth thus facing different challenges. Regardless of size, stage, or complexity we have the capacity to tailor our training and advisory to a specific individual, department, or organization. Our consultants will work with you or the team to assess and analyze competencies and skills gaps and then tailor a solution to your needs. In this arrangement, IMICAD is flexible, we give the client the opportunity to determine the scope , timing , duration and venue of the training programme.

Global Experience

As one of our objectives, we undertake to provide our esteemed clients a wealth of exposure and international experience whilst taking into account their cultural and multidisciplinary backgrounds. With our clients seeking to undergo their respective trainings from different and uniquely selected destinations, you're invited to book a training from any of our international venues some of which have been stated below:

- London – UK
- Istanbul – Turkey
- Cairo – Egypt
- Beijing – China
- New York – U.S.A
- Mumbai – India

IMICAD
International Training Institute

DISCOUNT ON TRAINING

Given the realities of COVID 19 , there is perhaps more need for organizations to work with tight budgets. COVID 19 pandemic didn't only cost lives, but it also left economies shattered with reduced tax revenue and raising inflation. This has had a negative impact on training and capacity-building budgets. IMICAD understands these challenges and we have created special discounts for organizations as indicated below.

Group Discount

You can save up to 5% on selected courses when you apply as a group. All you need is to sign up with your colleagues in larger numbers to reap from the benefits of our training programmes at the earliest opportune time available to you.

" Sign up. Bring One. Bring All. Reap "

In-house Training

We offer in-house trainings to meet the special and unique institutional needs of an organization. These programs are for Government, NGOs and Private sector entities of any size and stage. This training is specifically tailored to the organization's unique capacity and staff requirements, our goal is to ensure the strengthening of business processes and ultimately developing individual capacities and institutional growth.

" With in-house training, you can reduce your training costs by more than 40%. "

Administration, Secretarial and Office Management

OVERVIEW

Office Administration is core in the functioning of organizations. With changes impacting the workplace, office managers, secretaries, personal assistants and other Office professionals need to match their skills with the rapid changes in technology and workplace innovation. Our Office Administration and secretarial courses provide office management professionals with core skills and competencies needed in a busy office of the 21st century. These courses have been designed to produce better, efficient and agile administrators who can manage busy offices. The courses in this category cover; Best practices in administration, Leveraging technology, Communication ethics and business antiquate, Planning, Organizing and managing process and work flow , Project management and decision making.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Management Skills and Competency for Administrative Professionals	15 - 26			15 - 19			01 - 26			07 - 18		
Strategic Communication and Business Etiquette for Administrative Professionals		12 - 23			06 - 24			05 - 30			11- 22	
Positive Work Place, Ethics, Team Work and Cooperation			04 - 29			17 - 21			09 - 20			02 - 06

IMICAD
International Training Institute

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Efficient Administration and Organizational Skills	15 - 26			15 - 19			01 - 26			07 - 18		
Data Analysis, Reporting and Presentation Skills		12 - 23			06 - 24			05 - 30			11- 22	
Strategic Skills for Administrative Professionals			04 - 29			17 - 21			09 - 20			02 - 06
Essential Leadership Skills for Executive Secretaries and Administrative Assistants	15 - 26			15 - 19			01 - 26			07 - 18		
Work Team Cohension, Competence and Performance		12 - 23			06 - 24			05 - 30			11- 22	
Effective Report Writing and Presentation Skills			04 - 29			17 - 21			09 - 20			02 - 06
People Management Skills for Administrative Professionals	15 - 26			15 - 19			01 - 26			07 - 18		
Office Management, Customer Care and Records Management in Administration		12 - 23			06 - 24			05 - 30			11- 22	
Practical Project and program Management Skills for Admistrative Professionals			04 - 29			17 - 21			09 - 20			02 - 06

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Managing Multiple Tasks, Priorities and Deadline	15 - 26			15 - 19			01 - 26			07 - 18		
Computer Applications and Office Technology Management Skills		12 - 23			06 - 24			05 - 30			11- 22	
Setting Priorities, Time Management & Stress Reduction for Administrative Professionals			04 - 29			17 - 21			09 - 20			02 - 06
Best Pratices in Administration and Essential Office Management Skills	15 - 26			15 - 19			01 - 26			07 - 18		
Leadership, Communication and Interpersonal Skills-		12 - 23			06 - 24			05 - 30			11- 22	
Strategic Thinking and Analytical Skills for Administrative Professionals			04 - 29			17 - 21			09 - 20			02 - 06
Front Office Management and Service Delivery Skills	15 - 26			15 - 19			01 - 26			07 - 18		
Skills Enhancement Programme for Executive Secretaries and Administrative Assistants		12 - 23			06 - 24			05 - 30			11- 22	
Managerial and Supervisory Skills for Administrative Professionals			04 - 29			17 - 21			09 - 20			02 - 06

IMICAD
International Training Institute

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Professional Skills Development for Executive Secretaries and Administrative Assistants	15 - 26			15 - 19			01 - 26			07 - 18		
Positive Work Ethics, Team Work and Innovativeness		12 - 23			06 - 24			05 - 30			11- 22	
Public Speaking and Presentation Skills			04 - 29			17 - 21			09 - 20			02 - 06

Training Venues

1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Jan	Kampala - Uganda	April	Dubai – U.A.E	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Port Elizabeth - South Africa	Sept	Nairobi - Kenya	Dec	Dubai – U.A.E

Fees Structure

One Week - USD 1875 Two Weeks - USD 2975	Three Weeks - USD 3475 Four Weeks - USD 3975	**DUBAI & SOUTH AFRICA** One Week - USD 2275 Two Weeks - USD 3375

