2018 Year Planner

YEAR 2018	Days	January				February				March				April				May				June				July				August				September				October				November				December			
→	▼	1	8	15	22	29	5	12	19	26	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24
Senior Managers Program	20									26 Feb-23 Mar																						20 Aug - 14 Sept															19 Nov-14 Dec							
Strategic Planning Skills	10									26 Feb-9 Mar																						20 - 31 Aug															19-30 Nov							
Corporate Governance	10											12-23 Mar																								3-14 Sept															3-14 Dec			
Planning and Control Course	20				22 Jan-16 Feb									2-27 Apr														2-27 Jul													1-26 Oct												
Supervisors Development Program	20					5 Feb-2 Mar												7 May - 1 June													30 Jul-24 Aug													29 Oct - 23 Nov							
Personal Assistant Program	20					5 Feb - 2Mar												7May - 1June													30Jul - 24Aug													29Oct-23Nov							
Management Development Program for Exec.Assistants	20					5 Feb - 2Mar												7May - 1June													30Jul - 24Aug													29Oct - 23Nov							
Management Development for PAs	20									26 Feb- 23 Mar												4-29 June										20 Aug - 14 Sept															19 Nov - 14 Dec						
Master Class for PAs	5							12-17 Feb																																													
Leadership Developmant Prgramme	10						5-16 Feb																			25-Jun-6 Jul																					22Oct-2 Nov							
Leadership for Women Managers	10				22 Jan-2 Feb																	4-15 Jun																			1-12 Oct												
Effective Group Leadership	10				22 Jan-2 Feb																	4-15 jun																			1-12 Oct												
Gender and Diversity Management	10								19 - 24 Feb																		9-20 Jul																					5-16 Nov						
Human Resources Development Programmes																																																			
Personnel & Human Resources Development	20				22 Jan-16 Feb									9 Apr-4 May														9 Jul-3 Aug													8-26 Oct												
Human Resources Management	20					5 Feb = 2 Mar												7 May - 1 Jun													6-31 Aug													29 Oct -23 Nov							
Training the Trainers	10					29 Jan - 2 Feb														23 Apr-4 May													23 Jul-3 Aug											15-26 Oct									
Project Management																																																		
Program Planning Monitoring & Evaluation	20					5 Feb = 2 Mar												7 May - 1 Jun													6-31 Aug															19 Nov - 14 Dec						
Monitoring and Evaluation	10							19 - 24 Feb												21 May - 1 Jun												20-31 Aug															3-14 Dec						
Project Management	10																	7-18 May													6-17 Aug															19-30 Nov						
Policy Formulation & Analysis	10				22 Jan-2 Feb							12-23 Mar			9 - 20 April									18-29 Jun							6-17 Aug				3 - 14 Sept				1-12 Oct								19-30 Nov						
Results Based Management Program	10											12-23 Mar												18-29 Jun															1-12 Oct												
Occupational Health and Safety Management	20				22 Jan-16 Feb									9 Apr-4 May														9 Jul-3 Aug																	29 Oct -23 Nov						
Financial Management Courses																																																		
Financial Management	20				22 Jan-16 Feb									9 Apr-4 May														9 Jul-3 Aug									3 - 28 Sept														
Exchange Control Operations	5				22 - 25 Jan									2 - 6 April								4 - 8 Jun					9 - 13 July									3 - 7 Sept								5 - 9 Nov				3 - 7 Dec			
Compilation of Balance of Payments Statistics	5				22 - 25 Jan									2 - 6 April								4 - 8 Jun					9 - 13 July									3 - 7 Sept								5 - 9 Nov				3 - 7 Dec			
Procurement Management Program	20							12 Feb-9 Mar										7 May -1 Jun													6-31 Aug													29 Oct -23 Nov						
Purchase Supply & Stores Management	20							12 Feb-9 Mar										7 May -1 Jun													6-31 Aug													29 Oct -23 Nov						
Public Sector Financial Management	20									19 Mar- 6 Apr												4-29 Jun															3 - 28 Sept													
Finance for Non Financial Managers	10							12-23 Feb										7-18 May													6-17 Aug													29 Oct -9Nov						
Budgeting and Budgetary Control	10				22 Jan-2 Feb									9-20 April														9-20 Jul													1-12 Oct									
Auditing Computerised Records	10					29 Jan-9 Feb												23-4 May													23 Jul - 3 Aug											15-26 Oct									
Managing Donor Funded Project	20									19 Mar- 6 Apr												4-29 Jun															3 - 28 Sept												19 Nov-14 Dec			
Auditing and Internal Review	10							12-23 Feb										7-18 May													6-17 Aug													29 Oct-9 Nov						
Corporate Fraud Management	10									26 Feb-9 Mar										21 May- 1 Jun												20-31 Aug															9-23 Nov						
Entreprenuership																																																		
Small and Micro Enterprises Management	20													2- 27 April																							3 - 28 Sept														
Marketing Management	20																	7 May -1 Jun																									3 - 28 Sept									
