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CENTRE FOR AFRICA CAPACITY BUILDING & DEVELOPMENT

Whilst all reasonable steps are taken to ensure the accuracy and integrity of the information contained herein, CACBD accepts no liability or responsibility whatsoever if the information is, for whatsoever reason, incorrect and CACBD reserves its right to amend any incorrect information.

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TRAINING PLAN 2024 / Plan de Formation 2024

Centre for Africa Capacity Building and Development (CACBD) is an innovative Management Training Company registered and accredited in South Africa. Our main focus is skills development. We offer specific training and guidance, in reskilling and up-skilling workforce, decision makers and policy implementers in all spheres of the economy (Government, Private sector, NGOs, and other developmental oriented institutions). We aspire to contribute to towards skills development in Africa and abroad through our highly interactive and practical approach towards training.

We strongly believe that poverty reduction in South Africa and Africa at large can only be achieved if there is skilled populace who can correctly implement policy which ultimately impacts on social and economic growth of economies. Our Value proposition is that for self-sustainability, African people must be empowered through exposure to contemporary global capacity building solutions through skills development which is customised for the South African and African environment under pinned by our application of current simplified methodologies in delivering our courses.

Centre pour le Renforcement des Capacités et le Développement en Afrique (CACBD) est une entreprise innovante de formation en gestion, enregistrée et accréditée en Afrique du Sud. Notre principal objectif est le développement des compétences. Nous offrons une formation et des conseils spécifiques, en reconversion et perfectionnement de la main-d'œuvre, des décideurs et des responsables de la mise en œuvre des politiques dans tous les secteurs de l'économie (gouvernement, secteur privé, ONG et autres institutions orientées vers le développement).

Nous aspirons à contribuer au développement des compétences en Afrique et à l'étranger grâce à notre approche hautement interactive et pratique de la formation. Nous croyons fermement que la réduction de la pauvreté en Afrique du Sud et en Afrique en général ne peut être réalisée que si la population est qualifiée et capable de mettre en œuvre correctement les politiques, ce qui impacte finalement la croissance sociale et économique des économies.

Notre proposition de valeur est que, pour une autosuffisance, les Africains doivent être autonomisés grâce à l'exposition aux solutions contemporaines de renforcement des capacités mondiales par le développement des compétences, personnalisées pour l'environnement sud-africain et africain, en s'appuyant sur notre application de méthodologies simplifiées et actuelles dans la réalisation de nos cours.



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Our Accreditation / Notre Accréditation:



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA





Proposed Price and Dates for 2024 Calendar / Prix Proposé et Dates pour le Calendrier 2024:

CACBD also offers In-house Training at your Company/organisation premises at Discounted Prices. For enquiry e-mail us info@cacbd.co.za or [live chat](#) with us through our website (www.cacbd.co.za) for quick respond or Register via our Registration Portal

Programme Code	Course Name	Proposed Dates	Venue	Price (Negotiable)
	JANUARY 2024			
AS001	Advanced Business Writing Skills	7-11 JAN 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML001	Advanced Commercial Analysis Aligning Corporate Strategy and Business Performance	14-18 JAN 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB001	Accounts Payable Planning, Organising and Achieving Best Practice	14-18 JAN 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH01	Best Practice in Communication and Relational Skills	14-18 JAN 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT1	Advanced Contracts Management	14-18 JAN 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS002	Advanced Communications Skills	21-25 JAN 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML002	Advanced Leadership: Sharpening the Leadership Philosophy	21-25 JAN 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB002	Advanced Budgeting and Forecast	21- 25 JAN 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH02	Building a Customer Centric Service Culture: The Key to Driving Superior Performance	21- 25 JAN 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT2	Advanced Purchasing Management	21- 25 JAN 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS003	Advanced Documents and Records Management Compliance	28 – 1 st Feb 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML003	Advanced Management: Achieving Superior Performance and Strategic Success	28 – 1 st Feb 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB003	Advanced Commercial Analysis Aligning Corporate Strategy and Business Performance	28 – 1 st Feb 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH03	Call & Contact Centre Workshop: Practical Skills to Enhance Customer Satisfaction	28 – 1 st Feb 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT3	Business Analysis within a Project Environment	28 – 1 st Feb 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS004	Best Practice in Communication and Relational Skills	28 – 1 st Feb 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML004	Business Analysis for Project Success: Enhance Essential Knowledge , Ideas and Methodologies	28 – 1 st Feb 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB004	Advanced International Financial Reporting Standards (IFRS)	28 – 1 st Feb 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH04	Customer Management Specialist (Managing Service Quality and Customer Satisfaction)	28 – 1 st Feb 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT4	Developing Purchasing Policies , Processes and SLAs	28 – 1 st Feb 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00