HR Management, Performance and Productivity

OVERVIEW

The roles of employees within organisations are very vital in the management and survival of any organisation; this is because their performance is influenced by a set of human resource management (HRM) practices. Similarly, the process of attracting, developing, and maintaining a talented and energetic workforce to support the organisational goals and objectives is the aim of HRM. This category consists of courses that will ensure an effective and robust HRM system.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Managing Organizational Learning and the Training Function	15 - 26			15 - 19			01 - 26			07 - 18		
Workplace Conflict Resolution and Negotiation Skills		12 - 23			06 - 24			05 - 30			11- 22	
Leading High Performance Teams			04 - 29			17 - 21			09 - 20			02 - 06

IMICAD
International Training Institute

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Strategic Competence Development and Implementation	15 - 26			15 - 19			01 - 26			07 - 18		
Strategic Human Resources and Employee Engagement		12 - 23			06 - 24			05 - 30			11- 22	
Team Building and Team Development			04 - 29			17 - 21			09 - 20			02 - 06
Effective Supervisory and People Management Skills	15 - 26			15 - 19			01 - 26			07 - 18		
HR Systems, Metrics, and IT Applications		12 - 23			06 - 24			05 - 30			11- 22	
Training Needs Assessment and Knowledge Management			04 - 29			17 - 21			09 - 20			02 - 06
Developing Corporate and Organizational Culture	15 - 26			15 - 19			01 - 26			07 - 18		
Laeding with Creative Thinking and Innovation		12 - 23			06 - 24			05 - 30			11- 22	
Managing Change and Organisational Development			04 - 29			17 - 21			09 - 20			02 - 06

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Training of Trainers	15 - 26			15 - 19			01 - 26			07 - 18		
Retirement Planning and Entrepreneurship Skills		12 - 23			06 - 24			05 - 30			11- 22	
360 Degree Appraisal and Performance Management			04 - 29			17 - 21			09 - 20			02 - 06
HR Automation Analytics and Reporting	15 - 26			15 - 19			01 - 26			07 - 18		
Managing the Human Audit Function		12 - 23			06 - 24			05 - 30			11- 22	
Effective Dynamics in HR Professionals			04 - 29			17 - 21			09 - 20			02 - 06
Mentoring, Coaching and Talent Nurturing	15 - 26			15 - 19			01 - 26			07 - 18		
Managing Cultural Diversity in the Workplace		12 - 23			06 - 24			05 - 30			11- 22	
Man power Planning, Resourcing and Retention			04 - 29			17 - 21			09 - 20			02 - 06

IMICAD
International Training Institute

Strategy, Leadership and Board Affairs

OVERVIEW

All organizations need well thought out and effective plans to help them achieve desired goals and meet stakeholder values. Organizations need to answer key planning questions; Where are we now? Where do we want to be? and how do we get there? To help answer these questions and build effective strategic plans, roll out effective and holistic implementation frameworks and evaluate progress. IMICAD has designed planning and strategy courses that cover all aspects of situation analysis, strategy formulation, strategy execution and control, monitoring and evaluation.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Organizational Design and Creative Thinking	15 - 26			15 - 19			01 - 26			07 - 18		
Performance Management and Evaluation		12 - 23			06 - 24			05 - 30			11- 22	
Strategic Management and Organisational Development			04 - 29			17 - 21			09 - 20			02 - 06

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Governance, Leadership and Management of Board Affairs	15 - 26			15 - 19			01 - 26			07 - 18		
Risk Assessment and Risk Management		12 - 23			06 - 24			05 - 30			11- 22	
Governance, Risk and Compliance Management			04 - 29			17 - 21			09 - 20			02 - 06
Strategic Management and Leadership Skills	15 - 26			15 - 19			01 - 26			07 - 18		
Leadership, Creativity and Peak Performance		12 - 23			06 - 24			05 - 30			11- 22	
Corporate Strategy Management and Innovation			04 - 29			17 - 21			09 - 20			02 - 06
Governance and Public Sector Management	15 - 26			15 - 19			01 - 26			07 - 18		
Stakeholder Management and Engagement		12 - 23			06 - 24			05 - 30			11- 22	
Strategic Thinking, Analysis and Planning			04 - 29			17 - 21			09 - 20			02 - 06

IMICAD
International Training Institute

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Effective Risk Management Oversight for Board Members and Executives	15 - 26			15 - 19			01 - 26			07 - 18		
Transformational Leadership with Business Acumen		12 - 23			06 - 24			05 - 30			11- 22	
Strategic Planning, Development and Implementation			04 - 29			17 - 21			09 - 20			02 - 06

Training Venues

1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Jan	Kampala - Uganda	April	Dubai – U.A.E	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Port Elizabeth - South Africa	Sept	Nairobi - Kenya	Dec	Dubai – U.A.E

Fees Structure

One Week - USD 1875 Two Weeks - USD 2975	Three Weeks - USD 3475 Four Weeks - USD 3975	**DUBAI & SOUTH AFRICA** One Week - USD 2275 Two Weeks - USD 3375

Records, Data Management and Business Intelligence

OVERVIEW

Both Public and Private Sector Organizations can use big data to assist in serving their clients and stakeholders. Big data has the potential of increasing competitive advantage of the organization through fast and efficient service delivery. Practical implications of Big data technology is next big thing to records management and business intelligence. Our courses have been selected to offer practical solutions to explore opportunities and implement data management and business intelligence in their operations. Course also covers the entire records management cycle from create, use, storage, maintenance and disposal.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Data Protection, Records Policy, and Compliance Management	15 - 26			15 - 19			01 - 26			07 - 18		
Business Intelligence, Data Analytics and Reporting		12 - 23			06 - 24			05 - 30			11- 22	
Institutional Digitization and File Management			04 - 29			17 - 21			09 - 20			02 - 06

