



# 2025 TRAINING Program

*"Skilling for the future"*

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# WELCOME NOTE

We are pleased to share with you the IMICAD International Training Institute 2025 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.



# 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 modern work environment/ workplace. 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;



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



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



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 (BTJET)



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 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 learners 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

## 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 opportunity 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 antique, 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	13 - 24		21 - 25			07 - 18			06 - 17			
Strategic Communication and Business Etiquette for Administrative Professionals		10 - 21		05 - 23			04 - 29			10 - 21		
Positive Work Place, Ethics, Team Work and Cooperation			03 - 28			23 - 27			08 - 19			01 - 05

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Efficient Administration and Organizational Skills	13 - 24			21 - 25			07 - 18			06 - 17		
Data Analysis, Reporting and Presentation Skills		10 - 21			05 - 23			04 - 29			10 - 21	
Strategic Skills for Administrative Professionals			03 - 28			23 - 27			08 - 19			01 - 05
Essential Leadership Skills for Executive Secretaries and Administrative Assistants	13 - 24			21 - 25			07 - 18			06 - 17		
Document and Workflow Management Systems		10 - 21			05 - 23			04 - 29			10 - 21	
Effective Report Writing and Presentation Skills			03 - 28			23 - 27			08 - 19			01 - 05
Digital Transformation, Cybersecurity and Cloud Computing for Administrators	13 - 24			21 - 25			07 - 18			06 - 17		
Executive Support and Leadership for Admin Professionals		10 - 21			05 - 23			04 - 29			10 - 21	
Practical Project Management Skills for Administrative Professionals			03 - 28			23 - 27			08 - 19			01 - 05

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Leadership and Team Management for Administrators	13 - 24			21 - 25			07 - 18			06 - 17		
Mastering Digital Tools and AI for Modern Office Administration		10 - 21			05 - 23			04 - 29			10 - 21	
Diplomacy Etiquette and Protocol for Secretaries and Administrators			03 - 28			23 - 27			08 - 19			01 - 05
Best Practices in Administration and Essential Office Management Skills	13 - 24			21 - 25			07 - 18			06 - 17		
Crisis Management and Office Continuity Planning		10 - 21			05 - 23			04 - 29			10 - 21	
Strategic Thinking and Analytical Skills for Administrative Professionals			03 - 28			23 - 27			08 - 19			01 - 05
AI Powered Productivity for Office Administrators and Executives Secretaries	13 - 24			21 - 25			07 - 18			06 - 17		
Skills Enhancement Programme for Executive Secretaries and Administrative Assistants		10 - 21			05 - 23			04 - 29			10 - 21	
Managerial and Supervisory Skills for Administrative Professionals			03 - 28			23 - 27			08 - 19			01 - 05

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Professional Skills Development for Executive Secretaries and Administrative Assistants	13 - 24			21 - 25			07 - 18			06 - 17		
Positive Work Ethics, Team Work and Innovativeness		10 - 21			05 - 23			04 - 29			10 - 21	
Public Speaking and Presentation Skills			03 - 28			23 - 27			08 - 19			01 - 05
Front Office Operations and Service Delivery Management	13 - 24			21 - 25			07 - 18			06 - 17		
Conflict Resolution and Problem-Solving for Administrative Professionals		10 - 21			05 - 23			04 - 29			10 - 21	

## Training Venues

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

## Fees Structure

One Week - USD 1875 Two Weeks - USD 2975	Three Weeks - USD 3475 Four Weeks - USD 3975	<b>DUBAI &amp; SOUTH AFRICA</b> One Week - USD 2275 Two Weeks - USD 3375
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# 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	13 - 24		21 - 25				07 - 18			06 - 17		
Workplace Conflict Resolution and Negotiation Skills		10 - 21			05 - 23			04 - 29			10 - 21	
Leading High Performance Teams			03 - 28			23 - 27			08 - 19			01 - 05
Staff Welfare Planning and Management	13 - 24		21 - 25				07 - 18			06 - 17		

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Strategic Competence Development and Implementation	13 - 24			21 - 25			07 - 18			06 - 17		
Strategic Human Resources and Employee Engagement		10 - 21			05 - 23			04 - 29			10 - 21	
Team Building and Team Development			03 - 28			23 - 27			08 - 19			01 - 05
Effective Supervisory and People Management Skills	13 - 24			21 - 25			07 - 18			06 - 17		
HR Systems, Metrics, and IT Applications		10 - 21			05 - 23			04 - 29			10 - 21	
Training Needs Assessment and Knowledge Management			03 - 28			23 - 27			08 - 19			01 - 05
Developing Corporate and Organizational Culture	13 - 24			21 - 25			07 - 18			06 - 17		
Leading with Creative Thinking and Innovation		10 - 21			05 - 23			04 - 29			10 - 21	
Managing Change and Organizational Development			03 - 28			23 - 27			08 - 19			01 - 05