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FEBRUARY 2024				
AS005	Communication and Planning Skills for Administrative Professionals	4 – 8 FEB 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML005	Combating Risk & Fraud in Procurement	4 – 8 FEB 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB005	Best Practice Financial Management & Reporting for the Public Sector (IFRS and IPSAS)	4 – 8 FEB 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH05	Customer Service Excellence: Tools & Techniques for Customer Retention	4 – 8 FEB 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT5	e-Procurement: Developing , Implementing and Managing the Complete Process	4 – 8 FEB 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
			Pretoria /Capetown /Mbabane/ Victoria Falls	
AS006	Creativity, Critical Thinking and Problem Solving	11 – 15 FEB 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML008	Managing and Leading Strategic Communication: Public Relations, Marketing and Internal Communication	11 – 15 FEB 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB006	Developing and Implementing a Corporate Social Responsibility (CSR) Framework: Taking a Sustainable Approach to Business Planning and Operations	11 – 15 FEB 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH06	Global Sourcing Strategy & Smart International Procurement	11 – 15 FEB 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH06	Digital Business Leadership: Mastering Social Media Activities and Leading Digital Transformation	18- 22 FEB 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT6	Cyber Security, Information Governance, Legal Risk Management and Compliance with Records Management Controls	18- 22 FEB 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS007	Corporate Credit Analysis: Forecasting, Formulation and Analysis	18- 22 FEB 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML007	Events & Conferences Management: Principles & Best Practices	18- 22 FEB 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB007	Improving Productivity through Quality Enhancement & Cost Reduction	18- 22 FEB 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH07	Document Control Specialist (Documents and Records Management Compliance)	25- 1 ST March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT7	Excellence in Health Care Management	25- 1st March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS008	Cost Analysis to Support Strategic Decisions	25- 1st March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML008	Managing and Leading Strategic Communication: Public Relations, Marketing and Internal Communication	25- 1st March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB008	Managing Projects with MS Project 2016	25- 1st March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00



MARCH 2024				
CPH08	Office Management and Effective Administration Skills (Office Management Professional)	4 - 8 March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT8	Leadership and Management Skills for the 21st Century	4 - 8 March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS009	Credit Policies Management: Protect the Investment in Debtor	4 - 8 March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML009	Managing Service Quality and Customer Satisfaction (Customer Management Specialist)	4 - 8 March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB009	Material Cataloguing, Specifications and Storage Planning	4 - 8 March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH009	Organising and Behavioural Skills for Administrative Professionals/ Executive Secretaries/PAs	11-15 March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT9	Managing Strategic Alliances and Partnerships	11-15 March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS010	Internal Controls: Monitoring, Evaluation and Risk-Based Auditing	11-15 March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML010	Public Relations Professional (Public Relations and Corporate Communications)	11-15 March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB010	Negotiating & Contracting in Procurement & Supply: Developing Key Skills in Creating Effective Contracts	11-15 March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH10	SharePoint Implementation Best Practices: From Design to Integration	18-22 March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT10	Strategic Enterprise Analysis	18-22 March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS011	Portfolio Management and Corporate Finance Principles	18-22 March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML011	Public Relations Professional (Public Relations and Corporate Communications)	18-22 March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB011	Stakeholders Management: Achieving Consensus for Successful Project Execution	18-22 March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH11	The Office Professional and Records Management Masterclass	25-29 March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT11	Strategic Management in the Public Sector: Achieving World-Class Performance in Development Initiatives	25-29 March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS012	Project Financial Control and Project Management for the Oil & Gas Industry	25-29 March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML012	Transforming Patient Experience: Delivering Care that meets Patient Needs & Preferences	25-29 March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB012	Strategic Skills for Procurement: Methods and Techniques for Better Procurement Value	25-29 March 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00