IMICAD
International Training Institute

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Applied Data Analysis, Visualization and Reporting	15 - 26			15 - 19			01 - 26			07 - 18		
Records Management and Document Control		12 - 23			06 - 24			05 - 30			11- 22	
Big Data Analytics for Business Intelligence			04 - 29			17 - 21			09 - 20			02 - 06
Management Information Systems for Administrative Professionals	15 - 26			15 - 19			01 - 26			07 - 18		
Public Sector Record and Management and Information Security		12 - 23			06 - 24			05 - 30			11- 22	
Power BI: Data Visualization and Dashboards			04 - 29			17 - 21			09 - 20			02 - 06
Public Sector and Records Achieves Management	15 - 26			15 - 19			01 - 26			07 - 18		
Designing and Implementing Records Management Policy and Guidlines		12 - 23			06 - 24			05 - 30			11- 22	
Electronic Records Management and Information Security			04 - 29			17 - 21			09 - 20			02 - 06

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Library and Records Centre Management	15 - 26			15 - 19			01 - 26			07 - 18		
Records Management and Documentation		12 - 23			06 - 24			05 - 30			11- 22	

Training Venues

1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Jan	Kampala - Uganda	April	Dubai – U.A. E	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Port Elizabeth - South Africa	Sept	Nairobi - Kenya	Dec	Dubai – U.A.E

Fees Structure

One Week - USD 1875 Two Weeks - USD 2975	Three Weeks - USD 3475 Four Weeks - USD 3975	DUBAI & SOUTH AFRICA One Week - USD 2275 Two Weeks - USD 3375

IMICAD
International Training Institute

Security, Safety and Surveillance Management

OVERVIEW

Safety and security of employees and equipment are paramount to an organization of any size. Organizations need to strengthen their security planning and staff competencies involved in security management. Our training in security management is experience based with practical solutions and modern security management techniques. We cover issues of crisis management, security planning, incident management and identification, emergency response, security and surveillance policies etc. These courses have been designed to enhance security management policies and procedures for safer business operations.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Security Emergency Planning and Crisis Management	15 - 26			15 - 19		01 - 26				07 - 18		
Occupational Safety and Health Administration		12 - 23			06 - 24			05 - 30			11- 22	
Best Practices in Corporate Security Planning and Management			04 - 29			17 - 21			09 - 20			02 - 06

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Workplace Security Management and Awareness Creation	15 - 26			15 - 19			01 - 26			07 - 18		
Workplace Security and Safety		12 - 23			06 - 24			05 - 30			11- 22	
Workplace Violence, Crime and Terrorism Awareness			04 - 29			17 - 21			09 - 20			02 - 06
Organisational Security Planning and Management	15 - 26			15 - 19			01 - 26			07 - 18		

Training Venues

1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Jan	Kampala - Uganda	April	Dubai – U.A. E	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Port Elizabeth - South Africa	Sept	Nairobi - Kenya	Dec	Dubai – U.A.E

Fees Structure

One Week - USD 1875 Two Weeks - USD 2975	Three Weeks - USD 3475 Four Weeks - USD 3975	**DUBAI & SOUTH AFRICA** One Week - USD 2275 Two Weeks - USD 3375

IMICAD
International Training Institute

Procurement, Contracting and Supply Chain Management

OVERVIEW

The world of business has become more global, and the acquisitions of goods and services is quicker but integrated with global business systems of taxation, shipping, and payments. In the Public Sector, public procurement is the driving force behind infrastructure and service delivery yet it must be carried out inline with the set procurement law and guidelines. The courses in this category not only cover procurement and contract compliance but also cover procurement for donor funded programs and all other functions of the supply chain from acquisition, warehousing, and distribution management.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Public Sector Contract Performance Management and Supervision	15 - 26			15 - 19			01 - 26			07 - 18		
Purchasing, Logistics Operations and Inventory Management		12 - 23			06 - 24			05 - 30			11- 22	
Strategic Procurement Planning and Budgeting			04 - 29			17 - 21			09 - 20			02 - 06

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Contract Drafting and Negotiation Skills	15 - 26			15 - 19			01 - 26			07 - 18		
Contract Risk Management and Compliance		12 - 23			06 - 24			05 - 30			11- 22	
E-procurement System Design and Management			04 - 29			17 - 21			09 - 20			02 - 06
Procurement and Management of Doner Funded Projects	15 - 26			15 - 19			01 - 26			07 - 18		
Advanced Tendering Procedure and Evaluation		12 - 23			06 - 24			05 - 30			11- 22	

Training Venues

1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Jan	Kampala - Uganda	April	Dubai – U.A. E	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Port Elizabeth - South Africa	Sept	Nairobi - Kenya	Dec	Dubai – U.A.E

Fees Structure

One Week - USD 1875
Two Weeks - USD 2975

Three Weeks - USD 3475
Four Weeks   - USD 3975

DUBAI & SOUTH AFRICA
One Week - USD 2275
Two Weeks - USD 3375

IMICAD
International Training Institute

Project and Program Management, Monitoring and Evaluation

OVERVIEW

To effectively design, plan and implement projects and programs, staff that are involved in project management need to have the required skills and competencies. IMICAD offers a wide range of courses for effective project management. The courses offer the skills required in project management and cover all phases of the project cycle from Feasibility and Appraisal to Monitoring and Evaluation.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Public Sector Projects Investment Appraisal and Risk Management	15 - 26			15 - 19			01 - 26			07 - 18		
Effective Project Coordination and Management		12 - 23			06 - 24			05 - 30			11- 22	
Project Performance Reporting and Mid- term Review			04 - 29			17 - 21			09 - 20			02 - 06

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Project Cost Analysis and Budget Estimation Techniques	15 - 26			15 - 19			01 - 26			07 - 18		
Results Based Monitoring and Evaluation of Development Programs and Projects		12 - 23			06 - 24			05 - 30			11- 22	
Project Policy and Financial Appraisal			04 - 29			17 - 21			09 - 20			02 - 06
Project Financing, Cashflow Analysis and Loan Negotiation	15 - 26			15 - 19			01 - 26			07 - 18		
Computer Based Project Management and Reporting		12 - 23			06 - 24			05 - 30			11- 22	
GIS Mapping and Cartography			04 - 29			17 - 21			09 - 20			02 - 06
Project Risk Analysis and Management	15 - 26			15 - 19			01 - 26			07 - 18		
Project Stakeholder Management		12 - 23			06 - 24			05 - 30			11- 22	
Design and Implementation of M&E Systems			04 - 29			17 - 21			09 - 20			02 - 06