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Training of Trainers	13 - 24			21 - 25			07 - 18			06 - 17		
Job Evaluation and Salary Structure Design		10 - 21			05 - 23			04 - 29			10 - 21	
360 Degree Appraisal and Performance Management			03 - 28			23 - 27			08 - 19			01 - 05
HR Automation Analytics and Reporting	13 - 24			21 - 25			07 - 18			06 - 17		
Managing the Human Audit Function		10 - 21			05 - 23			04 - 29			10 - 21	
Agile HR and Organisational Development			03 - 28			23 - 27			08 - 19			01 - 05
Mentoring, Coaching and Talent Nurturing	13 - 24			21 - 25			07 - 18			06 - 17		
Diversity, Equity and Inclusion in HR		10 - 21			05 - 23			04 - 29			10 - 21	
Manpower Planning, Resourcing and Retention			03 - 28			23 - 27			08 - 19			01 - 05

# 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	13 - 24			21 - 25			07 - 18			06 - 17		
Performance Management and Evaluation		10 - 21			05 - 23			04 - 29			10 - 21	
Strategic Management and Organisational Development			03 - 28			23 - 27			08 - 19			01 - 05
Crisis Leadership and Conflict Resolution Strategies	13 - 24			21 - 25			07 - 18			06 - 17		



COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Governance, Leadership and Management of Board Affairs	13 - 24		21 - 25				07 - 18			06 - 17		
Leadership by Design: Innovation Process and Culture		10 - 21		05 - 23				04 - 29			10 - 21	
Strategic Plan Implementation and Control			03 - 28			23 - 27			08 - 19			01 - 05
Strategic Management and Leadership Skills	13 - 24		21 - 25				07 - 18			06 - 17		
Leadership, Creativity and Peak Performance		10 - 21		05 - 23				04 - 29			10 - 21	
Corporate Strategy Management and Innovation			03 - 28			23 - 27			08 - 19			01 - 05
Strategy Governance for the Boards	13 - 24		21 - 25				07 - 18			06 - 17		
Corporate Strategy Management and Innovation		10 - 21		05 - 23				04 - 29			10 - 21	
Strategic Thinking, Analysis and Planning			03 - 28			23 - 27			08 - 19			01 - 05

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Effective Risk Management Oversight for Board Members and Executives	13 - 24			21 - 25			07 - 18			06 - 17		
Transformational Leadership with Business Acumen		10 - 21			05 - 23			04 - 29			10 - 21	
Strategic Planning, Development and Implementation			03 - 28			23 - 27			08 - 19			01 - 05

# Training Venues

1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter	
Jan	Kampala - Uganda	April	Johannesburg – South Africa	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Dubai – U.A.E	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
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# 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	13 - 24			21 - 25			07 - 18			06 - 17		
Business Intelligence, Data Analytics and Reporting		10 - 21			05 - 23			04 - 29			10 - 21	
Institutional Digitization and File Management			03 - 28			23 - 27			08 - 19			01 - 05

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Applied Data Analysis, Visualization and Reporting	13 - 24			21 - 25			07 - 18			06 - 17		
Records Management and Document Control		10 - 21			05 - 23			04 - 29			10 - 21	
Big Data Analytics for Business Intelligence			03 - 28			23 - 27			08 - 19			01 - 05
Management Information Systems for Administrative Professionals	13 - 24			21 - 25			07 - 18			06 - 17		
Public Sector Records Management and Information Security		10 - 21			05 - 23			04 - 29			10 - 21	
Power BI: Data Visualization and Dashboards			03 - 28			23 - 27			08 - 19			01 - 05
Public Sector and Records Achieves Management	13 - 24			21 - 25			07 - 18			06 - 17		
Designing and Implementing Records Management Policy and Guidelines		10 - 21			05 - 23			04 - 29			10 - 21	
Electronic Records Management and Information Security			03 - 28			23 - 27			08 - 19			01 - 05

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Library and Records Centre Management	13 - 24			21 - 25			07 - 18			06 - 17		
Records Management, Disaster Preparedness and Management Strategies		10 - 21			05 - 23			04 - 29			10 - 21	
Information Governance and Artificial Intelligence			03 - 28			23 - 27			08 - 19			01 - 05
Electronic Health Records and Information Management	13 - 24			21 - 25			07 - 18			06 - 17		
Digital Records and Legal Admissibility		10 - 21			05 - 23			04 - 29			10 - 21	

## Training Venues

1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter	
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# 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	13 - 24			21 - 25			07 - 18			06 - 17		
Occupational Safety and Health Administration		10 - 21			05 - 23			04 - 29			10 - 21	
Best Practices in Corporate Security Planning and Management			03 - 28			23 - 27			08 - 19			01 - 05
Health and Wellbeing for Leaders: Leading a Culture of Wellbeing	13 - 24			21 - 25			07 - 18			06 - 17		

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Workplace Security Management and Awareness Creation	13 - 24			21 - 25			07 - 18			06 - 17		
Workplace Security and Safety		10 - 21			05 - 23			04 - 29			10 - 21	
Workplace Violence, Crime and Terrorism Awareness			03 - 28			23 - 27			08 - 19			01 - 05
Organisational Security Planning and Management	13 - 24			21 - 25			07 - 18			06 - 17		

