



MALAWI INSTITUTE OF MANAGEMENT

The Centre of Excellence



2010 TRAINING COURSES

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BUSINESS MANAGEMENT COURSES

BM203 STRATEGIC MARKETING MANAGEMENT

Target Group

Senior and middle managers who are involved in strategic planning for their organisations.

Duration: 1 week

Course Objective

The course is designed to give managers essential tools necessary for analysis of the market, in order to achieve the coveted strategic competitive advantage.

Thorough knowledge of your market, the competition, customers and relating this to the products and services you provide, will give any business a strategic competitive advantage over others. The success of your marketing in achieving the business objectives depends on the ability of the management to analyse the market properly using modern techniques.

Course outline

- Overview of strategic marketing management
- Macro and Micro Environmental Analysis
- Strategic Marketing Planning Process
- Developing a corporate strategy
- Develop Market Strategies
- Implementation and Control

Dates: 18th -22nd October, 2010

BM 101 EFFECTIVE TIME MANAGEMENT

Target Group

Managers and professionals who need to cope with tremendous demands on their time.

Duration: 1 week

Course Objective

The course will help you apply effective time management techniques to the tasks of your normal workday. The course applies state of the art time management techniques to the total management process as practiced by today's Malawian executives

Course Outline

- Analysis of typical time wasters
- Effective Delegation
- Time Saving strategies
- Organising your own and others' work more efficiently and effectively

Dates: 24th -28th May, 2010

BM 202 STRATEGIC MANAGEMENT FOR ORGANISATIONAL SUCCESS

Target Group

Senior and Middle Managers from all sectors whose duties involve developing strategies for their organizations. These include Directors, entrepreneurs, general managers or other senior managers

Duration: 1 week

Course Objectives

The course links strategy with finance, people and operations and focus on the implementation of a strategic choice because becoming an effective strategic manager means being more visionary and creative, if one has to manage a business/organization in a turbulent environment.

Course Outline

- Managing a strategic Process (current position, future option)
- Elements of external analysis
- Linking competitive strategy with resources strategy
- Strategy implementation and change plus action planning

Dates: 22nd -26th February, 2010

15th -19th November, 2010

BM 204 CUSTOMER CARE

Target group

All those people whose jobs affect customers inside and outside the organization.

Course Objective

This course takes you through proven customer care techniques, using real life cases of customer care programs in Malawi and other countries. At the end of the course the participants should be able to design and implement customer care programs for their organizations.

Course Outline

- Creating a positive image with customers
- Organizing or implementing an effective customer care program
- Cases in customer care
- Dealing with difficult customers

Dates: 19th -23rd April, 2010

9th -13th August, 2010

22nd -26th November, 2010

BM 103 TOTAL QUALITY MANAGEMENT

Target Group

Senior and Middle managers concerned with quality of the service and products offered to customers

Duration: 1 week

Course Objective

To enhance participants with the skills of using organizational resources effectively and efficiently through adapting to the demands of the customers for better service. Only organizations that adjust rapidly to environmental changes will maintain or increase their share of the market.

Course outline

- Understanding and Organizing for quality
- Practical TQM
- Training and Planning for quality
- Design for good quality service

Dates: 22nd -26th March, 2010

26th – 30th July, 2010

BM 208 DEVELOPING EFFECTIVE BUSINESS PLANS

Target Group

- (a) Senior and middle managers involved in business planning for their organizations
- (b) Entrepreneurs and Businessmen who are planning to undertake new business ventures
- (c) Organizations that finance new or old businesses

Duration: 1 week

Course Objectives

The course takes you through the process of business planning and by the end of the course, participants will be able to develop the planning skills and write a business plan. The course will assist participants to know how to identify the right business and develop a document to convince financing organizations to fund the venture.

Course Outline

This is a hands on course that will cover all the elements of business plans including:

- The objectives to your plan
- Scanning the market and the environment
- Identifying your niche and pricing policy
- Sales and marketing decisions
- Financial strategy
- Implementing the plan

Dates: 21st -25th June, 2010

BM104 EFFECTIVE SALES MANAGEMENT

Target Group

Senior and middle managers in the marketing and selling function in various businesses

Duration: 1 week

Course Objective

The course imparts the sales management skills that will help organisations stay ahead of competitors and gaining market share through more sales because sales are the lifeblood of any business and the actual generation of sales is a result of various activities undertaken by sales force.