IMICAD
International Training Institute

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Strategic Alignment of Project Portfolio	15 - 26			15 - 19			01 - 26			07 - 18		
Web Based GIS and Mapping		12 - 23			06 - 24			05 - 30			11- 22	

Training Venues

1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Jan	Kampala - Uganda	April	Dubai – U.A. E	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Port Elizabeth - South Africa	Sept	Nairobi - Kenya	Dec	Dubai – U.A.E

Fees Structure

One Week - USD 1875 Two Weeks - USD 2975	Three Weeks - USD 3475 Four Weeks - USD 3975	**DUBAI & SOUTH AFRICA** One Week - USD 2275 Two Weeks - USD 3375

IMICAD
International Training Institute

Audit, Assurance, Risk and Compliance Management

OVERVIEW

Businesses and regulatory environments continue to evolve, and organizations face emerging risks that challenge conventional strategies and assumptions. In this environment, resilience is the key to organizational survival, and companies need to achieve a balance of governance, risk-management, regulatory compliance, and performance.

Courses in this category are designed to help organizations meet these new challenges, protect and enhance business value as well as drive operational efficiencies.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Risk Based Auditing for the Public Sector	15 - 26			15 - 19			01 - 26			07 - 18		
Corporate Governance: Principles, Policies, and Best Practice		12 - 23			06 - 24			05 - 30			11- 22	
Governance, Risk Assurance and Compliance Management			04 - 29			17 - 21			09 - 20			02 - 06

IMICAD
International Training Institute

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Corporate Compliance Monitoring, Audit and Risk Management	15 - 26			15 - 19			01 - 26			07 - 18		
Fraud Risk, Economic Crime Detection and Prevention		12 - 23			06 - 24			05 - 30			11- 22	
Forensic Audit, Fraud Detection and Management			04 - 29			17 - 21			09 - 20			02 - 06
Risk Management: Internal Control and Fraud Prevention	15 - 26			15 - 19			01 - 26			07 - 18		
Information Systems Auditing, Controls and Assurance		12 - 23			06 - 24			05 - 30			11- 22	
Skills Enhancement Program for Audit Committee Members			04 - 29			17 - 21			09 - 20			02 - 06
Code of Practice for Governance of State Corporations and Enterprises	15 - 26			15 - 19			01 - 26			07 - 18		
Risk Management for Public Sector Departments and Agencies		12 - 23			06 - 24			05 - 30			11- 22	
Accountability Improvement and Strengthening the Internal Audit Function			04 - 29			17 - 21			09 - 20			02 - 06

Accounting and Financial Management

OVERVIEW

Technology and the set financial management standards are revolutionizing financial management and reporting in the organization. Besides the foundation training in accounting and finance. Financial managers also need a broader understanding of technology, business analytics, sustainability, and innovation. They need skills to fully examine accounting and financial management process to be able to step up and manage a sound compliant and transparent financial management system. Courses in the finance and accounting category cover key topics in accounting and finance basics, finance management for non finance professionals, Management accounting, donor funds management, global financial reporting plus ethics and corporate governance with emphasis on current international best practice.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Financial Accounting and Reporting	15 - 26			15 - 19			01 - 26			07 - 18		
Risk Management and Expenditure Review		12 - 23			06 - 24			05 - 30			11- 22	
Financial Performance Monitoring and Evaluation Analysis			04 - 29			17 - 21			09 - 20			02 - 06

IMICAD
International Training Institute

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Finance and Budget Management for Non-finance Professionals	15 - 26			15 - 19			01 - 26			07 - 18		
Financial Planning, Budgeting and Management Reporting		12 - 23			06 - 24			05 - 30			11- 22	
Cash and Treasury Management			04 - 29			17 - 21			09 - 20			02 - 06
Financial Analysis, Planning and Control	15 - 26			15 - 19			01 - 26			07 - 18		
Financial Analysis, Modeling and Forecasting		12 - 23			06 - 24			05 - 30			11- 22	
Public Expenditure Analysis and Management			04 - 29			17 - 21			09 - 20			02 - 06
Best Practices in Financial Forecast and Control	15 - 26			15 - 19			01 - 26			07 - 18		
Computerised Financial Analysis and Reporting		12 - 23			06 - 24			05 - 30			11- 22	
International Public Sector Accounting Standards (IPSAS)			04 - 29			17 - 21			09 - 20			02 - 06

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Financial Management, Budgeting and Audit for Non-financial Managers	15 - 26			15 - 19			01 - 26			07 - 18		
Resource Mobilization and Income Diversification		12 - 23			06 - 24			05 - 30			11- 22	
Modern Accounting Technique for Accountants and Auditors			04 - 29			17 - 21			09 - 20			02 - 06

Training Venues

1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Jan	Kampala - Uganda	April	Dubai – U.A. E	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Port Elizabeth - South Africa	Sept	Nairobi - Kenya	Dec	Dubai – U.A.E

Fees Structure

One Week - USD 1875 Two Weeks - USD 2975	Three Weeks - USD 3475 Four Weeks - USD 3975	DUBAI & SOUTH AFRICA One Week - USD 2275 Two Weeks - USD 3375

IMICAD
International Training Institute

Customer Service, Diplomacy and Public Relations Management

OVERVIEW

Customer care management and customer satisfaction, play crucial role for success and survival in today's competitive market. In an increasing competitive and dynamic business environment, every organization needs to identify, anticipate, satisfy, and care for customers to maximize profit, meet the requirements of stakeholders, and have competitive advantage. High level offices also need to understand the conceptual and practical connections between public relations and public diplomacy, or the process by which governments communicate and build relationships with foreign publics in pursuit of political objectives. Courses in this category have been exclusively build for that.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Certified Customer Service Professional	15 - 26			15 - 19			01 - 26			07 - 18		
Customer Service and Brand Management		12 - 23			06 - 24			05 - 30			11- 22	
Communication Tools for the Modern Workplace			04 - 29			17 - 21			09 - 20			02 - 06

