

## Training Services, Team Building, HR Consultancy, Research & in House Training

UK- London (Head Office), SOUTH AFRICA- Johannesburg, Cape town & Durban, KENYA- Nairobi & Mombasa, MOZAMBIQUE - Maputo, GHANA - Accra, NAMIBIA - Windhoek, SWAZILAND - Mbanane, TANZANIA - Arusha & Dar es Salama, Zanzibar, UAE - Duda, India - New Delhi, LIBERIA - Monrovia, RWANDA - Kigali

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
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**DURATION: 1 WEEK @2390 USD | 2 WEEKS @3120 USD | 3 WEEKS @3696 USD | 4 WEEKS @4272 USD**

### A. HR MANAGEMENT PROGRAMMES

Conflict Management	Strategic Performance management	Public Relations and Personnel Management
Employee Welfare Management	Strategic Human Resources Management	Effective and Dynamic Role of Modern Trade union
Labor Relations and law	Leadership Management and Development	Advanced Training Management and Needs Analysis
Human Resources Development	Office Management Skills for Executive Personnel	Human Resources Information Systems-Computerized HR
Performance Appraisal Strategies	Training Management and Training needs analysis	Effective, Coaching, Counselling and Mentoring Supervisors
Labor Market Information Systems	Strategic Management & Organizational Development	Effective Supervision Skills in Modern Workplace Environment

### B. PROJECT MANAGEMENT PROGRAMMES

Project Risk Management	Advanced Project Management
Project Management	Computer Application for Project Management
Project Management for Donor Funded Projects	Advanced Project Planning and Implementation
Monitoring and Evaluation of Development Projects	Project Formulation and Feasibility Study Analysis
Project Planning and Implementation	

### C. SALES, MARKETING & PROGRAMMES

Call Centre Etiquette	Consumer Behaviour	Sales and Marketing Strategy	Developing and Managing Customer Base
Digital Marketing	International Relations	Essential Skills for Marketing Staff	New Product Development & Marketing Management
Customer Focused Marketing	Diplomacy and Protocol	Public Relations and Customer Care	

### D. MEDIA AND JOURNALISM PROGRAMMES

Media Communication & Advocacy  
Verbatim and Hansard for Official Parliament Reporters  
Parliamentary Reporting & Editing  
Print Media & Broadcasting Management  
Copy-Editing & Proofreading For Professional Print Media



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INTERNATIONAL TRAINING INSTITUTE FOR SKILLS DEVELOPMENT

### STRENGTHENING YOUR SKILLS

Ikaze House | Remera / Gasabo / Kigali - Rwanda  
Office: +250 788 281 113; Mobile: +44 7951 192 319 / +91 8860 33930 / +250 786 169 169  
info@skillsdevelopment.uk | www.skillsdevelopment.uk



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### E. GOVERNANCE AND LEGISLATIVE PROGRAMMES

Litigation and Arbitration	Parliamentary Administration	Public Policy and Administrative Governance
Drafting Legal Documents	Anti-Money Laundering Strategies	Court Management and Judiciary Administration
Policy Development Analysis	Anti-Corruption, Bribery and Fraud	Conflict Management, Conciliation and Mediation
Key Skills for Effective Governance	In-House Legal Department Management	Anti-Corruption, Integrity and Corporate Governance
Effective Public Policy and Delivery	Management of Deceased Estates and Trust	Strategic Corruption Control and Organizational Integrity
Legal Compliance Monitoring	Policy Analysis and Strategic Implementation	Policy Analysis for Parliamentarians and Policy Makers

### F. FINANCIAL MANAGEMENT PROGRAMMES

Treasury Management	IPSAS and IFRS Adoption	Financial crimes & anti-money laundering strategies
Investment Fund Operations	Public Sector Financial Management	Internal Auditing Compliance & Risk Management
Pension Funds Management	Auditing Financial Statements in Banks	Financial Statement Fraud and Market Manipulation
Budget Planning & Forecasting	Risk Based Approach to Financial Auditing	Strategic Planning, Effective Budgeting & Cost Control
Taxation Methodologies & Analysis	Public Private Partnership Financial Modeling	Accounting for Derivatives & other Financial Instruments
Finance for Non-Financial Managers	Management & Working Capital Optimization	Risk Management & Financial Analysis in the Central Banks
Credit Control and Debt management	Monetary Policy Formulation & Implementation	Central Banks supervision & anti-money laundering strategies
Auditing techniques for Senior Auditors	Budgeting Financial Strategy & Business Value	Budgeting Forecasting & Modeling Financial Aspects of Procurement
Spreadsheet Skills for Finance Personnel	Financial Management of Donor Funded Project	International Tax Aspects of Mergers, Acquisitions & Corporate Finance