APRIL 2024				
CPH12	Advanced Business Writing Skills	1 - 5 April 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT12	Strategic Planning in the Public Sector: Applying Best Practice in Economic and Social Development Projects	1 - 5 April 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS001	Review of Financial Accounting and Detecting Fraud	1 - 5 April 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML013	Training Material Design and Development	1 - 5 April 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB013	Supplier Relationship Management (SRM) and Operational Excellence	1 - 5 April 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH13	Advanced Communication Skills	8-12 April 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT13	Strategic Thinking & Decision Making in Competitive Environments: Creating the Organisation of the Future	8-12 April 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS002	The Effective Accountant	8-12 April 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML014	Talent Retention Through Remuneration and Training: Managing Pay Scales, Promotions and Provision of Training	8-12 April 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB014	Vehicle Fleet Development & Management	8-12 April 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH14	Advanced Documents and Records Management Compliance	15-19 APRIL 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT14	Systems Thinking and Managing Complex Scenarios	15-19 APRIL 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS003	Treasury and Cash Management	15-19 APRIL 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML015	Organisation and Relationship Systems at the Workplace: Exploring the Changing Nature of Work, Organisations and Workplace	15-19 APRIL 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB015	Working Effectively in Project Teams	15-19 APRIL 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH15	Best Practices in Communication and Relational Skills	22-26 APRIL 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00



MAY 2024				
PCPT15	Communication and Planning Skills for Administrative Professionals	6 - 10 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS004	Combating Risk & Fraud in Procurement	6 - 10 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS005	Best Practice Financial Management and Reporting for the Public Sector (IFRS and IPSAS)	6 - 10 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML005	Customer Service Excellence: Tools & Techniques for Customer Retention	6 - 10 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB005	e-Procurement: Developing, Implementing and Managing the Complete Process	6 - 10 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH05	Developing and Implementing a Corporate Social Responsibility (CSR) Framework: Taking a Sustainable Approach to Business Planning and Operations	13 - 17 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT5	Creativity, Critical Thinking and Problem Solving	13 - 17 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS006	Budgeting and Cost Control	13 - 17 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML006	Developing and Implementing a Corporate Social Responsibility (CSR) Framework: Taking a Sustainable Approach to Business Planning and Operations	13 - 17 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB006	Global Sourcing Strategy & Smart International Procurement	13 - 17 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH06	Digital Business Leadership: Mastering Social Media Activities and Leading Digital Transformation	20-24 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT6	Cyber Security, Information Governance, Legal Risk Management and Compliance with Records Management Controls	20-24 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS007	Corporate Credit Analysis: Forecasting, Formulation and Analysis	20-24 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML007	Events & Conferences Management: Principles & Best Practices	20-24 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB007	Improving Productivity through Quality Enhancement & Cost Reduction	20-24 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH07	Document Control Specialist (Documents and Records Management Compliance)	27-31 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT7	Excellence in Health Care Management	27-31 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS008	Cost Analysis to Support Strategic Decisions	27-31 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML008	Managing and Leading Strategic Communication: Public Relations, Marketing and Internal Communication	27-31 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB008	Managing Projects with MS Project 2016	27-31 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH08	Office Management and Effective Administration Skills (Office Management Professional)	27-31 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT8	Leadership and Management Skills for the 21st Century	27-31 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS009	Credit Policies Management: Protect the Investment in Debtors	27-31 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML009	Managing Service Quality and Customer Satisfaction (Customer Management Specialist)	27-31 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB009	Material Cataloguing, Specifications and Storage Planning	27-31 May 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00