## Training Venues

1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter	
Jan	Kampala - Uganda	April	Johannesburg – South Africa	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Dubai – U.A.E	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

# Procurement, Contracting and Supply Chain Management

## OVERVIEW

The world of business has become more global, and the acquisition 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 in line 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	13 - 24		21 - 25			07 - 18			06 - 17			
Purchasing, Logistics Operations and Inventory Management		10 - 21		05 - 23			04 - 29			10 - 21		
Strategic Procurement Planning and Budgeting			03 - 28			23 - 27			08 - 19			01 - 05
Strategic Sourcing and Value Procurement	13 - 24		21 - 25			07 - 18			06 - 17			



COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Effective Contract Drafting and Negotiation Techniques	13 - 24		21 - 25				07 - 18			06 - 17		
Contract Risk Management and Regulatory Compliance		10 - 21			05 - 23			04 - 29			10 - 21	
E-procurement System Design and Management			03 - 28			23 - 27			08 - 19			01 - 05
Procurement and Management of Donor Funded Projects	13 - 24		21 - 25				07 - 18			06 - 17		
Advanced Tendering Procedure and Bid Evaluation Techniques		10 - 21			05 - 23			04 - 29			10 - 21	
Big Data Analytics for Supply Chain Optimization			03 - 28			23 - 27			08 - 19			01 - 05
ESG and Sustainable Public Procurement	13 - 24		21 - 25				07 - 18			06 - 17		
Artificial Intelligence (AI) in Procurement and Supply Chain Management		10 - 21			05 - 23			04 - 29			10 - 21	
Best Practices in Public Procurement and Administration			03 - 28			23 - 27			08 - 19			01 - 05

# 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	13 - 24			21 - 25			07 - 18			06 - 17		
Project Leadership Management and Communication Skills		10 - 21			05 - 23			04 - 29			10 - 21	
Project Performance Reporting and Mid- term Review			03 - 28			23 - 27			08 - 19			01 - 05
Strategic Alignment of Project Portfolio	13 - 24			21 - 25			07 - 18			06 - 17		
Economic Appraisal of Investment Projects		10 - 21			05 - 23			04 - 29			10 - 21	

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Project Cost Analysis and Budget Estimation Techniques	13 - 24			21 - 25			07 - 18			06 - 17		
Results Based Monitoring and Evaluation of Development Programs and Projects		10 - 21			05 - 23			04 - 29			10 - 21	
Financial Analysis and Appraisal of Projects			03 - 28			23 - 27			08 - 19			01 - 05
Project Financing, Cashflow Analysis and Loan Negotiation	13 - 24			21 - 25			07 - 18			06 - 17		
Computer Based Project Management and Reporting		10 - 21			05 - 23			04 - 29			10 - 21	
Improving Project Implementation and Execution			03 - 28			23 - 27			08 - 19			01 - 05
Project Risk Analysis and Management	13 - 24			21 - 25			07 - 18			06 - 17		
Project Stakeholder Management		10 - 21			05 - 23			04 - 29			10 - 21	
Design and Implementation of M&E Systems			03 - 28			23 - 27			08 - 19			01 - 05

# Audit, Risk Assurance and Compliance

## 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	13 - 24			21 - 25			07 - 18			06 - 17		
ESG Fundamentals and Risk Quantification		10 - 21			05 - 23			04 - 29			10 - 21	
Governance, Risk Assurance and Compliance Management			03 - 28			23 - 27			08 - 19			01 - 05

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Corporate Compliance Monitoring, Audit and Risk Management	13 - 24			21 - 25			07 - 18			06 - 17		
Fraud Risk, Economic Crime Detection and Prevention		10 - 21			05 - 23			04 - 29			10 - 21	
Forensic Audit, Fraud Detection and Management			03 - 28			23 - 27			08 - 19			01 - 05
IT Audit Fundamentals	13 - 24			21 - 25			07 - 18			06 - 17		
Information Systems Auditing, Controls and Assurance		10 - 21			05 - 23			04 - 29			10 - 21	
Skills Enhancement Program for Audit Committee Members			03 - 28			23 - 27			08 - 19			01 - 05
Climate Change Risk Analysis and Management	13 - 24			21 - 25			07 - 18			06 - 17		
Risk Management for Public Sector Agencies		10 - 21			05 - 23			04 - 29			10 - 21	
Accountability Improvement and Strengthening the Internal Audit Function			03 - 28			23 - 27			08 - 19			01 - 05

# Financial Management and Accounting

## 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 this 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	13 - 24			21 - 25			07 - 18			06 - 17		
Risk Management and Expenditure Review		10 - 21			05 - 23			04 - 29			10 - 21	
Financial Performance Monitoring and Evaluation Analysis			03 - 28			23 - 27			08 - 19			01 - 05