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Customer Care, Complaints Management and Reporting	15 - 26			15 - 19			01 - 26			07 - 18		
Modern Global Diplomacy and International Relations		12 - 23			06 - 24			05 - 30			11- 22	
Strategic Community Relations Management			04 - 29			17 - 21			09 - 20			02 - 06
Strategic Communication and Public Relations Management	15 - 26			15 - 19			01 - 26			07 - 18		
Building Sustainable Strategic Business Relationships		12 - 23			06 - 24			05 - 30			11- 22	
Public Relation and Diplomacy for Public Sector			04 - 29			17 - 21			09 - 20			02 - 06
Strategic Brand Development and Performance Management	15 - 26			15 - 19			01 - 26			07 - 18		
Crisis Communication Planning and Management		12 - 23			06 - 24			05 - 30			11- 22	
Customer Profiling Techniques and Procedures			04 - 29			17 - 21			09 - 20			02 - 06

IMICAD
International Training Institute

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Best Practice for Protocol Officers	15 - 26			15 - 19			01 - 26			07 - 18		
Protocol and Events Management		12 - 23			06 - 24			05 - 30			11- 22	
International Protocol and Diplomatic Relations			04 - 29			17 - 21			09 - 20			02 - 06

Training Venues

1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Jan	Kampala - Uganda	April	Dubai – U.A. E	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Port Elizabeth - South Africa	Sept	Nairobi - Kenya	Dec	Dubai – U.A.E

Fees Structure

One Week - USD 1875 Two Weeks - USD 2975	Three Weeks - USD 3475 Four Weeks - USD 3975	DUBAI & SOUTH AFRICA One Week - USD 2275 Two Weeks - USD 3375

IMICAD
International Training Institute

Investment, Securities and Financial Markets

OVERVIEW

Countries are prioritizing financial system stability by strengthening capital markets functioning and ensuring prudent financial regulation. Investment and securities exchange are core in the financial systems functioning. In this section we cover financial markets, functioning, investment performance, emerging markets, real estate, hedge funds and securities market. We also cover market regulation and supervision relevant to the modern integrated global financial system.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Financial and Public Debt Management using Derivatives	15 - 26			15 - 19		01 - 26			07 - 18			
Financial Market Regulation		12 - 23			06 - 24			05 - 30			11- 22	
Foreign Exchange, Money Markets and Derivatives			04 - 29			17 - 21			09 - 20			02 - 06

IMICAD
International Training Institute

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Pension Fund Investment Strategies and Best Practice	15 - 26			15 - 19			01 - 26			07 - 18		
Fintechs Digital Banking and Innovations in Financial Market		12 - 23			06 - 24			05 - 30			11- 22	
Global Financial Markets and Instruments			04 - 29			17 - 21			09 - 20			02 - 06
Financial Markets and Investment Strategies	15 - 26			15 - 19			01 - 26			07 - 18		

Training Venues

	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter
Jan	Kampala - Uganda	April	Dubai – U.A.E	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Port Elizabeth - South Africa	Sept	Nairobi - Kenya	Dec	Dubai – U.A.E

Fees Structure

One Week - USD 1875 Two Weeks - USD 2975	Three Weeks - USD 3475 Four Weeks - USD 3975	DUBAI & SOUTH AFRICA One Week - USD 2275 Two Weeks - USD 3375

Energy, Water Resources and Environmental Economics

OVERVIEW

Energy, natural resources, and the environment are fundamental to economic performance and attainment of the desired economic growth. The ever-Increasing demands and diverse perspectives on sustainable use of these depletable resources make natural resource management more challenging than ever. IMICAD courses in this category are designed to solve difficult resource management problems faced by Water and Energy Utility Agencies, Local and Central Governments and Development Partners working for sustainable resource use.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
GIS Mapping for Disaster and Natural Resources Management	15 - 26			15 - 19		01 - 26			07 - 18			
Risk Management and Expenditure Review		12 - 23			06 - 24		05 - 30			11- 22		
Financial Performance Monitoring and Evaluation Analysis			04 - 29			17 - 21		09 - 20				02 - 06

IMICAD
International Training Institute

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Global Warming, Climate Change and Poverty Dynamics	15 - 26			15 - 19			01 - 26			07 - 18		
Disaster Risk Planning , Mitigation and Reduction Strategies		12 - 23			06 - 24			05 - 30			11- 22	
Cost of Service , Rate Design for Water Utilities			04 - 29			17 - 21			09 - 20			02 - 06
Global Carbon Cycle and Climate Change	15 - 26			15 - 19			01 - 26			07 - 18		
Natural Resource Management and Sustainability		12 - 23			06 - 24			05 - 30			11- 22	
Environmental Impact Assessment for Development Projects			04 - 29			17 - 21			09 - 20			02 - 06
Water, Sanitation Planning and Management	15 - 26			15 - 19			01 - 26			07 - 18		
Fundamentals of Geographical Information Systems Management		12 - 23			06 - 24			05 - 30			11- 22	
Environmental Law and Policy			04 - 29			17 - 21			09 - 20			02 - 06

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Environmental Risk Management and Mitigation Strategies	15 - 26			15 - 19			01 - 26			07 - 18		
Sustainable Development and Climate Change		12 - 23			06 - 24			05 - 30			11- 22	

Training Venues

1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Jan	Kampala - Uganda	April	Dubai – U.A. E	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Port Elizabeth - South Africa	Sept	Nairobi - Kenya	Dec	Dubai – U.A.E

Fees Structure

One Week - USD 1875 Two Weeks - USD 2975	Three Weeks - USD 3475 Four Weeks - USD 3975	**DUBAI & SOUTH AFRICA** One Week - USD 2275 Two Weeks - USD 3375