Course outline

- The selling environment
- Achieving the sales objective
- Negotiating with buyers and other selling techniques
- Managing the sales function
- Appraising performance

Dates: 8th -12th March, 2010

6th -10th September, 2010

ECONOMICS AND PROJECT MANAGEMENT COURSES

EP 102 PROJECT IMPLEMENTATION MANAGEMENT

Target Group:

Project officers and line managers in public NGO and private sectors involved in implementing projects in their organizations.

Duration: 2 weeks

Course objective:

This course is aimed at enhancing your abilities to deliver projects on time and within the budget.

Outline:

- Overview of project management
- Project Planning Techniques
- Role of Project Manager
- Project Scope Management
- Project Organisation
- Project Time Management
- Use of computer in work scheduling and control
- Project Quality Management
- Project Cost Management
- Leading Project Teams
- Project Risk Management
- Project Monitoring

Dates: 3rd –14th May, 2010

27th September- 8th October, 2010

EP 103 PROJECT MONITORING AND EVALUATION

Target Group:

Senior project managers in the public and private sectors and NGOs.

Duration: 2 Weeks

Course Objective:

The course will give Managers an opportunity to improve their skills and increase their knowledge of project monitoring and evaluation. Of special interest will be the module on computer applications to project monitoring.

Outline:

- Rationale for Project Monitoring and Evaluation
- Project Monitoring and control systems
- Designing monitoring and control systems
- Measuring cost effectiveness
- Monitoring project progress
- Applying computer capacity to project monitoring
- Types of evaluation and their relevance
- Managing effective evaluation
- Reporting monitoring and evaluation results

Dates: 14th –25th June, 2010

8th-19th November, 2010

EP 107 PROJECT FORMULATION AND WRITING CONVINCING PROPOSALS

Target Group

This course is designed for those people who have recently moved to positions that require them to formulate projects and write proposals. Also, this course is meant for you if you would like to deepen your understanding of the dynamics of seeking project funding

Duration: 1 week

Course Objectives

The course aims at equipping participants with skills on how to effectively formulate projects and how to write convincing and winning project proposals in these days of increasing competition for scarce donor funding.

Course Outline:

- Overview of project based approach
- Identification and prioritization of areas that need projects
- Formulation of projects using problem and objective analysis
- Writing effective project objectives
- Identifying project beneficiaries and impacts
- Identifying interest of donors
- Key features of a project proposal
- Preparing project concept notes
- Principles of passionate and persuasive proposal writing

Dates: 22nd – 26th February, 2010

19th -23rd July, 2010

EP 101 PROJECT PLANNING AND APPRAISAL

Target Group:

Middle level staff responsible for project preparation in all three sectors of the Malawi economy.

Duration: 3 weeks

Course objective:

This course will assist you in analysing and describing project characteristics, defining constraints and determining financing criteria. In addition, participants will be exposed to the new computer applications for project planning and appraisal.

Outline:

- The Project Concept and Cycle
- Situation Analysis and Project Identification.
- Project Preparation using the Logical Framework
- Project Proposal and Writing
- Project Appraisal: Financial, Economic and Social
- Computer Applications in Project Planning and Appraisal.

Dates: 8th – 26th March, 2010

2nd -20th August, 2010

EP 108 MONITORING AND EVALUATION OF HIV/AIDS PROGRAMS IN MALAWI

Target Group

The target group for this course is all upper and middle level managers in HIV and AIDs programs and all officers that are involved in the monitoring and evaluation of HIV and AIDs.

Duration: 2 Weeks

Course Outline:

The Course has three core modules and these are:

1. Introduction to monitoring and evaluation
2. Collecting, Analyzing and Using Monitoring Data
3. Developing a monitoring and evaluation work plan

Dates: 12th – 23rd April, 2010

13th -24th September, 2010

FINANCIAL MANAGEMENT COURSES

FM 104 STORES MANAGEMENT

Target Group

Managers and officers involved in purchasing, storing and issuing of stocks.

Duration: 1 week

Course Objective:

Participants will understand the central issues in stores management and will be capable of applying optimal solutions taking into account the key variables, which bear upon operations of their organizations.

Course Outline

- Overview of stores management
- Purchasing
- Stores and Warehousing
- Material Handling Techniques
- Stores Valuation and Estimation
- Stock Control
- Computers and Stock Control

Dates: 17th - 21st May, 2010 4th -8th October, 2010

FM 302 FINANCIAL PLANNING AND CONTROL

Target Group

Heads of departments and other staff involved in preparation and administration of budgets in manufacturing, trading and service organizations wishing to improve and sharpen their knowledge in financial management aspects.