JUNE 2024				
CPH09	Organising and Behavioural Skills for Administrative Professionals/ Executive Secretaries/PAs	3-7 June 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT9	Managing Strategic Alliances and Partnerships	3-7 June 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS010	Internal Controls: Monitoring, Evaluation and Risk-Based Auditing	3-7 June 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML010	Public Relations and Corporate Communications (Public Relations Professional)	3-7 June 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB010	Negotiating & Contracting in Procurement & Supply: Developing Key Skills in Creating Effective Contracts	3-7 June 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH10	SharePoint Implementation Best Practices: From Design to Integration	10-14 June 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT10	Strategic Enterprise Analysis / Analyse stratégique de l'entreprise	10-14 June 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS011	Portfolio Management and Corporate Finance Principles	10-14 June 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML011	Public Relations Professional (Public Relations and Corporate Communications)	10-14 June 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB011	Stakeholders Management: Achieving Consensus for Successful Project Execution	10-14 June 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH11	The Office Professional and Records Management Masterclass	17-21 June 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT11	Strategic Management in the Public Sector: Achieving World-Class Performance in Development Initiatives	17-21 June 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS012	Project Financial Control and Project Management for the Oil & Gas Industry	17-21 June 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML012	Transforming Patient Experience: Delivering Care that meets Patient Needs & Preferences	17-21 June 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB012	Strategic Skills for Procurement: Methods and Techniques for Better Procurement Value	17-21 June 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH12	Working Effectively in Project Teams	17-21 June 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT12	Review of Financial Accounting and Detecting Fraud	24-28 June 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT15	Training Material Design and Development	24-28 June 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB013	Supplier Relationship Management (SRM) and Operational Excellence	24-28 June 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00



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JULY 2024				
CPH13	Advanced Business Writing Skills	1-5 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT13	Advanced Commercial Analysis Aligning Corporate Strategy and Business Performance	1-5 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS001	Accounts Payable Planning, Organising and Achieving Best Practice	1-5 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML001	Best Practice in Communication and Relational Skills	1-5 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB001	Advanced Contracts Management	1-5 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH01	Advanced Communication Skills	8-12 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT1	Advanced Leadership: Sharpening the Leadership Philosophy of Emerging Leaders	8-12 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
	Advanced Budgeting and Forecasting	8-12 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS002	Building a Customer –Centric Service Culture: The Key to Driving Superior Performance	8-12 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML002	Advance Purchasing Management	8-12 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB002	Advanced Documents and Records Management Compliance	15-19 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH002	Advanced Management: Achieving Superior Performance and Strategic Success	15-19 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT2	Advanced Commercial Analysis Aligning Corporate Strategy and Business Performance	15-19 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
	Call & Contact Centre Workshop: Practical Skills to Enhance Customer Satisfaction	15-19 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS003	Business Analysis within a Project Environment	15-19 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML003	Best Practices in Communication and Relational Skills	22-26 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB003	Best Practice Financial Management and Reporting for the Public Sector (IFRS and IPSAS)	22-26 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH003	Business Analysis for Project Success: Enhance Essential Knowledge, Ideas and Methodologies	22-26 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT3	Customer Management Specialist (Managing Service Quality and Customer Satisfaction)	22-26 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS004	Developing Purchasing Policies, Processes & SLAs	22-26 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB005	Communication and Planning Skills for Administrative Professionals	22-26 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML004	Budgeting and Cost Control	22-26 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH004	Customer Service Excellence: Tools & Techniques for Customer Retention	22-26 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT4	e-Procurement: Developing, Implementing and Managing the Complete Process	22-26 July 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00



AUGUST 2024				
AS005	Developing and Implementing a Corporate Social Responsibility (CSR) Framework: Taking a Sustainable Approach to Business Planning and Operations	5 – 9 AUG 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB006	Creativity, Critical Thinking and Problem Solving	5 – 9 AUG 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH005	Budgeting and Cost Control	5 – 9 AUG 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCTP5	Developing and Implementing a Corporate Social Responsibility (CSR) Framework: Taking a Sustainable Approach to Business Planning and Operations	5 – 9 AUG 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS006	Global Sourcing Strategy & Smart International Procurement	5 – 9 AUG 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML006	Digital Business Leadership: Mastering Social Media Activities and Leading Digital Transformation	12-16 AUG 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB006	Cyber Security, Information Governance, Legal Risk Management and Compliance with Records Management Controls	12-16 AUG 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH06	Corporate Credit Analysis: Forecasting, Formulation and Analysis	12-16 AUG 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT6	Events & Conferences Management: Principles & Best Practices	12-16 AUG 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS007	Improving Productivity through Quality Enhancement & Cost Reduction	12-16 AUG 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML007	Document Control Specialist (Documents and Records Management Compliance)	19 -23 AUG 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB007	Excellence in Health Care Management	19 -23 AUG 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH07	Cost Analysis to Support Strategic Decisions	19 -23 AUG 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT7	Managing and Leading Strategic Communication: Public Relations, Marketing and Internal Communication	19 -23 AUG 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS008	Managing Projects with MS Project 2016	19 -23 AUG 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML008	Office Management and Effective Administration Skills (Office Management Professional)	26 -30 AUG 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB008	Leadership and Management Skills for the 21st Century	26 -30 AUG 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH08	Credit Policies Management: Protect the Investment in Debtors	26 -30 AUG 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT8	Managing Service Quality and Customer Satisfaction (Customer Management Specialist)	26 -30 AUG 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS009	Material Cataloguing, Specifications and Storage Planning	26 -30 AUG 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00



