



MANAGEMENT TRAINING INSTITUTE

TRAINING PROGRAMME SCHEDULE

Skills Development • Consultancy Services • Capacity Development • Management Development • Corporate Training



THE WORLD IN YOUR PALM

Through Capacity Development



The circular graphic features a collage of images: a graduation cap, business silhouettes on puzzle pieces, a globe with 'AFRICA' written on it, a waterfall, a bridge, a modern building, and another waterfall. A central white circle contains a navigation menu with the following items:

- Corporate Courses & Programs: LearnNet
- Mandatory & Other Recommended Courses
- Management & Leadership
- FAQ
- Contact Us
- Approved Vendors
- Mentoring & Coaching
- Leadership Development



Information Technology



Banking and Finance



Governance



Management



MANAGEMENT TRAINING INSTITUTE

ABOUT US

We are Swaziland registered capacity building institute with offices in Namibia and South Africa, aimed at imparting management and developmental skills to managers and other staff members with a sole purpose of enhancing efficiency, raising productivity and building social awareness among others.

We aim at enhancing the professional competence of organizations and individuals, to stimulate high performance in the dynamic world they find themselves in. Our targeted clients are Government, NGOs, Parastatals, Private sector and National training institutions across Africa and the world at large.

VISION

To be a premier international skills development centre focusing on both private and public clients. Through the provision of quality and professional learning opportunities accessible to all of our current and future stakeholders

MISSION

Our Mission is to provide high quality management training, consulting and research services delivered by our team of experts to decision makers in both the public and private sectors across Africa.

Through research, highly qualified facilitators, state of the art technology and professional commitment we aim to build ethical, efficient, trustworthy and committed managers. Adding value to our participants and organisations, catapulting them into success realm

MANAGEMENT

We are an autonomous research and training institution, and that operates under the control of the Board of Directors comprising representatives from Industry, Government and the Universities. The Director, who is the Chief Executive, heads it.

OUR MAJOR PARTNERS IN TRAINING

Our partnerships and collaborative training programmes extend far more to non-Governmental Organizations (NGO'S), specialized institutions, GOVERNMENT Ministries and Departments Donor and Bilateral Agencies, Universities and professional associations.

These institutional training partners maintain their autonomy, but have the need for staff capacity building initiative in which we play a major role as their recognized and most trusted institutional training partner.

LONG TERM FOLLOW UP PARTICIPANTS

COT Consultancy maintains a database of all its alumni. It is envisioned that the alumni will use the list-serve on our database and other mechanism as a forum information and experiences in their respective fields, even to the extent of forming national associations in the future, COT Consultancy will, from time to time, approach alumni to request them to complete questionnaires or write reports regarding the impact of their training with respect to their areas of daily practice.

RESOURCE PERSONS AND FACILITATORS

Our clients are assured of our expertise and hands-on experience, resulting in an in-depth and rigorous presentation in the area of administration, project management, information technology, environment and agriculture, to mention, but a few. COT Consultancy draws on the finest brains of top-notch facilitators; who are experts in their fields to pilot our dynamic courses. Our consultants not only know their stuff they are active consultants and practitioners in their respective fields, who have a rolled up 'shirtsleeve' with pragmatic application and approach to learning.

MILESTONES

Over the past few years, COT Consultancy has realized the following achievements:

1. Conducted over a five hundred seminars, courses, workshops and conferences spanning from strategic Management, to Secretarial administration, Finance to Rural development courses.
2. Carried more than 100 researches in areas of Customer care and marketing, we have also conducted several surveys and opinion polls for our various clients.
3. Developed policy frameworks for Government institutes, NGO's, Multinational companies among others.
4. Carried out several audits and fraud risks assessments for our clients.
5. Capacitated and transformed careers of thousands of delegates who passed through the training institute.
6. Helped create a better administered Africa through incomparable training offered to hundreds of Government officials from various African countries.

IN-HOUSE TRAINING

Organizations which have a number of people with similar training needs often find our in-house training to be the most effective, flexible method of developing groups of people. We are able to tailor any of the programmes within our broad portfolio to suit the unique needs of your organization, and to design and deliver new, bespoke programmes on your behalf. Tailor – made courses with tailor-made dates can be arranged with our administrators on request. Likewise, training proposal for in-house training and consultancy services can be arranged on request.