IMICAD
International Training Institute

Urban Planning, Construction and Infrastructure

OVERVIEW

Across the world, the emerging issues of rapid urbanization manifest in the forms. Over-crowding, congestion, insufficient infrastructure, inadequate service provisioning mainly in terms of drinking water, sanitation, energy, transport, solid waste management, environmental degradation, and pollution. These if not well planned and delt with, affect the socioeconomic development of the country posing a challenge to making urban areas habitable and sustainable for all populations. Courses in this category address the question of how urban planning can organize urban settings, manage their growth, and make them more efficient, habitable and sustainable.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Sustainable Cities and Urban Development	15 - 26			15 - 19			01 - 26			07 - 18		
Infrastructure and Community Facilities for Modern Cities		12 - 23			06 - 24			05 - 30			11- 22	
Urban and Regional Spatial Analysis			04 - 29			17 - 21			09 - 20			02 - 06

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Planning, Developmnet and Management of Infrastructure Projects	15 - 26			15 - 19			01 - 26			07 - 18		
Smart Cities: Design and Management of Smart Urban Infrastructure		12 - 23			06 - 24			05 - 30			11- 22	
Urban Communication and Cyber Infrastructure Systems			04 - 29			17 - 21			09 - 20			02 - 06
Traffic Flow Modelling and Intelligent Transport Systems	15 - 26			15 - 19			01 - 26			07 - 18		

Training Venues

1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Jan	Kampala - Uganda	April	Dubai – U.A. E	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Port Elizabeth - South Africa	Sept	Nairobi - Kenya	Dec	Dubai – U.A.E

Fees Structure

One Week - USD 1875 Two Weeks - USD 2975	Three Weeks - USD 3475 Four Weeks - USD 3975	**DUBAI & SOUTH AFRICA** One Week - USD 2275 Two Weeks - USD 3375

IMICAD
International Training Institute

Banking, Insurance and Financial Services

OVERVIEW

Banking, insurance, and other financial services play a significant role in facilitating economic growth and transformation. As economies expand, Banking, Financial Services, and Insurance (BFSI) is set to grow exponentially due to the rising per capita income, introduction of new financial products, innovation in technology, and increasing customer awareness of financial products. As this sector continues to grow and expand, we continue to provide courses that will strengthen the capacity of employees in this sector.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Credit Risk Analysis, Modelling and Management	15 - 26			15 - 19		01 - 26				07 - 18		
Fraud Detection and Prevention in Banking and Insurance		12 - 23			06 - 24			05 - 30			11- 22	
Global Banking, Financial Markets, Forex and Swaps			04 - 29			17 - 21			09 - 20			02 - 06

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Social Insurance Risk and Management Technique	15 - 26			15 - 19			01 - 26			07 - 18		
Life Insurance, Saving and Retirement Planning		12 - 23			06 - 24			05 - 30			11- 22	
Finitechs and Blockchains in Banking and Financial Services			04 - 29			17 - 21			09 - 20			02 - 06
Digital Banking, Innovations and Transformation	15 - 26			15 - 19			01 - 26			07 - 18		

Training Venues

1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Jan	Kampala - Uganda	April	Dubai – U.A. E	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Port Elizabeth - South Africa	Sept	Nairobi - Kenya	Dec	Dubai – U.A.E

Fees Structure

One Week - USD 1875 Two Weeks - USD 2975	Three Weeks - USD 3475 Four Weeks - USD 3975	DUBAI & SOUTH AFRICA One Week - USD 2275 Two Weeks - USD 3375

IMICAD
International Training Institute

Oil and GAS

OVERVIEW

Oil and natural gas are major sub-sectors in the energy market and play an influential role in the global economy as the world's primary fuel sources. The processes and systems involved in producing and distributing oil and gas are highly complex, capital-intensive, and require competent and qualified staff to effectively run the affairs of this sector. Courses in this category cover all key aspects of this industry including upstream, the business of oil and gas exploration and production; midstream, transportation and storage; and downstream, which includes refining and marketing.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Fundamentals of Upstream Petroleum Contracts	15 - 26			15 - 19			01 - 26			07 - 18		
Petroleum Project Economics and Analysis		12 - 23			06 - 24			05 - 30			11- 22	
Managing Political Risk in Oil and Gas Sector			04 - 29			17 - 21			09 - 20			02 - 06

IMICAD
International Training Institute

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Strategic Talent Management and Skills Developmnet for Oil and Gas Sector	15 - 26			15 - 19			01 - 26			07 - 18		
Financial Modelling in Oil and Gas Sector		12 - 23			06 - 24			05 - 30			11- 22	
Environmental and Social Safeguards in Oil and Gas			04 - 29			17 - 21			09 - 20			02 - 06
Oil and Gas Operations Management	15 - 26			15 - 19			01 - 26			07 - 18		
Project Management for Oil , Gas and Mineral Resources		12 - 23			06 - 24			05 - 30			11- 22	
Environmental Impact Assessment for Oil and Gas Exploration and Production			04 - 29			17 - 21			09 - 20			02 - 06
Human Resource Management in Oil and Gas Operations	15 - 26			15 - 19			01 - 26			07 - 18		
Oil and Gas Project Management and Analysis		12 - 23			06 - 24			05 - 30			11- 22	
Managing Employees Relations in the Oil and Gas Sector			04 - 29			17 - 21			09 - 20			02 - 06

IMICAD
International Training Institute

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Strategic Customer Service in the Oil and Gas Sector	15 - 26			15 - 19			01 - 26			07 - 18		

Training Venues

1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Jan	Kampala - Uganda	April	Dubai – U.A.E	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Port Elizabeth - South Africa	Sept	Nairobi - Kenya	Dec	Dubai – U.A.E

Fees Structure

One Week - USD 1875 Two Weeks - USD 2975	Three Weeks - USD 3475 Four Weeks - USD 3975	DUBAI & SOUTH AFRICA One Week - USD 2275 Two Weeks - USD 3375

IMICAD
International Training Institute

Information Technology, Digitization and Systems Security

OVERVIEW

With organizations rapidly adopting new IT solutions and digital technologies, Cyber crime is constantly growing and evolving. New malware, business email compromise (BEC) and social engineering scams are being detected every day. Cyber crime is on increase, defrauding people, hacking, stealing, and hiding from authorities with virtual anonymity.