CENTRE FOR AFRICA CAPACITY
BUILDING & DEVELOPMENT
Knowledge | Performance | Impact

SEPTEMBER 2024				
ML009	Organising and Behavioural Skills for Administrative Professionals/ Executive Secretaries/PAs	2-6 SEP 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB009	Managing Strategic Alliances and Partnerships	2-6 SEP 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH009	Internal Controls: Monitoring, Evaluation and Risk-Based Auditing	2-6 SEP 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT9	Public Relations and Corporate Communications (Public Relations Professional)	2-6 SEP 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS010	Negotiating & Contracting in Procurement & Supply: Developing Key Skills in Creating Effective Contracts	2-6 SEP 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML010	SharePoint Implementation Best Practices: From Design to Integration	9-13 SEP 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB010	Strategic Enterprise Analysis	9-13 SEP 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH10	Portfolio Management and Corporate Finance Principles	9-13 SEP 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT10	Public Relations Professional (Public Relations and Corporate Communications)	9-13 SEP 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS011	Stakeholders Management: Achieving Consensus for Successful Project Execution	9-13 SEP 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML011	The Office Professional and Records Management Masterclass	16-20 SEP 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB011	Strategic Management in the Public Sector: Achieving World-Class Performance in Development Initiatives	16-20 SEP 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH11	Project Financial Control and Project Management for the Oil & Gas Industry	16-20 SEP 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT11	Transforming Patient Experience: Delivering Care that meets Patient Needs & Preferences	16-20 SEP 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS012	Strategic Skills for Procurement: Methods and Techniques for Better Procurement Value	16-20 SEP 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML012	Review of Financial Accounting and Detecting Fraud	23-27 SEP 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB012	Treasury and Cash Management	23-27 SEP 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH12	Training Material Design and Development	23-27 SEP 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT12	Supplier Relationship Management (SRM) and Operational Excellence	23-27 SEP 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00



OCTOBER 2024				
FB013	Advanced Business Writing Skills	7-11 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB015	Advanced Commercial Analysis Aligning Corporate Strategy and Business Performance	7-11 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH13	Accounts Payable Planning, Organising and Achieving Best Practice	7-11 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT13	Best Practices in Communication and Relational Skills	7-11 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS001	Advanced Contracts Management	7-11 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML001	Advanced Communication Skills	14 - 18 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB001	Advanced Leadership: Sharpening the Leadership Philosophy of Emerging Leaders	14 - 18 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH01	Advanced Budgeting and Forecasting	14 - 18 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT1	Building a Customer-Centric Service Culture: The Key to Driving Superior Performance	14 - 18 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS002	Advanced Purchasing Management	14 - 18 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML002	Advanced Documents and Records Management Compliance	21-25 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB002	Advanced Management: Achieving Superior Performance and Strategic Success	21-25 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH02	Advanced Commercial Analysis Aligning Corporate Strategy and Business Performance	21-25 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT2	Call & Contact Centre Workshop: Practical Skills to Enhance Customer Satisfaction	21-25 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS003	Business Analysis within a Project Environment	21-25 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML003	Best Practices in Communication and Relational Skills	21-25 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB003	Business Analysis for Project Success: Enhance Essential Knowledge, Ideas and Methodologies	21-25 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH03	Advanced International Financial Reporting Standards (IFRS)	21-25 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT3	Customer Management Specialist (Managing Service Quality and Customer Satisfaction)	21-25 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS004	Developing Purchasing Policies, Processes & SLAs	21-25 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML004	Communication and Planning Skills for Administrative Professionals	21-25 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB004	Combating Risk & Fraud in Procurement	21-25 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH04	Best Practice Financial Management and Reporting for the Public Sector (IFRS and IPSAS)	21-25 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT4	Customer Service Excellence: Tools & Techniques for Customer Retention	21-25 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS005	e-Procurement: Developing, Implementing and Managing the Complete Process	21-25 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML005	Organisation and Relationship Systems at the Workplace: Exploring the Changing Nature of Work, Organisations and Workplace	21-25 OCT 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00