Our in-house training offers you the opportunity to benefit from the wide ranging expertise of our extensive pool of experienced trainers. All of our trainers have successful track records in doing the job and have highly developed training skills as a result of delivering similar programmes in related business.

BENEFITS

Cost Savings: By running the training course on-site at your location, you will make dramatic cost savings. Not only will benefit from an overall reduced training fee, but you will also save money on travel expenses, hotel costs and other allowances. **Increase Effectiveness:** your staff will benefit from a product that is firmly focused on their specific needs requirements and business challenges. **Convenience:** Programmes are delivered at a time, location and pace that fit in with your business/organization schedule. **Quality:** as a valued client you can be sure that you will receive a product of outstanding quality.

TRAINING RESOURCE PERSONNEL & COLLABORATION

Great minds think alike: we believe in developing a working relationship with those who set high standards. That is the most reason why our courses are delivered through our highly skilled and very informed training partners. COT Consultancy draws on the brains of top-notch facilitators, who are experts in their fields to pilot our dynamic courses. These consults are not only professionals in their respective fields with pragmatic application and approach to learning.

FOCUS AREAS IN TRAINING

1. To ensure all training curriculum incorporates development of knowledge, skills and attitudes.
2. To broaden training opportunities for our clients through the provision of training manuals, training of trainers, and the franchise system,
3. To design and compliment priority training programme in line with current needs and policies.
4. To foster the use of case studies in training.
5. To equip COT Consultancy's trainers with specialized knowledge and skills through a Trainer's Certificate programme.
6. To provide in-house and outreach training programmes for our clients in their home countries.

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TRAINING PROGRAMMES

MANAGEMENT COURSES

1. Strategic Management
2. Modern Management
3. Strategic Planning
4. Policy Formulation and Management
5. Project Management For Donor Funded Projects
6. Project Management
7. Project Monitoring and Evaluation
8. Project Planning and Proposal Writing
9. Contemporary Effective Supervision Skills
10. Managing Organisational Change and Development
11. Results Oriented Management
12. Performance Management Systems
13. Applied Strategic Management
14. Institutional Development for Permanent Secretaries & Senior Executives
15. Operations Management
16. Public Relations
17. Team Leadership and Managing Conflict
18. Knowledge Management
19. Training for Trainers
20. Effective Communication and Interpersonal Skills
21. Effective organisational Communication Skills
22. Stress and Time Management Training
23. Management Development for Administrators
24. Strategic Management for Senior Managers
25. Senior Management Development Program
26. Change Management and Process Re-engineering
27. Six-Sigma Customer Service
28. Best Practices in Human Resources Management
29. Modernised Human Resources Management
30. Results Oriented Management
31. Leadership & Management of Human Resources in the Organisation
32. Managing the Training & Development Function
33. Management Development Programme for Executive Assistants
34. Planning and Developing Human Resource Capabilities
35. Management Development Programme for Administrative Officers
36. Employee Benefits and Salary Administration
37. Managing Effective Appraisals & Performance Management
38. Strategic Human Resource Management
39. Retirement Planning and Benefits Investment Management
40. Skills Auditing & Training Needs Analysis for Human Resource Managers
41. Advanced Strategic Management and Leadership

FINANCE COURSES

1. Advanced Internal Audit
2. Financial Management of Donor-funded Projects
3. Corporate Finance
4. Audit of Computerised Accounting Systems
5. Public Sector Financial Management and Control
6. Finance for Non-finance Managers
7. Best Practices in Public Expenditure Management
8. Participatory Budgeting & Public Expenditure Tracking: Tools & Techniques
9. Financial Planning & Forecasting
10. Advanced Accounting & Auditing for Public Sector Organisations
11. International Financial reporting for World Bank Projects
12. Sector Wide Approaches to Budgeting
13. Central Bank Financial and Operational Risk Management
14. Strengthening Tax Audit Capabilities
15. Credit Control and Debt Management
16. Advanced Financial Modelling for Finance Managers

17. Investment & Portfolio Analysis
18. Designing & Building a Strategic Marketing Plan
19. Advanced Spreadsheet Skills for Finance Personal
20. Tax Management
21. Financial Information Systems
22. Financial Fraud Prevention Techniques
23. Financial Risk Management
24. Financial Planning and Control
25. Local Authorities Financial Management
26. Pension Funds Management
27. Corporate Finance and Portfolio Management
28. Participatory Budgeting & Public Exp Tracking & Techniques
29. Budgets and Budgetary Control
30. Costing and Management Accounting
31. Investment Analysis and Management
32. Micro Finance and Credit Management Analysis
33. Government Accounting
34. Budget Implementation and Control
35. Monetary Policy Formulation and Implementation
36. Computerised Public Sector Financial Management
37. Central Bank, Financial and Operational Risk Management & Advanced Risk Management Based Auditing.