Duration: 2 weeks

Course Objectives

The financial planning and control program aims at imparting to the participants comprehensive techniques and skills in the design and organization of budgets with special emphasis on the use of budgets as a basis for the strategy formulation, planning, coordination and control.

Course Outlines

By end of the course, participants will be able to:

- Nature and Purpose of Planning
- Scope and Role of Budgeting
- The Budgeting Environment
- Forecasting Techniques and their role in Budgeting
- Cost Volume Profit Analysis
- Budgeting Procedures
- Variance Analysis
- Budgeting Using Computers

Dates: 1st – 12th February, 2010 18th -29th October, 2010

FM 101 FINANCE FOR NON-FINANCE MANAGERS

Target Group:

Private and parastatal sector middle and senior managers from departments other than finance and accounting.

Duration: 1 week

Course Objective:

This course will provide a basic understanding of those essential aspects of accounting which will be of value to a wide variety of managers in their contact with accountants and accounting reports in practice.

Outline:

- Financial Management: Objectives, Decisions and Evidence
- Accounting and Business Reality
- Introduction to financial statements
- Analysis and interpreting financial statements
- Managing working capital
- Principles of Budgeting
- Capital Expenditure Appraisal

Dates: 22nd -26th February, 2010 19th -23rd July, 2010 6th-10th December, 2010

FM 103 CREDIT MANAGEMENT

Target Group

Credit Managers, bankers, debt collectors, loan/credit officers and all those involved in credit management in all sectors of the economy.

Duration: 1 week

Course Objective

Participants will develop a broad understanding of credit management principles and concepts so that they can effectively implement credit control programmes at their work place.

Course Outline

- Introduction to credits and collections
- Determining credit risks
- Assessing credit worthiness
- Credit Administration
- Collection methods and procedures
- Credit and collection letters
- The credit person and their office

Dates: 12th – 16th July, 2010

FM 301 FINANCIAL MANAGEMENT FOR NON-GOVERNMENTAL ORGANISATIONS

Target Group

NGO Senior Managers, Program or Project Managers and co-ordinators.

Duration: 1 week

Course Objectives

In view of growing need for transparency and accountability for donor funds, it is critical for NGOs to properly manage their finances and prevent fraud. This course aims at equipping the NGO managers with necessary skills to effectively and efficiently manage, monitor and account for their finances.

Course Outlines

By end of the course, participants will be able to:

- Formulate financial plans for fundraising and grant application
- Design and implement financial and internal control systems
- Effectively analyse and interpret financial reports
- Effectively and efficiently manage stakeholders and donor funds

Dates: 29th March – 2nd April, 2010

6th -10th September, 2010

GENERAL MANAGEMENT

GM 101 EFFECTIVE SUPERVISORY SKILLS

Target Group

First-line supervisors and junior managers from all sectors of the economy

Duration: 1 week

Course Objective

Supervisory managers are faced with the task of ensuring high production and productivity and quality control in addition to maintaining a highly motivated workforce. This course aims at equipping participants with knowledge and skills for effective performance as first line supervisors and junior managers and their teams.

Course Outline

- Overview of the job of a Supervisor and approaches to Supervision
- Delegation
- Planning, Monitoring and Control
- Staff Appraisal and Performance Coaching
- Time Management
- Problem Solving, Staff Discipline and Counselling

Dates: 8th – 12th February, 2010

7th -11th June, 2010

22nd-26th November, 2010

GM 203 NEGOTIATION SKILLS

Target Group:

Senior and middle managers responsible for negotiating with donors, resolving conflicts within their departments and for acquiring resources for their departments.

Duration: 1 week

Course Objective:

This course aims at giving you the skills needed to become a successful negotiator and get what you want in business.

Effective negotiation is defined as reaching agreement where both parties are satisfied and feel good about their relationship. Negotiation skills are therefore pivotal skills required in dealing with both day-to-day and on-going relationships.

Course Outline:

- Understanding the negotiation process
- Identifying key negotiating elements; parties' interests, issues and positions
- Conducting negotiations: selecting your team task division, testing perceptions, managing tensions
- Developing sustainable agreements
- Designing and using a negotiation checklist

Date: 24th – 28th May, 2010

22nd -26th November, 2010

GM302 MANAGEMENT SKILLS FOR EXECUTIVE ASSISTANTS AND SECRETARIES

Target Group

Senior secretaries, Executive Assistants and Personal Assistants from Parastatals, Private and Public Sectors.