NOVEMBER 2024				
FB005	Developing and Implementing a Corporate Social Responsibility (CSR) Framework: Taking a Sustainable Approach to Business Planning and Operations	4-8 NOV 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH05	Creativity, Critical Thinking and Problem Solving	4-8 NOV 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT5	Budgeting and Cost Control	4-8 NOV 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH15	Developing and Implementing a Corporate Social Responsibility (CSR) Framework: Taking a Sustainable Approach to Business Planning and Operations	4-8 NOV 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS006	Global Sourcing Strategy & Smart International Procurement	4-8 NOV 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML006	Digital Business Leadership: Mastering Social Media Activities and Leading Digital Transformation	11-15 NOV 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB006	Cyber Security, Information Governance, Legal Risk Management and Compliance with Records Management Controls	11-15 NOV 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH06	Corporate Credit Analysis: Forecasting, Formulation and Analysis	11-15 NOV 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT6	Events & Conferences Management: Principles & Best Practices	11-15 NOV 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS007	Improving Productivity through Quality Enhancement & Cost Reduction	11-15 NOV 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML007	Document Control Specialist (Documents and Records Management Compliance)	18-22 NOV 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB007	Excellence in Health Care Management	18-22 NOV 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH07	Cost Analysis to Support Strategic Decisions	18-22 NOV 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT7	Managing and Leading Strategic Communication: Public Relations, Marketing and Internal Communication	18-22 NOV 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS008	Managing Service Quality and Customer Satisfaction (Customer Management Specialist)	18-22 NOV 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML008	Managing Projects with MS Project 2016	18-22 NOV 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB008	Office Management and Effective Administration Skills (Office Management Professional)	25-29 NOV 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH08	Leadership and Management Skills for the 21st Century	25-29 NOV 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH09	Credit Policies Management: Protect the Investment in Debtors	25-29 NOV 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT8	Public Relations and Corporate Communications (Public Relations Professional)	25-29 NOV 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS009	Material Cataloguing, Specifications and Storage Planning	25-29 NOV 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00



DECEMBER 2024				
ML009	Organising and Behavioural Skills for Administrative Professionals/ Executive Secretaries/PAs	2-6 DEC 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB009	Managing Strategic Alliances and Partnerships	2-6 DEC 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH10	Internal Controls: Monitoring, Evaluation and Risk-Based Auditing	2-6 DEC 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT9	Public Relations and Corporate Communications (Public Relations Professional)	2-6 DEC 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS010	Negotiating & Contracting in Procurement & Supply: Developing Key Skills in Creating Effective Contracts	2-6 DEC 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML010	Stakeholders Management: Achieving Consensus for Successful Project Execution	2-6 DEC 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB010	SharePoint Implementation Best Practices: From Design to Integration	9-13 DEC 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH10	Strategic Enterprise Analysis	9-13 DEC 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT10	Portfolio Management and Corporate Finance Principles	9-13 DEC 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT11	Public Relations Professional (Public Relations and Corporate Communications)	9-13 DEC 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS011	Strategic Skills for Procurement: Methods and Techniques for Better Procurement Value	9-13 DEC 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
ML011	The Office Professional and Records Management Masterclass	9-13 DEC 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
FB011	Strategic Management in the Public Sector: Achieving World-Class Performance in Development Initiatives	9-13 DEC 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
CPH11	Project Financial Control and Project Management for the Oil & Gas Industry	9-13 DEC 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
PCPT12	Transforming Patient Experience: Delivering Care that meets Patient Needs & Preferences	9-13 DEC 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00
AS012	Supplier Relationship Management (SRM) and Operational Excellence	9-13 DEC 2024	Pretoria /Capetown /Mbabane/ Victoria Falls	\$ 1950.00