

GENERAL MANAGEMENT PROGRAMS

Code	Program Title	Duration	Course Fee (USD)	Dates
AAFOM	Advanced Administrative Functions and Office Management	1 Week	2500	8 – 12 January 22 – 26 July
AOMPS	Advanced office Management Programme for Secretaries	1 Week	2500	11 – 15 March 16 – 20 September
RMPS	Records Management and Office Administration	1 Week	2500	22 – 26 January 10 – 14 June
SMS	Supervisory Management Skills	1 Week	2500	15 – 19 April 5 – 9 August
SMSCS	Stores Management and Stock Control Systems	2 Weeks	2750	12 – 23 February 9 – 20 September
DRMPS	Data and Records Management Programme for Secretaries	1 Week	2500	15 – 19 January 13 – 17 May
MSSAO	Management Skills for Secretaries/ PA's and Administrative Officers	1 Week	2500	6 – 10 May 9 – 13 December
ASMS	Advanced Supervisory Management Skills	2 Weeks	2750	12 – 23 February 1 – 12 July
MMECC	Meeting Management, Ethics and Code of Conduct	1 Week	2500	15 – 19 April 5 – 9 August
PDPS	Professional Development Programme for Secretaries	1 Week	2750	10 – 14 June 2 – 6 December
ECCS	Effective Coaching & Counseling Skills	2 Weeks	2500	11 – 22 March 7 – 18 October
OAMPAS	Office Administration and Management for PA's and Secretaries	1 Week	2500	8 – 12 January 4 – 8 November
ASMMS	Advanced Supervisory & People Management Skills	2 Weeks	2750	12 – 23 February 16 – 27 September
MDPAS	Management Development Programme for Administrators and Secretaries	1 Week	2500	8 – 12 April 22 – 26 July
PRCC	Public Relations and Customer care	1 Week	2500	13 – 17 May 14 – 18 October
SWPS	Speech Writing and Presentation Skills	1 Week	2500	10 – 14 June 25 – 29 November
EPSPS	Effective Public Speaking and Presentation Skills	1 Week	2500	18 – 22 March 26 – 30 August
TRWC	Technical Report Writing Course	1 Week	2500	15 – 19 April 2 – 6 December
CMMW	Conduct of Meetings and Minute Writing	1 Week	2500	8 – 12 April 9 – 13 September
PPSE	Protocol Procedures and Social Etiquette	1 Week	2500	3 – 7 June 7 – 11 October