Duration: 1 week

Course Objective:

Most executive Assistants and Secretaries have the technical skills for a better performance in their duties but they lack managerial skills. Often, they are assigned managerial duties to organize and control resources. This course intends to equip such people with effective managerial skills, which would be used in discharging of their duties.

Course Outline:

- Developing Management perspective and skills
- Effective Time Management
- Communicating effectively
- Effective delegation
- Problem solving and Decision making
- Image Building and Management

Dates: 25th -29th January, 2010

21st -25th June, 2010

25th -29th November, 2010

GM 103 MANAGEMENT DEVELOPMENT PROGRAMME

Target Group:

Middle managers from all sectors of the economy.

Duration: 2 weeks

Course Objective:

This course aims at equipping participants with requisite knowledge and skills for effective performance in their roles as managers. It is possible that some middle level managers are technically and professionally competent but lack management skills.

Course Outline:

- Overview of Management
- Staff Appraisal and Performance Management
- Organisational Structuring and Job Design
- Staff Motivation, Discipline and Counselling
- Effective Leadership and Decision Making
- Communication Skills
- Quality and Time Management
- Conflict and Time Management
- Conflict Resolution
- Financial Management

Date: 1st – 12th February, 2010

1st -12th November, 2010

GM 301 EXECUTIVE MANAGEMENT SKILLS

Target Group

Chief Executive Officers, General Managers and other Senior Managers from commercially related organisations.

Duration: 3 Days

Course Objective

The Course aims at enhancing the conceptual skills and knowledge in executive management and those in senior management positions. The training process helps participants to be able to find solutions to many problems that they are confronted with in the course of discharging their duties.

Course Outline

- Strategic Planning
- Performance Management
- Management of Change
- Negotiating Skills
- Effective Leadership

Dates: 10th – 12th March, 2010

13th -15th July 2010

29th November -1st Dec, 2010

GM 204 PUBLIC RELATIONS

Target Group:

Middle to senior managers, public relations managers/officers and personal assistants from the public, parastatal and private sectors.

Duration: 1 week

Course Objective:

To equip participants with Public relations skills that are part of core management functions in a competitive environment where maintaining an excellent corporate image is the organisation's preoccupation.

Course Outline:

- The role of Public Relations in Malawi
- Planning for Public Relations effectiveness
- Communication: the backbone of Public Relations.
- Public Relations and the Media
- Public Relations Ethics in Organizations
- Public Relations, Advertising and Marketing
- Image Building and Management
- Publicity Techniques
- International Public Relations
- Public Opinion
- Evaluating Public Relations effectiveness

Date: 19th -23rd April, 2010

6th -10th December, 2010

GM 401 CHANGE MANAGEMENT

Target Group

Senior Managers and Decision Makers in all sectors of the economy.

Duration: 1 week

Course Objective:

Managers should be aware that they and their organizations are in an ever changing environment. Change needs to be encouraged for development or advancement to take place. Managers therefore need to be well prepared for change so as not to be overtaken by events. This seminar aims at equipping key decision makers with skills for coping with change and using change to advance positive developments.

Course Outline:

- Overview of Change Management
- The Change Process
- Approaches to Managing Change
- Dealing with Resistance to Change
- Evaluating Change
- Strategies for Change

Dates: 23rd - 27th August, 2010

GM 105 PRESENTATION SKILLS

Target Group:

Chief executives, executive directors, senior and middle managers.

Duration: 1 week

Course Objective:

This course will assist you to acquire the skills that you require to prepare and deliver a speech effectively and with confidence.

As a manager, you are likely to be called upon to deliver presentations of many kinds. Unfortunately, too many managers are paralyzed at the prospect of speaking before a group.

Course Outline:

- Introduction to Public Speaking and Types of Speeches.
- Topics, Situational and Audience Analysis
- Organizing materials and language use
- Principles and Practice of Delivery
- Using visual aids
- Evaluating presentations

Date: 28th June – 2nd July, 2009

GM 102 EFFECTIVE MANAGER

Target Group

Middle and Senior Managers in all the sectors

Duration: 3 weeks

Course Objective

This course will facilitate transition from being a professional to being a manager. It also highlights personal insight into managerial strengths/weaknesses and individual management behaviours, through the use of simulation exercises and other participatory approach.