In this category, we have outlined courses that will ensure the confidentiality, integrity, and availability of information and how to use the various tools to keep the organization safe and secure in this digital age.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
IT Systems Identity and Access Management	15 - 26			15 - 19			01 - 26			07 - 18		
IT Systems Design Deployment and Security Management		12 - 23			06 - 24			05 - 30			11- 22	
Information Systems Audit and IT Fraud Detection			04 - 29			17 - 21			09 - 20			02 - 06

IMICAD
International Training Institute

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Cyber Security and Digital Forensics	15 - 26			15 - 19			01 - 26			07 - 18		
Information Systems Development and Aequistion		12 - 23			06 - 24			05 - 30			11- 22	
Computer Systems and Network Security			04 - 29			17 - 21			09 - 20			02 - 06
Organizational Security Planning and Management	15 - 26			15 - 19			01 - 26			07 - 18		
Cyber Security Analysis and Management		12 - 23			06 - 24			05 - 30			11- 22	
Artificial Intillegence and Data Analytics			04 - 29			17 - 21			09 - 20			02 - 06

Training Venues

1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Jan	Kampala - Uganda	April	Dubai – U.A. E	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Port Elizabeth - South Africa	Sept	Nairobi - Kenya	Dec	Dubai – U.A.E

Sustainable Agriculture and Agribusiness Development

OVERVIEW

A striking link exists between growth in agriculture and the eradication of hunger and poverty. Agriculture provides income, jobs, food and other goods and services for the majority of people now living in poverty. Courses in this category are designed to build a sustainable agricultural sector

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Agribusiness Development for Rural Transformation	15 - 26			15 - 19			01 - 26			07 - 18		
Sustainable Agriculture and Food Security		12 - 23			06 - 24			05 - 30			11- 22	
Agribusiness, Marketing and Export Management			04 - 29			17 - 21			09 - 20			02 - 06

IMICAD
International Training Institute

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Agricultural Extension Service Delivery Management	15 - 26			15 - 19			01 - 26			07 - 18		
Agriculture Budget Monitoring and Advocacy		12 - 23			06 - 24			05 - 30			11- 22	
Management of Agricultural Research (MAR)			04 - 29			17 - 21			09 - 20			02 - 06
M&E for Agricultural Research and Extension Management	15 - 26			15 - 19			01 - 26			07 - 18		

Training Venues

1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Jan	Kampala - Uganda	April	Dubai – U.A. E	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Port Elizabeth - South Africa	Sept	Nairobi - Kenya	Dec	Dubai – U.A.E

Fees Structure

One Week - USD 1875 Two Weeks - USD 2975	Three Weeks - USD 3475 Four Weeks - USD 3975	DUBAI & SOUTH AFRICA One Week - USD 2275 Two Weeks - USD 3375

Transport and Fleet Management

OVERVIEW

Effective Management of the organization's fleet and transport function requires understanding of several complex factors including transport legislation, health, and safety automation as well as market dynamics that drive operational costs. We understand the day-to-day and longer-term concerns affecting the transport and logistics sector, so we have developed courses that help overcome these issues. Our courses aim at minimizing overall costs through maximum and cost effective utilization of resources such as vehicles, fuel, spare parts, etc.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Motorcycle Fleet Maintenance and Management	15 - 26			15 - 19			01 - 26			07 - 18		
Work Ethics and Business Etiquette for Driving.		12 - 23			06 - 24			05 - 30			11- 22	
Defensive Driving and Vehicle Maintenance.			04 - 29			17 - 21			09 - 20			02 - 06
Ports, Inland water and Airlines Management	15 - 26			15 - 19			01 - 26			07 - 18		

IMICAD
International Training Institute

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Fleet and Corporate Transport Management.	15 - 26			15 - 19			01 - 26			07 - 18		
Skills Enhancement for Corporate Drivers and Executive Chauffeurs.		12 - 23			06 - 24			05 - 30			11- 22	
Strategic Transport Planning and Management.			04 - 29			17 - 21			09 - 20			02 - 06
Modern Automotive Technology and Maintenance Skills.	15 - 26			15 - 19			01 - 26			07 - 18		
Strategic Logistics Planning and Management		12 - 23			06 - 24			05 - 30			11- 22	
Defensive Driving and Accident Prevention			04 - 29			17 - 21			09 - 20			02 - 06
Road Safety Management for Corporate Drivers	15 - 26			15 - 19			01 - 26			07 - 18		
Digitalization and Security in Transport Logistics		12 - 23			06 - 24			05 - 30			11- 22	
Road Frieght and Transport Management			04 - 29			17 - 21			09 - 20			02 - 06

Gender Mainstreaming and Equality Programmes

OVERVIEW

Sustainable economic development relies on ending all forms of discrimination and providing equal opportunities for all. The design, implementation and the entire decision-making process should put into consideration gender and equality concerns.