### G. ENERGY OIL & GAS PROGRAMMES

Health and Safety in the Petroleum Industry  
Petroleum Data Management  
Managing Petroleum Projects  
Fuel Depot Management  
Energy Management and Sustainable Development

### FOR BOOKING

Office Landline: +250 788 281 113; Tel: Kigali-Rwanda +250 786 169 169 London-UK +44 7951 192 319 India +91 8860 330 930  
Website: [www.skillsdevelopment.uk](http://www.skillsdevelopment.uk) | Email: [info@skillsdevelopment.uk](mailto:info@skillsdevelopment.uk)



# PROGRAM DESCRIPTIONS

- ♦ Training duration is determined by the client
- ♦ Delegates coming from the same institution for the same course enjoy a negotiated discount
- ♦ Delegates are given free brand new laptops or Samsung galaxy tablet and flash disk

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## H. MINING PROGRAMMES

Mining Law	Health and Safety in the Mining Industry
Good Governance and CSR in Mining	Surface Mining Analysis
Mining Surveying	Geographical Information Systems(GIS) and Concepts
Surface Mapping Management	Applied Ethics in Exploration and Mining
Exploration Management	Analysis of Mining Financials
Exploitation Management	Mining Sustainable Development

## I. ECONOMIC PROGRAMMES

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

## J. ADMINISTRATION PROGRAMMES

Speech Writing	Time Management, Events Management
Office Management Skills	Assertiveness and Stress Management
Electronic Records Management	Reporting Writing and Presentation Skills
Enhanced Skills for PAs and Administrators	Research Methodology and Data Analysis
Effective Communication Skills	Effective Negotiation Skills

## K. BANKING PROGRAMMES

E-Banking Products Analysis	Managing Securities and Capital Markets
Policy Auditing in Central Banks	Innovation & Product Development in Banking
Accounting & Bank Reconciliation	Banking Policy Formulation and Management
Retail Banking & Branch Profitability	Central Bank and Monetary Policy Management
Fraud Detection and Prevention in Banks	Foreign Exchange Controls, Framework and Management
Monetary Policy Formulation and Implementation	Central Banks Supervision and Anti-Money Laundering Strategies
Financial Crimes and Anti-Money Laundering Strategies	

## L. GENDER AND HIV RELATED PROGRAMMES

HIV Awareness Campaign	Gender Policy & Woman Empowerment
HIV & Gender Management	Monitoring & Evaluation of HIV/AIDS Projects
Public Health & Policy Formulation	Monitoring & Evaluation of Gender Based Violence Projects
Gender & Sustainable Development	

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## OUR SERVICES

- ♦ Tailor made trainings
- ♦ In-House Training
- ♦ Human Resource Outsourcing

- ♦ Consultancy
- ♦ Team Building Activities
- ♦ Event Management

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## M. ENVIRONMENTAL MANAGEMENT PROGRAMMES

Environmental Law Analysis	Environmental Management Strategies
Integrated Waste Management	Integrated Water Resources Management
Environmental Management Strategies	Advanced Emergency Preparedness and Disaster Management
Climate Change Adaptation and Mitigation	Emergency Preparedness and Disaster Management
Energy Management and Sustainable Development	GIS Application in Planning and Resource Management
Environment Impact Assessment (EIA) Developing a Community Environmental plan	Community Based Natural Resources Planning and Management

## N. PROCUREMENT AND LOGISTICS PROGRAMMES

Fleet Management	Production and Inventory Management
Contracts Management	Procurement Monitoring and Evaluation
Procurement Fraud Prevention	Procurement for Donor Funded Projects
Tender Management Procedures	Advanced Procurement Procedures and Bid Evaluation
Transport and Logistics Management	Public Procurement, Supply Chain and Contracts Management
Inventory and Warehouse Management	

## O. INFORMATION TECHNOLOGY PROGRAMMES

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

## P. AGRICULTURAL DEVELOPMENT & SUSTAINABILITY PROGRAMMES

Agricultural Development Management	Participatory Planning, Monitoring and Evaluation
Managing Sustainable Rural Development	Decentralization and Urban Infrastructure Management
Integrated Natural Resource Management	Strategies for Poverty Reduction and Sustainable Development
Rural Development and Extension Management	Advanced Agricultural Project Management Strategies
Land Governance for Sustainable Development	Poverty Alleviation: Challenges, Policies and Strategies
Decentralization and Community Driven Development	



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