Course Outline

- Developing Managing Perspective and Skills
- Planning and Organising Resources
- Directing and Motivating People
- Effective Delegation
- Effective Time Management
- Conflict Resolution and Management
- Communicating Effectively
- Group Decision Making and Problem Solving
- Managing organizational change

Dates : 22nd Feb – 12th March, 2010 27th September -15th October, 2010

HUMAN RESOURCE MANAGEMENT COURSES

HR 101 HUMAN RESOURCE MANAGEMENT SKILLS

Target Group

Line managers, training and human resource managers in the public and private sectors.

Duration: 2 week

Course Objectives

To assist participants in improving how to manage their human resources effectively and efficiently.

The course also enhances you to understand the personnel management function and the activities necessary for the efficient attainment of organizational goals and objectives.

Course Outline

- Defining roles and responsibilities of managers
- Analysing jobs and writing job description
- Planning human resource requirements (Manpower planning)
- Recruiting, selecting and orienting employees
- Conducting performance appraisals
- Understanding labour/industrial relations and disciplining staff
- Training and development of staff
- Budgeting for human resources
- Maintaining automated human resources information systems

Dates: 12th -23rd April 2010 18th - 29th October 2010

HR 102 STRATEGIC HUMAN RESOURCES MANAGEMENT

Target Group

Managers in all sectors involved in human resource planning requirements in support of organizational goals.

Duration: 2 weeks

Course Objective

This course will teach participants how to develop and implement human resource planning policies and procedures in line with their organization's goal and objectives.

Course Outline

- Developing inventories of higher level and skilled human resource
- Projecting human resource supply
- Methodologies for forecasting human resource by occupation and industry

- Projecting human resource demand
- Source of information and Data on human resource
- Estimating labour force and human resource flows
- Maintaining automated human resource information systems

Dates : 22nd February – 5th March 2010 16th -27 August, 2010

HR 103 PERFORMANCE MANAGEMENT AND OPEN APPRAISAL SYSTEM

Target Group

Line Managers, heads of departments and personnel managers in the private and public sectors who want to acquire job analysis and job description writing as well as understanding modern performance appraisal techniques.

Duration: 1 week

Course Objective

Participants to this course will learn how to collect, analyse and organize job information into clear, accurate and up to date job description. They will also acquire skills to enhance their ability to appraise, develop and motivate employees for performance improvement.

Course outline

- Designing, enlarging and enriching jobs
- Analysing jobs and collection of job information
- Writing and updating job descriptions
- Understanding open and closed performance appraisal systems
- Setting performance targets/performance reviews
- Completing performance appraisal forms
- Handling annual interviews to maximize motivation for performance improvement

Dates: 01st -05th February 2010 01st -05th November, 2010

HR 401 TRAINING OF TRAINERS

Target Group

Human resource or personnel managers and officers, training managers or officers and indeed all those individuals directly involved in designing and conducting training courses in the public and private sectors.

Duration: 3 weeks

Course Objective

This course is designed to increase the number of professional trainers in Malawi. It provides a

structured method for the design and development of training activities according to the systems approach to training.

Course outline

- Training and Staff Development
- The Training Policies and Practices
- Techniques used in Adult Education
- Analysis of Training Needs
- Analysis of Training Activities
- Designing Training Activities
- Selecting Instructions Methods and Tools
- Conducting Classroom Instructions
- Validating Training Activities

Dates: 29th March- 16th April 2010 06th -24th September, 2010

HR 104 JOB EVALUATION AND GRADING

Target Group

Human Resource Managers/Personnel and Administration Managers from the public, parastatal and the private sector.

Duration: 1 week

Course Objective

The course aims at equipping participants with relevant knowledge and skills in the design as well as implementation of the Job Evaluation and Grading schemes. It explores the most popular methods of job evaluation, highlighting their strengths and weaknesses, circumstances under which they are applicable, including the institutional arrangements that must be developed to sustain job evaluation efforts.

Course Outline

- An overview of job Evaluation
- Job Description Writing
- Job Evaluation Methods and Processes
- Job Evaluation and Salary Structure
- Institutional Arrangements for the Design and Implementation of a Job Evaluation and Grading Schemes

Dates : 28th June – 2nd July 2010

HR 105 LABOUR RELATIONS

Target group

Human Resource Managers, Personnel Managers, Line Managers, Senior Labour Officials, Trade Union Leaders and Supervisors involved in managing and supervising others.

Course Objective

This course is designed on the premise that any organization employing over 20 employees will be faced with problems relating to labour relations, discipline and grievances. Therefore this course will assist managers in their effort to promote harmonious relationships between management and staff at work.

It will expose managers to modern and practical skills and techniques on how to maintain industrial peace for increased efficiency, effectiveness and worker productivity.