INFORMATION COMMUNICATION & TECHNOLOGY

1. Advanced Spreadsheet Skills for Finance
3. Research Methods and Data Analysis
4. Database Management Systems
5. Designing & Building Dynamic Websites: Hands-On
6. Electronic Records Management
7. Human Resource Information Systems
8. Systems Analysis and Design
9. Management Information Systems (MIS)
10. Managing Projects with MS Office 2010
11. Data Quality Auditing for M&E Systems
12. Computer Networks Administration & Management
15. Systems Analysis and Design
17. Research Methods & Data Analysis
18. Advanced Research Methods and Data Analysis
19. Computer Networks Administration & Management
20. Computer Fraud and Security/ IT Audit

ENVIRONMENTAL COURSES

1. Integrated Waste Management
2. Introduction to Managing Environmental Data with MS Access
3. Assessing Environmental Impact of Industrialisation
4. Environmental Impact Assessment
5. Developing a Community Environmental plan
6. Emergency Preparedness and Disaster Management
7. Environmental Strategies
8. Advanced Environmental Management Strategies
9. GIS Application in Planning and Resource Management
10. Community Based Natural Resources Planning and Mgt
11. Climate Change Adaptation & Mitigation
12. Advanced Emergency Preparedness & Disaster Management
13. Emergency Preparedness & Disaster Management
14. Environmental Impact Assessment (EIA)
15. Integrated Water Resources Management (IWRM)

PROJECT MANAGEMENT COURSES

1. Project Management (Intermediate & Advanced)
2. Managing Project Teams
3. Monitoring and Evaluation of Development Projects
4. Project Planning and Implementation
6. Managing Project Teams
7. Advanced Monitoring & Evaluation of Development Projects
8. Advanced Project Planning and Implementation
9. Project Formulation and Feasibility Study Analysis
10. Public Works Management
11. Rural Development and Extension Management
12. Computer Application For Project Management
13. Public Works Management
14. Managing Microfinance Projects
15. IT Project Management

GOVERNANCE ISSUES & LAW COURSES

1. Anti-Corruption, Integrity & Corporate Governance
2. Strategic Corruption Control and Organisational Integrity
3. Policy Analysis & Strategic Implementation
4. Parliamentary Administration
5. Conflict Management, Conciliation & Mediation
6. Public Policy and Administrative Governance
7. Policy Analysis for Parliamentarians & Policy makers
8. Litigation and Arbitration

IT SKILLS FOR EXECUTIVE SECRETARIES & OFFICE ADMINISTRATORS

1. Adv Computer Skills for Personal Assistants & Senior Secretaries
2. Information Technology for Executive Assistants
3. Report Writing & Presentation Skills
4. Computer Skills for Executive Secretaries & Administrators
5. Mgt. Skills for Executive Secretaries & Administrators
6. Corporate IT for Executive Secretaries & Administrators
7. Management & Business Skills for PA & Senior Secretaries
8. Financial Skills for Personal Assistants & Executive Secretaries
9. Executive Personal Assistants & Senior Management Course
10. Automating Records
11. Corporate Governance
12. Electoral Administration
13. Executive Purchasing & Supply Management

HEALTH PROGRAMMES COURSES

1. Health Economics and Health Policy
2. HIV-AIDS Management and Prevention at Work Places
3. Hygienic Community Development
4. Occupational health and Safety at work place
5. Health Economics and Health Policy
6. Hospital Supplies & Stores Management
7. Health Administration and Management
8. Health Information Systems Management
9. Health Data concepts and Management
10. Public Health Policy and Management
11. Strategic Planning for Health Executives
12. Health Systems Research
13. Hospital Supplies & Stores Management
14. Strategic Planning for Health Executives
15. Health Systems Research
16. Health Administration Management
17. HIV/AIDS Awareness, Counselling and Management Strategies
18. Management Development programme for Health personnel
19. Strategies for Strengthening Health Systems and Research in Africa
20. Occupational Health and Safety Management