Customer Care Essentials	5						5-9 Feb											7-11 May													6-10 Aug													5-9 Nov						
Marketing and Sales Management	10						5-16 Feb											7-18 May													6-17 Aug													5-16 Nov						
Call Centre Management	5							12-16 Feb											14-18 May																										12-16 Nov						
Setting Up Your Business	10							19 Feb-2 Mar												21 May-1 Jun												20-31 Aug													19-30 Nov						
Business Start up Certificate	15									5-23 Mar												4-22 Jun															3-21 Sept												3-14 Dec			
Money Management for Small Businesses	10											12-23 Mar												4-15 Jun															10-21 Sep												3-14 Dec			
Digital Marketing Essentails for Small Businesses	10									19 Feb - 2 Mar												21 May-1 Jun												20-31 Aug													19-30 Nov						
Principles of Business Ethics	5											5-9 Mar												4-8 Jun													3-7 Sep														
Computers and Information Management																																																		
WEB 3 - Social Media Skills	10						5-16 Feb																			18-28 Jun																											
Cyber Security and Safety	10							19 Feb - 2 Mar																			2-13 Jul																											
Methods for Consolidating Statistical Dbase for Diaspora Remittance	5				29 Jan - 2 Feb													7 - 5 May													6 - 9 Aug					10 - 14 Sept								5 - 9 Nov						
Records Management	20						5 Feb-2 Mar											7 May-1 Jun							18-28 Jun							6-31Aug					10 Sep-5 Oct								5 - 30 Nov						
Data Base Management	10							19 Feb - 2 Mar																			2-13 Jul																											
Research Design, Methods and Presentation	10									5-16 Mar																			16-27 Jul																								
Statistics and Quantitative Methods	10											19-30 Mar																			30 Jul-10 Aug																								
Sustainable Development Programs																																																		
Rural Livelihoods & Sustainable Development	20				22 Jan-16 Feb																	21 May-15 Jun															10 Sep-5 Oct														
The Business of Farming	20							12 Feb - 9 Mar																		18 Jun - 13 Jul																	8 Oct-2 Nov									
Integrated Water Resources Management	20							12 Feb - 9 Mar																		18 Jun - 13 Jul																	8 Oct-2 Nov									
Management of Irrigation Projects	20											12 Mar-6 Apr																	16 Jul-10 Aug																				5 - 30 Nov						
Post-harvest Management	10											12-23 Mar																	16 - 27 Jul																				5-16 Nov						
Climate Change and Adaptability	10													26 Mar - 6 Apr																	30 Jul - 10 Aug																				19-30 Nov						
Integrated Environmental Management	10							12 Feb - 2 Mar																																				8 - 19 Oct									
Local Area Development Management	10				22 Jan-2 Feb															21May-1 Jun																			10 - 28 Sept													
Management of Agricultural Research	10					29 Jan - 9 Feb																4-15 Jun																	24 Sep- 5 Oct													
Health Management																																																		
Governance Leadership & Management for HSS	10													9-20 April																	13-24 Aug													5-16 Nov						
Counselling and Guidance	5																																																	
Management and Administration of HIV	20													9 Apr-4 May																	13 Aug-7 Sep													5-30 Nov						
Health Facility Management	10																	23 Apr- 4 May																	27 Aug-7 Sep													19 - 30 Nov			
Civil Society and Non Governmental Organizations																																																		
Management Development Program for NGOs	20					29 Jan - 23 Feb																					2-27 Jul																	1-26 Oct									
Strategic Leadership Seminar for NGO Directors	3																	8-10 May																																			
Strategic Planning Skills for NGOs	5					29 Jan-2 Feb																					2-6 Jul																	1-5 Oct									
Leadership and Corporate Governance for NGO	5						5-9 Feb																					9 13 Jul																8-12 Oct								
Resource Mobilization and Fund Raising	5							12-16 Feb																					16-20 Jul															8-12 Oct								
Master Of Business Administration	Intake in February																																																	

Residential Courses: The core of Mananga's activities is the Management Development Program, the objective of which is to meet the market demand for highly effective and well-motivated managers in both the private and public sectors.

Tailor–Made and Outreach Courses: Mananga caters for the specific management training needs of organizations through provision of special courses tailored to meet needs identified in consultation with the client

CONSULTANCY We undertake both project management, training consultancies and organizational development (OD) consultancies, the latter essential for

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