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Finance and Budget Management for Non-finance Professionals	13 - 24			21 - 25			07 - 18			06 - 17		
Financial Planning, Budgeting and Management Reporting		10 - 21			05 - 23			04 - 29			10 - 21	
Cash and Treasury Management			03 - 28			23 - 27			08 - 19			01 - 05
Financial Analysis, Planning and Budget Control	13 - 24			21 - 25			07 - 18			06 - 17		
Financial Analysis, Modeling and Forecasting		10 - 21			05 - 23			04 - 29			10 - 21	
Public Expenditure Analysis and Management			03 - 28			23 - 27			08 - 19			01 - 05
Best Practices in Financial Forecast and Control	13 - 24			21 - 25			07 - 18			06 - 17		
Computerised Financial Analysis and Reporting		10 - 21			05 - 23			04 - 29			10 - 21	
International Public Sector Accounting Standards (IPSAS)			03 - 28			23 - 27			08 - 19			01 - 05

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Governance, Risk and Compliance Management	13 - 24			21 - 25			07 - 18			06 - 17		
Resource Mobilization and Income Diversification		10 - 21			05 - 23			04 - 29			10 - 21	
Modern Accounting Technique for Accountants and Auditors			03 - 28			23 - 27			08 - 19			01 - 05
Risk Assessment and Risk Management	13 - 24			21 - 25			07 - 18			06 - 17		

## Training Venues

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

## Fees Structure

One Week - USD 1875 Two Weeks - USD 2975	Three Weeks - USD 3475 Four Weeks - USD 3975	<b>DUBAI &amp; SOUTH AFRICA</b> One Week - USD 2275 Two Weeks - USD 3375
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# Public Relations, Customer Service and Diplomacy

## 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 republics 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
Customer Service and Brand Management	13 - 24			21 - 25			07 - 18			06 - 17		
Negotiation Skills for Diplomacy and Conflict Management		10 - 21			05 - 23			04 - 29			10 - 21	
Public Diplomacy and Soft-Power Strategy			03 - 28			23 - 27			08 - 19			01 - 05



COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Customer Care, Complaints Management and Reporting	13 - 24		21 - 25			07 - 18			06 - 17			
Modern Global Diplomacy and International Relations		10 - 21		05 - 23			04 - 29			10 - 21		
Strategic Community Relations Management			03 - 28		23 - 27			08 - 19			01 - 05	
Strategic Communication and Public Relations Management	13 - 24		21 - 25			07 - 18			06 - 17			
Building Sustainable Strategic Business Relationships		10 - 21		05 - 23			04 - 29			10 - 21		
Diplomatic Protocol and Etiquette			03 - 28		23 - 27			08 - 19			01 - 05	
Strategic Brand Development and Performance Management	13 - 24		21 - 25			07 - 18			06 - 17			
Crisis Communication Planning and Management		10 - 21		05 - 23			04 - 29			10 - 21		
Customer Profiling Techniques and Procedures			03 - 28		23 - 27			08 - 19			01 - 05	

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Best Practice for Protocol Officers	13 - 24			21 - 25			07 - 18			06 - 17		
Protocol and Events Management		10 - 21			05 - 23			04 - 29			10 - 21	
International Protocol and Diplomatic Relations			03 - 28			23 - 27			08 - 19			01 - 05
Crisis Diplomacy & Strategies for Managing International Tensions	13 - 24			21 - 25			07 - 18			06 - 17		

## Training Venues

1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter	
Jan	Kampala - Uganda	April	Johannesburg – South Africa	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Dubai – U.A.E	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	<b>DUBAI &amp; SOUTH AFRICA</b> One Week - USD 2275 Two Weeks - USD 3375
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# Treasury, Financial Markets and Investment Management

## 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	13 - 24			21 - 25			07 - 18			06 - 17		
Treasury Function and Cash Management		10 - 21			05 - 23			04 - 29			10 - 21	
Foreign Exchange, Money Markets and Derivatives			03 - 28			23 - 27			08 - 19			01 - 05
Design and Implementation of Treasury Single Account	13 - 24			21 - 25			07 - 18			06 - 17		
Risk and Compliance of Payment and Settlement Systems		10 - 21			05 - 23			04 - 29			10 - 21	

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Pension Fund Investment Strategies and Best Practice	13 - 24			21 - 25			07 - 18			06 - 17		
Fintechs Digital Banking and Innovations in Financial Market		10 - 21			05 - 23			04 - 29			10 - 21	
Global Financial Markets and Instruments			03 - 28			23 - 27			08 - 19			01 - 05
Financial Markets and Investment Strategies	13 - 24			21 - 25			07 - 18			06 - 17		

## Training Venues

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

# Water Resources, Environment and Climate Change

## 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
Environmental and Social Safeguards for Donor Funded Projects	13 - 24			21 - 25			07 - 18			06 - 17		
Environmental Risk Management and Mitigation Strategies		10 - 21			05 - 23			04 - 29			10 - 21	
Sustainable Development and Climate Change			03 - 28			23 - 27			08 - 19			01 - 05