PROCUREMENT AND LOGISTICS COURSES

1. Travel Logistics Management
2. Fleet Management
3. Procurement Contracts and Tendering Management
4. Inventory and Warehouse Management
5. Advanced Goods and Equipment Procurement
6. Developing Contracts
7. Public Procurement Processes and Management
8. Prevention & Management of Fraudulent Activities in the Procurement Environment
9. Procurement Monitoring and Supplier Management
10. Risk Management in Corporate Procurement
11. Strategic Procurement and Supply Chain Management
12. Procurement and Supply Management
13. Procurement in Public Sector
14. Project Management Skills for Procurement Officials
15. Contracts Management
16. Procurement, Contracts and Tender Management
17. Equipment and Specialised Goods Procurement
18. Stores and Stock Control
19. Computerised Stores management
20. Stores and Distribution Management
21. Six Sigma Logistics Management
22. Advanced Transport Management
23. Fleet Management
24. Property and Facilities Management
25. Inventory & Warehouse Management
26. Planning, Budgeting and Procurement
27. International Procurement and Policy Formulation

ECONOMICS COURSES

1. Macroeconomic Forecasting & Projections
2. International Business
3. Research Methodology
4. Economic Modeling
5. Macroeconomic Management & Policies for Senior Officials
6. Balance of Payment Statistics
7. Tax Policy and Tax Administration
8. Strategic Planning and Risk Assessment in Revenue Administration
9. Macroeconomic Policy Management
10. Macroeconomic Forecasting & Projections
11. Research Methodology & Data Analysis
12. Economic Modelling & Forecasting
13. Macroeconomic Management & Policies for Senior Officials
14. Balance of Payments Statistics
15. Strategic Planning and Risk Assessment in Revenue Administration
16. Advanced Economic Modeling

AGRICULTURE AND RURAL DEVELOPMENT COURSES

1. Rural Development and Extension Management
2. Decentralisation and Community Driven Development
3. Decentralisation and Urban Infrastructure Management
4. Participatory Planning, Monitoring and Evaluation
5. Managing Sustainable Rural Development
6. Integrated Natural Resource Management
7. Public Policies and Rural Development in Africa
8. Strategies for Poverty Reduction & Sustainable Development
9. Enhancing Capacity of NGOs in Environmental Protection and Poverty Reduction
10. Credit Administration for SMEs Development
11. Participatory Methods in Development
12. Women in Sustainable Rural Development
13. Extension Management & Rural Communication Programme
14. Poverty Alleviation: Challenges, Policies and Strategies
15. Land Management and Environmental Change
16. Managing NGOs
17. Prevention & Control of Desertification & Land Degradation
18. Monitoring and Evaluation of Poverty Eradication Initiatives
19. Agric-food enterprise development
20. Rural Finance
21. Impact of Globalisation on small scale producers
22. Gender Issues in Agriculture and Rural Development
23. Agricultural and rural development research methodology

24. Population and resource use for sustainable production
25. Small-farmer participation in agri-food systems
26. Sustainable agricultural management
27. Strategic agricultural management
28. Agriculture development studies
29. Management of savings and credit cooperative
30. Management of agricultural co-operatives
31. Participation in agricultural extensions [farmer-led approach]
32. Agricultural project management skills
33. Train the trainer in agriculture
34. Co-operative management
35. Advanced Agricultural project management skills

AUDITING AND RISK MANAGEMENT

1. Advanced Risk Management based Auditing
2. Auditing Corporate Social Responsibility(CSR) and Sustainability Reporting
3. Auditing Governance, strategy ethics and Risk Management
4. Advanced Internal Auditing
5. Strengthening Tax Audit Capabilities
6. Tax Auditing for Revenue Administrators
7. Auditing and Risk Management
8. Auditing Credit Management Department
9. Fundamentals of Internal Auditing
10. Auditing of Computerised Accounting Systems
11. Risk Based Operational Auditing
12. Auditing Techniques for Lead auditors
13. Advanced Tax Auditing