Our training and skills development programs support integration of a gender perspective into the preparation, design, implementation, monitoring and evaluation of policies and projects / programs.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Gender Mainstreaming in Development Planning.	15 - 26			15 - 19		01 - 26				07 - 18		
Gender and Climate Change Analysis Tools.		12 - 23			06 - 24			05 - 30			11- 22	
Gender and Sexual Based Violence.			04 - 29			17 - 21			09 - 20			02 - 06

IMICAD
International Training Institute

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Gender Analysis Concepts and Practice.	15 - 26			15 - 19			01 - 26			07 - 18		
Measurement and Management of Gender Programmes		12 - 23			06 - 24			05 - 30			11- 22	
Gender Analytics for Innovation			04 - 29			17 - 21			09 - 20			02 - 06

Training Venues

1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Jan	Kampala - Uganda	April	Dubai – U.A. E	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Port Elizabeth - South Africa	Sept	Nairobi - Kenya	Dec	Dubai – U.A.E

Fees Structure

One Week - USD 1875 Two Weeks - USD 2975	Three Weeks - USD 3475 Four Weeks - USD 3975	DUBAI & SOUTH AFRICA One Week - USD 2275 Two Weeks - USD 3375

Civil Society Organizations/NGOs/INGOS/Faith Based Organizations/CBOs

OVERVIEW

Non-governmental organizations have vastly increased in number and scope due to increased quest for development programs. CSOs have a keyrole of influencing communities and grassroot activities, as well as policy making, planning and implementation. The main objective of the course is to ensure NGOs/Civil Society are more effective in their development work. These courses address the current needs for CSOs to execute their roles in development to build human and organizational capacity. These courses will benefit participants by equipping them with relevant skills on the management of NGOs.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Strategic Leadership and Organizational Management.	15 - 26			15 - 19			01 - 26			07 - 18		
Advocacy Lobbing and Government Engagement.		12 - 23			06 - 24			05 - 30			11- 22	
Strategic and Result Based Management			04 - 29			17 - 21			09 - 20			02 - 06

IMICAD
International Training Institute

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Conflict Resolution and Peace Building.	15 - 26			15 - 19			01 - 26			07 - 18		
Resource Mobilization and Financial Sustainability.		12 - 23			06 - 24			05 - 30			11- 22	
Result Based M&E			04 - 29			17 - 21			09 - 20			02 - 06
Conflict Resolution and Governance.	15 - 26			15 - 19			01 - 26			07 - 18		

Training Venues

	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter
Jan	Kampala - Uganda	April	Dubai – U.A. E	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Port Elizabeth - South Africa	Sept	Nairobi - Kenya	Dec	Dubai – U.A.E

Fees Structure

One Week - USD 1875 Two Weeks - USD 2975	Three Weeks - USD 3475 Four Weeks - USD 3975	**DUBAI & SOUTH AFRICA** One Week - USD 2275 Two Weeks - USD 3375

Democracy, Human Rights and Electoral Governance

OVERVIEW

The declines in transparency, accountability, and civil rights, democracy, human rights and the rule of law in recent years pose an ongoing concern for many countries especially in developing countries. Training programs in this section are intended to build on efforts to counter closing civic and political space, bolster freedom of expression, improve the advocacy and communication capabilities of local organizations, promote transparent and accountable systems free from corruption, and strengthen human rights among vulnerable populations.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Strategic Planning for Electoral Management	15 - 26			15 - 19			01 - 26			07 - 18		
Building Resources in Democracy, Governance and Elections		12 - 23			06 - 24			05 - 30			11- 22	
Electoral Policy, Campaign Management and Administration			04 - 29			17 - 21			09 - 20			02 - 06

IMICAD
International Training Institute

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Civic Education and Stakeholder: Management in Elections	15 - 26			15 - 19			01 - 26			07 - 18		
Legislative Drafting and Report Writing Skills		12 - 23			06 - 24			05 - 30			11- 22	
Free and Fair Elections, Transparency, and Accountability			04 - 29			17 - 21			09 - 20			02 - 06
Democracy, Human Rights and Governance Strategy	15 - 26			15 - 19			01 - 26			07 - 18		
Electoral Conflict Resolution and Management		12 - 23			06 - 24			05 - 30			11- 22	
Best Practices in Using Digital Tools and Platforms in Electoral Management			04 - 29			17 - 21			09 - 20			02 - 06

Training Venues

1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Jan	Kampala - Uganda	April	Dubai – U.A. E	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Port Elizabeth - South Africa	Sept	Nairobi - Kenya	Dec	Dubai – U.A.E

ISO Certified Courses

ISO 3730   Certified Compliance management Lead auditor

ISO 3730   Certified Compliance Management Lead Implementer

ISO 31000 Certified Risk Manager

ISO 31000 Lead Risk Manager

ISO / IEC 2700 Certified Information Security Management System lead implementer

ISO / IEC 2700 Certified Information Security Management System Lead Auditor

ISO 18788 Certified Security Operations Lead Implementer

ISO 18788 Certified Security operations Lead Auditor

ISO 30301 Certified Management System for Records Lead Implementor

ISO 30301 Certified Management System for Records Lead Auditor

ISO 21500 Certified Lead Project Manager

ISO 21500 Certified Lead Project Assessor

ISO 39001 Certified Road Traffic Safety Management Lead Implementer

NOTE: *All Certified Courses: Certification and Exam fees are not included.*

IMICAD
International Training Institute

Study online with our flexible learning approach

The IMICAD e-learning platform offers a wide range of courses intended to provide practical skills needed at the workplace. Our courses are delivered one step at a time, with some courses extending for 12 months and others as short as 3 weeks. All these courses are accessible on the phone, tablet and desktop, so you can plan your learning.

New Set of Skills for a Dynamic World
The world of work and business is so dynamic and requires new skills to tackle the ever-increasing challenges. Whether you want to improve on your professional skills, or effectively manage your business or just expand your knowledge, our online courses have all you want. Our platform provides courses that will help you address all skills gaps in the shortest period.

Live Classrooms
Our virtual classroom courses provide real-time instructor-led learning using state of the art classroom technology. In these courses; Participants interact, view, and discuss presentations. In these virtual classes participants work on class activities like the physical classroom setting. They work in group exercises, group and individual presentations and work with the interactive white board all online.

Study at Your Own Pace
With our online platform, learners have the freedom to create their own schedule, that is suitable for their lifestyle. This flexibility offers a chance to full time workers and other busy people to learn while they take care of their families, travel, play sports. Learn and do the same things you love to do; education should never interrupt your lifestyle with our self-paced learning.

Learn with Others Around the World
Join Learners from around the world learning together. We have made our online platform an international compass where you meet friends exchange ideas and enhance learning. Join today to experience the new online learning approaches that we offer.

IMICAD
International Training Institute