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Global Warming, Climate Change and Poverty Dynamics	13 - 24			21 - 25			07 - 18			06 - 17		
Disaster Risk Planning , Mitigation and Reduction Strategies		10 - 21			05 - 23			04 - 29			10 - 21	
Cost of Service , Rate Design for Water Utilities			03 - 28			23 - 27			08 - 19			01 - 05
Climate Finance and Green Economy	13 - 24			21 - 25			07 - 18			06 - 17		
Natural Resource Management and Sustainability		10 - 21			05 - 23			04 - 29			10 - 21	
Environmental Impact Assessment for Development Projects			03 - 28			23 - 27			08 - 19			01 - 05
Water, Sanitation Planning and Management	13 - 24			21 - 25			07 - 18			06 - 17		
Fundamentals of Geographical Information Systems		10 - 21			05 - 23			04 - 29			10 - 21	
Environmental Law and Policy			03 - 28			23 - 27			08 - 19			01 - 05

# Parliamentary Procedures and Legislation

## OVERVIEW

Parliamentary practice and procedure refer to norms and conventions that guide how a parliament functions. Parliamentary processes are governed by rules and procedures that outline the proper way for legislation to be submitted, discussed, and ultimately enacted, as well as the proper behavior of parliamentarians and the structure and function of their respective committees. The courses in this category are designed to ensure that the legislative process runs smoothly. These courses provide a comprehensive foundation in the rules, practices, and processes of legislative bodies, covering legislative drafting, debate protocols, and committee functions. The course are ideal for skills enhancement for parliamentarians, parliamentary staff, policy analysts , Committee clerks and chairs, parliament secretaries, clerks, and other staff

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Legal Drafting and Report Writing Skills	13 - 24			21 - 25			07 - 18			06 - 17		
Legislative Oversight in Public Financial Management		10 - 21			05 - 23			04 - 29			10 - 21	
Enhancing the Role of Parliament in the Budgeting Process			03 - 28			23 - 27			08 - 19			01 - 05



# 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 provision- ing mainly in terms of drinking water, sanitation, energy, transport, solid waste man- agement, 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	13 - 24			21 - 25			07 - 18			06 - 17		
Infrastructure and Community Facilities for Modern Cities		10 - 21			05 - 23			04 - 29			10 - 21	
Urban and Regional Spatial Analysis			03 - 28			23 - 27			08 - 19			01 - 05

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Planning, Developmnet and Management of Infrastructure Projects	13 - 24			21 - 25			07 - 18			06 - 17		
Smart Cities: Design and Management of Smart Urban Infrastructure		10 - 21			05 - 23			04 - 29			10 - 21	
Urban Communication and Cyber Infrastructure Systems			03 - 28			23 - 27			08 - 19			01 - 05
Traffic Flow Modelling and Intelligent Transport Systems	13 - 24			21 - 25			07 - 18			06 - 17		

## Training Venues

1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter	
Jan	Kampala - Uganda	April	Johannesburg – South Africa	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Dubai – U.A.E	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

# Banking and Financial Regulation

## 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	13 - 24			21 - 25			07 - 18			06 - 17		
Fraud Detection and Prevention in Banking and Insurance		10 - 21			05 - 23			04 - 29			10 - 21	
Global Banking, Financial Markets and Derivatives			03 - 28			23 - 27			08 - 19			01 - 05
Anti-Money Laundering (AML) and Terrorism Financing (TF)	13 - 24			21 - 25			07 - 18			06 - 17		

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Investment Analysis and Portfolio Management	13 - 24			21 - 25			07 - 18			06 - 17		
Financial Cybercrime, Digital Forensics and Investigation		10 - 21			05 - 23			04 - 29			10 - 21	
Finitechs and Blockchains in Banking and Financial Services			03 - 28			23 - 27			08 - 19			01 - 05
Digital Banking, Innovations and Transformation	13 - 24			21 - 25			07 - 18			06 - 17		
Digital Currency, Ethical Hacking and Cybercrime Prevention		10 - 21			05 - 23			04 - 29			10 - 21	
Oversight of Payment and Settlement Systems			03 - 28			23 - 27			08 - 19			01 - 05
Treasury and Cash Management	13 - 24			21 - 25			07 - 18			06 - 17		
Central Bank Digital Currency (BDC) Masterclass		10 - 21			05 - 23			04 - 29			10 - 21	
Effective Financial Deepening and Financial Inclusion			03 - 28			23 - 27			08 - 19			01 - 05

# Oil, GAS and Energy

## OVERVIEW

Courses in this section are designed to provide managers in the oil, energy, and gas sectors with essential skills for navigating today's complex energy landscape. Covering strategic planning, risk management, finance, and sustainability, these courses prepare participants to enhance operational efficiency, adhere to regulations, and lead sustainable transitions. Programs such as Corporate Social Responsibility (CSR), Environmental Impact Assessment (EIA), and Crisis Management foster responsible practices, while courses on innovation and digital transformation ensure readiness for future developments. Ideal for energy sector leaders, these courses aim to strengthen strategic, operational, and leadership capabilities across both traditional and renewable energy industries.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Fundamentals of Upstream Petroleum Contracts	13 - 24			21 - 25			07 - 18			06 - 17		
Petroleum Project Economics and Analysis		10 - 21			05 - 23			04 - 29			10 - 21	
Strategic Planning for Oil and Gas Industry			03 - 28			23 - 27			08 - 19			01 - 05



COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Strategic Talent Management and Skills Development for Oil and Gas Sector	13 - 24			21 - 25			07 - 18			06 - 17		
Financial Analysis, Modelling & Forecasting in the Oil & Gas Industry		10 - 21			05 - 23			04 - 29			10 - 21	
Environmental and Social Safeguards in Oil and Gas			03 - 28			23 - 27			08 - 19			01 - 05
Project Planning and Management for Energy Professionals	13 - 24			21 - 25			07 - 18			06 - 17		
Project Management for Oil , Gas and Mineral Resources		10 - 21			05 - 23			04 - 29			10 - 21	
Sustainable Energy Policy and Regulation			03 - 28			23 - 27			08 - 19			01 - 05
Human Resource Management in Oil and Gas Operations	13 - 24			21 - 25			07 - 18			06 - 17		
Oil and Gas Project Management and Analysis		10 - 21			05 - 23			04 - 29			10 - 21	
Energy Trading, Pricing, and Risk Management			03 - 28			23 - 27			08 - 19			01 - 05

# Branding, Innovative Marketing and Image Management

## OVERVIEW

In today's rapidly evolving business landscape, branding is more critical than ever. With increased competition and changing consumer behaviours, innovative branding strategies are essential for companies to stand out and achieve long-term success. Courses in this category are designed to explore some effective strategies that organizations and countries can adopt to enhance their brand identity and secure their position in the market. The courses focus on creating compelling brand identities, executing innovative marketing campaigns, and managing public perception, these courses blend theory with practical insights. By attending any of the courses in this category learners can help their organizations and countries create strong and memorable brand identities that resonate with consumers by embracing creativity, personalization, storytelling, and digital innovation.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Branding, Marketing and Effective Communication for the Public Sector	13 - 24			21 - 25			07 - 18			06 - 17		
Tools, Techniques and Resources for Investment Promotion		10 - 21			05 - 23			04 - 29			10 - 21	
Public Awareness Campaign Planning and Management			03 - 28			23 - 27			08 - 19			01 - 05



# Retirement Planning, Personal Finance and Entrepreneurship Skills

## OVERVIEW

Many employees worry about having a financially comfortable future after years of hard work. While retirement should be a time for relaxation and enjoyment, it doesn't just happen on its own. It requires retirement planning to get ready and make effective plans for financial needs during retirement. This includes saving money, managing investments, and protecting assets and income. The courses in this category are designed to help employees take smart steps to make sure that their retirement is a time of financial freedom where they can follow their passions. The courses focus on retirement savings strategies, investment options, and budgeting techniques to ensure that participants can secure their financial futures. The courses also cover essential entrepreneurial concepts, such as business planning and market analysis, empowering individuals to may want to start enterprises.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Retirement Planning and Entrepreneurship Skills	13 - 24			21 - 25			07 - 18			06 - 17		
Strategy for Startups: From Idea to Impact		10 - 21			05 - 23			04 - 29			10 - 21	
Retirement Planning Steps, Stages and Best Practices			03 - 28			23 - 27			08 - 19			01 - 05
Pension Administration and Retirement Planning	13 - 24			21 - 25			07 - 18			06 - 17		



# 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	13 - 24			21 - 25			07 - 18			06 - 17		
IT Systems Design Deployment and Security Management		10 - 21			05 - 23			04 - 29			10 - 21	
Information Systems Audit and IT Fraud Detection			03 - 28			23 - 27			08 - 19			01 - 05

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Cyber Security and Digital Forensics	13 - 24			21 - 25			07 - 18			06 - 17		
Information Systems Development and Acquisition		10 - 21			05 - 23			04 - 29			10 - 21	
Computer Systems and Network Security			03 - 28			23 - 27			08 - 19			01 - 05
Organizational Security Planning and Management	13 - 24			21 - 25			07 - 18			06 - 17		
Cyber Security Analysis and Management		10 - 21			05 - 23			04 - 29			10 - 21	
Artificial Intelligence and Data Analytics			03 - 28			23 - 27			08 - 19			01 - 05
Information Security and Forensic Computing	13 - 24			21 - 25			07 - 18			06 - 17		
Cloud Computing Technology and Network Systems		10 - 21			05 - 23			04 - 29			10 - 21	
Emerging Technologies and Security of Digital Records			03 - 28			23 - 27			08 - 19			01 - 05