BANKING AND SUPERVISION

1. Fraud Detection and Prevention in Banks
2. Banking Policy Formulation and management
3. Human Resources Management and Development in Banks
4. Policy Auditing Central Banks Perspective
5. Role of Central Bank in Monetary Policy Management
6. Central Banks Supervision and Anti-money Laundering Strategies
7. Challenges of Banks Failures to Central Banks
8. Foreign Exchange Controls, Framework and Management
9. Managing Securities and Capital Markets
10. Monetary Policy Formulation and Implementation
11. Banking Operations, Managing Operational Risk and New Banking Products (E Banking)

ETIQUETTE AND PROTOCOL

1. International Protocol
2. Building Relationships With Colleagues and Customers
3. Professional Etiquette and Business Communication
4. Customer Service Training
5. Travel and logistics Management
6. Managing International and Bilateral Relationships

TOURISM COURSES

1. Community Based Tourism (Eco-Tourism)
2. Sustainable Tourism
3. Marketing Tourism Destinations
4. Domestic Tourism marketing development
5. Organising and managing Tourism exhibition
6. International Tourism exhibition

COMMUNITY DEVELOPMENT

1. Relief Programs Management
2. Water and Sanitation Management Programs
3. Civil Society Capacity Building
4. Role of Civil Society and Post Conflict Management
5. Monitoring and Evolution
6. Social Conflict Management and Peace building
7. Human Reintegration, Post Conflict Counseling & Peace Building
8. Developing & Implementing Anti- Human Trafficking Policies

HUMAN RESOURCES MANAGEMENT COURSES

1. Negotiation skills and Process
2. workplace Conflict Management
3. Effective and Dynamic Role of Modern Trade Union
4. Labour relations and management
5. Advanced Human Resource management and development
6. Personnel management
7. Office Management for Personal Executives
8. Train the Trainer
9. Advanced Train the Trainer Course
10. Human Resources Information systems-Computerised HR
11. Performance appraisal programmes
12. Strategic Human Resources Management
13. Public Relations and Personnel Management
14. Effective Supervision skills in Modern Workplace Environment
15. Effective, Coaching, Counselling and mentoring Supervisors
16. Effective Leadership Skills For Modern Managers
17. Strategic Leadership Development Course

SALES AND MARKETING COURSES

1. Sales and Marketing
2. New Product Development and Marketing management
3. Developing and Managing Customer Base
4. Essential Skills For Marketing Staff
5. Consumer Behaviour
6. Advertising and Brand Management
7. Market research and Product development
8. International Marketing



since all our courses are computerised

Social Media

www.facebook.com/cotmanagement
 www.twitter.com/cotmanagement
 www.linkedin.com/cot-management-institute

ALL participants will be given a

FREE

SAMSUNG TAB, DIGITAL CAMERA FLASH DRIVE

Course Dates

PROGRAMMES	ONE WEEK											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
PROGRAMMES	2nd Week	1st Week	2nd Week	1st Week	2nd Week	1st Week	2nd Week	1st Week	2nd Week	1st Week	1st Week	1st Week
	4th Week	3rd Week	4th Week	3rd Week	4th Week	3rd Week	4th Week	3rd Week	4th Week	3rd Week	3rd Week	3rd Week

PROGRAMMES	TWO WEEK											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
PROGRAMMES	1st Week	2nd Week	1st Week	2nd Week	1st Week	2nd Week	1st Week	2nd Week	Sept 8-19	1st Week	2nd Week	1st Week
	3rd Week	4th Week	3rd Week	4th Week	3rd Week	4th Week	3rd Week	4th Week	Sept 22-3	3rd Week	4th Week	3rd Week

Please note that 3 to 4 weeks programmes are available on request

Course Durations

Course Durations: 1 week, 2 weeks, 3 weeks and 4 weeks

1 Week & 2 Weeks

Course Fees

one week US\$2 390 per delegate	two weeks US\$3 450 per delegate
three week US\$4 250 per delegate	four weeks US\$4 750 per delegate

NOTE: COURSE FEES ARE SUBJECT TO QUANTITY DISCOUNT

Tailor made courses at participants premises

We also offer tailor made courses and train at participants premises

Training available at:

Mbabane	Swaziland
Durban	South Africa
Pretoria	South Africa
Capetown	South Africa
Harare	Zimbabwe
Bulawayo	Zimbabwe
Vic Falls	Zimbabwe
Windhoek	Namibia
Arusha	Tanzania
Dubai and China	

Registration

CONTACT DETAILS

Four (4) easy ways to register are

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