# Sustainable Agriculture and Agribusiness Development

## OVERVIEW

The courses empower participants with essential skills and knowledge to promote sustainable agriculture, support resilient agribusinesses, and enhance rural development. Covering key topics like climate-smart practices, resource management, value chain development, and renewable energy integration, the program equips participants to drive impactful policies and programs that align with the Sustainable Development Goals (SDGs). Participants will gain tools to support farmers, foster public-private partnerships, and lead initiatives that strengthen food security, economic growth, and environmental conservation.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Agribusiness Development for Rural Transformation	13 - 24			21 - 25			07 - 18			06 - 17		
Sustainable Agriculture and Food Security		10 - 21			05 - 23			04 - 29			10 - 21	
Agribusiness, Marketing and Export Management			03 - 28			23 - 27			08 - 19			01 - 05
M&E for Agricultural Research and Extension Management	13 - 24			21 - 25			07 - 18			06 - 17		
Digital Financial Technologies for Agribusiness and SMEs Financing		10 - 21			05 - 23			04 - 29			10 - 21	

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Agricultural Extension Service Delivery Management	13 - 24			21 - 25			07 - 18			06 - 17		
Agriculture Value Chain Development and Market Linkages		10 - 21			05 - 23			04 - 29			10 - 21	
Management of Agricultural Research (MAR)			03 - 28			23 - 27			08 - 19			01 - 05
Market Research, Value Chain Analysis and Consumer Behaviour in Agribusiness	13 - 24			21 - 25			07 - 18			06 - 17		
Public-Private Partnerships Agriculture and Agribusiness Investments		10 - 21			05 - 23			04 - 29			10 - 21	

## Training Venues

1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter	
<b>Jan</b>	Kampala - Uganda	<b>April</b>	Johannesburg – South Africa	<b>July</b>	Kampala - Uganda	<b>Oct</b>	Arusha - Tanzania
<b>Feb</b>	Addis Ababa - Ethiopia	<b>May</b>	Mombasa - Kenya	<b>Aug</b>	Arusha - Tanzania	<b>Nov</b>	Kigali - Rwanda
<b>Mar</b>	Arusha - Tanzania	<b>June</b>	Dubai – U.A.E	<b>Sept</b>	Nairobi - Kenya	<b>Dec</b>	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
Smart Transportation Systems and Logistics Management	13 - 24			21 - 25			07 - 18			06 - 17		
Work Ethics and Business Etiquette for Drivers		10 - 21			05 - 23			04 - 29			10 - 21	
Defensive Driving and Vehicle Maintenance			03 - 28			23 - 27			08 - 19			01 - 05
Ports, Inland water and Airlines Management	13 - 24			21 - 25			07 - 18			06 - 17		

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Fleet and Corporate Transport Management	13 - 24			21 - 25			07 - 18			06 - 17		
Skills Enhancement for Corporate Drivers and Executive Chauffeurs		10 - 21			05 - 23			04 - 29			10 - 21	
Strategic Transport Planning and Management			03 - 28			23 - 27			08 - 19			01 - 05
Modern Automotive Technology and Maintenance Skills	13 - 24			21 - 25			07 - 18			06 - 17		
Strategic Logistics Planning and Management		10 - 21			05 - 23			04 - 29			10 - 21	
Digital Transformation and Data Analytics for Transportation Management			03 - 28			23 - 27			08 - 19			01 - 05
Road Safety Management for Corporate Drivers	13 - 24			21 - 25			07 - 18			06 - 17		
Digitalization and Technology in Logistics and Transportation		10 - 21			05 - 23			04 - 29			10 - 21	
Risk Management in Transport and Logistics			03 - 28			23 - 27			08 - 19			01 - 05

# 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	13 - 24		21 - 25				07 - 18			06 - 17		
Gender and Climate Change Analysis Tools		10 - 21			05 - 23			04 - 29			10 - 21	
Gender and Sexual Based Violence			03 - 28			23 - 27			08 - 19			01 - 05
Gender, Technology and Digital Inclusion	13 - 24		21 - 25				07 - 18			06 - 17		

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Gender Analysis Concepts and Practice.	13 - 24			21 - 25			07 - 18			06 - 17		
Measurement and Management of Gender Programmes		10 - 21			05 - 23			04 - 29			10 - 21	
Gender Analytics for Innovation			03 - 28			23 - 27			08 - 19			01 - 05
Strategies for Gender Equality in the Workplace	13 - 24			21 - 25			07 - 18			06 - 17		

## Training Venues

1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter	
Jan	Kampala - Uganda	April	Johannesburg – South Africa	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Dubai – U.A.E	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	<b>DUBAI &amp; SOUTH AFRICA</b> One Week - USD 2275 Two Weeks - USD 3375
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# Communication Skills

## OVERVIEW

The importance of communication in an organization can't be understated. Effective communication is the bedrock upon which lasting organizations are built. It's the lifeline that connects every corner of an organization, and it's this connectivity that fosters a sense of unity and shared purpose. Through it, everyone can collaborate to achieve a common outcome, enhancing the overall productivity and efficiency of the organization. Courses in this category are intended to help create a healthy working environment, foster collaboration, and increase productivity.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Strategic Communication Skills for Administrative Professionals	13 - 24		21 - 25			07 - 18			06 - 17			
Strategic Communication and Public Relations Management		10 - 21		05 - 23			04 - 29			10 - 21		
Crisis Communication Planning and Management			03 - 28		23 - 27		08 - 19				01 - 05	
Communication Tools for the Modern Workplace	13 - 24		21 - 25			07 - 18			06 - 17			



COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Professional Translation and Interpretation Skills	13 - 24			21 - 25			07 - 18			06 - 17		
Communication and Persuasion in the Digital Age		10 - 21			05 - 23			04 - 29			10 - 21	
Media Monitoring and Corporate Communication Management			03 - 28			23 - 27			08 - 19			01 - 05
Public Relations and Corporate Communications	13 - 24			21 - 25			07 - 18			06 - 17		

## Training Venues

1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter	
Jan	Kampala - Uganda	April	Johannesburg – South Africa	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Addis Ababa - Ethiopia	May	Mombasa - Kenya	Aug	Arusha - Tanzania	Nov	Kigali - Rwanda
Mar	Arusha - Tanzania	June	Dubai – U.A.E	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 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	13 - 24			21 - 25			07 - 18			06 - 17		
Building Resources in Democracy, Governance and Elections		10 - 21			05 - 23			04 - 29			10 - 21	
Electoral Policy, Campaign Management and Administration			03 - 28			23 - 27			08 - 19			01 - 05
Gender, Equality in Electoral Governance Management	13 - 24			21 - 25			07 - 18			06 - 17		

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Civic Education and Stakeholder: Management in Elections	13 - 24			21 - 25			07 - 18			06 - 17		
Transition Justice and Post Conflict Justices		10 - 21			05 - 23			04 - 29			10 - 21	
Free and Fair Elections, Transparency, and Accountability			03 - 28			23 - 27			08 - 19			01 - 05
Democracy, Human Rights and Governance Strategy	13 - 24			21 - 25			07 - 18			06 - 17		
Electoral Conflict Resolution and Management		10 - 21			05 - 23			04 - 29			10 - 21	
Technology in Elections: Best Practices in Using Digital Tools and Platforms			03 - 28			23 - 27			08 - 19			01 - 05
Building Resources in Democracy, Governance and Elections	13 - 24			21 - 25			07 - 18			06 - 17		
Election Related Conflict Management and Violence Prevention		10 - 21			05 - 23			04 - 29			10 - 21	
Citizen Engagement and Participation in Electoral Processes			03 - 28			23 - 27			08 - 19			01 - 05

# 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.*

# THE RETIREMENT PLANNING Conference 2025

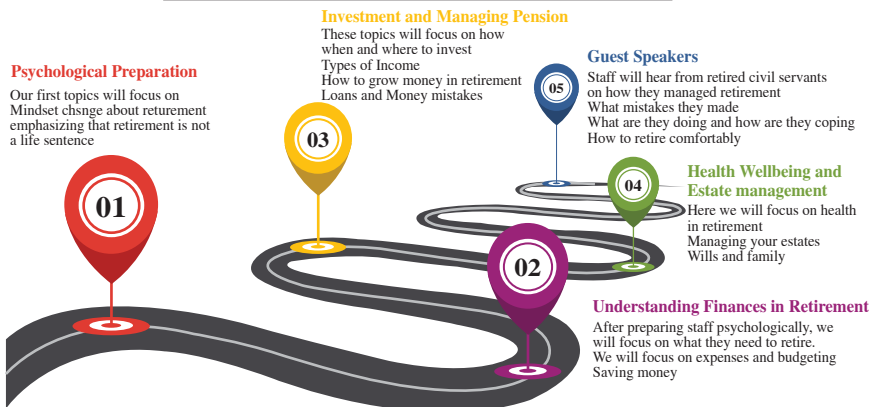
*Theme: The Retirement Roadmap: Reflect, Plan and Start*

## CONFERENCE OVERVIEW

Adjusting to retirement has its share of challenges. The idea of not having to work and doing things you are passionate about is very attractive, but only until you get to that stage. At this point, you come face to face with the issues of boredom, loss of identity and loneliness. Inconsistent cashflow and age-related frailties limit the hobbies and other activities you thought you would finally get a chance to indulge in. This Retirement planning conference is intended to help one assess his or her readiness to retire at a desired age and lifestyle. It further provides an opportunity for one to identify actions to improve readiness to retire, acquire financial knowledge and encourage saving practices.

In this conference, we support officers by offering an opportunity to plan positively for the next stage of their life, whether they are only considering when and how they will retire, or whether retirement is more immediate. Delegates will gain a better understanding of retirement, planning for retirement, investing, health and wellbeing, estate management and wills and self-re-engineering for a comfortable retirement.

### Retirement Road Map



### DATE & VENUE

**23<sup>rd</sup> – 27<sup>th</sup>  
June 2025**

**Dubai – U.A.E**

**Fees —  
USD 1750**

# 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.



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