Course Outline

- Labour/Industrial Relations at Work
- Collective Bargaining, Collective Agreements and Terms and Conditions of Service
- Mediation, conciliation and negotiating skills in complaints, disputes and grievances
- Staff discipline and grievance handling procedures
- Rights, responsibilities, obligations of both the Employer and Employees and their representatives
- Trade Unions and Consultative Machinery
- Enforcement of Labour Laws

Dates: 26th -30th July, 2010

HR 108 RECORDS MANAGEMENT

Target Group

All personnel responsible for managing records in NGOs, private and public sectors.

Duration : 1 Week

Course Objectives

At the end of the course, participants will achieve the following:

- Understand the records management process
- Understand the role of computers in records management
- Appreciate the electronic communication as records

Course Outline

- Introduction to records management
- Records Life cycle
- Database management system
- Roles of computers and Management of Registry

Dates : 3rd 7th May, 2010 22nd -26th November, 2010

INFORMATION TECHNOLOGY COURSES

IT 102 MICROSOFT OFFICE (Intermediate)

Target Group:

The course is designed for those who are beginners to computing or are already familiar with some Microsoft Office products and the Windows operating environment.

Duration: 1 week

Course Objective

This is an intermediate course that provides delegates with a comprehensive working knowledge of the latest Microsoft Office products

Course Outline:

- Intermediate Microsoft Windows 2000/XP/2003
- Intermediate Microsoft Word 2003
- Intermediate Microsoft Excel 2003
- Intermediate Microsoft Access 2003
- Intermediate Microsoft PowerPoint 2003
- Intermediate E-mail and Internet

Dates: 8th -12th February, 2010 3rd -7th May, 2010 25th -29th October, 2010

IT 103 MICROSOFT OFFICE 2003 (ADVANCED)

Target Group:

The course is designed for Executive Assistants and Senior Secretaries to General Managers, Managing Directors, Principal Secretaries and Departmental Heads.

Duration: 1 week

Course Objective

This is an advanced course that will provide delegates with an understanding of the most advanced features of Microsoft Office products.

Course Outline:

- Advanced Microsoft Windows 2000/XP/2003
- Advanced Microsoft Word 2003
- Advanced Microsoft Excel 2003
- Advanced Microsoft Access 2003
- Advanced Microsoft PowerPoint 2003
- Advanced E-mail and Internet

Dates: 22nd – 26th February, 2010 28th June -2nd July, 2010 22nd -26th November, 2010

IT 402 COMPUTER SKILLS FOR EXECUTIVE ASSISTANTS AND SECRETARIES

Target group

Personal Assistants, Senior Secretaries, Executive Assistants from Parastatals, Private and Public Sector.

Duration: 1 week

Course objective

This course will enhance participant's computer skills in their day-to-day work such as maintaining Electronic Diaries, appointments and making

Course Outline

- Understanding the mail merge process
- Working with Tables in MS Word
- Working with long documents and tracking changes
- Using advanced features in Word
- Data management using MS Excel
- Using advanced E-mail features to manage time
- Creating presentations with MS PowerPoint
- Database creation using MS Access

Dates: 15th – 19th February, 2010 19th -23rd June, 2010 15th -19th November, 2010

IT 104 RESEARCH METHODS AND DATA ANALYSIS

Target Group

Business executives, senior and middle management staff, project managers and post-graduate students involved in business research and data analysis

Duration: 2 weeks

Course Objective:

The course will equip delegates with vital business research skills for developing new management theories and finding solutions to current real-life business problems.

Course Outline:

- Introduction to Business Research
- Literature Review
- Research Design
- Sampling and Data Collection
- Data Analysis with Microsoft Excel
- Data Analysis with SPSS
- Report Writing
- Presentation skills

Dates: 8th – 19th March, 2010

2nd -12th August, 2010

IT 401 COMPUTER SKILLS FOR FINANCIAL MANAGERS

Target group

Financial/Managers, Financial Controllers, Accountants, Senior Accounts Personnel as well as Finance Officers in Parastatals, Private and Government Departments.

Duration: 2 weeks

Course Objectives

Information and Communication Technology has affected all sectors of the economy and the Accounting profession is no exception. This course equips those involved in financial accounting issues with the latest developments in the areas of Information systems as they relate to the field of accounting and finance.

Course Outline

- Review of MS Excel
- Business graphics
- Final Accounts
- Cash flow projection
- Financial forecasting with a spreadsheet
- Decision analysis using MS Excel
- Ratio analysis using MS Excel

Dates: 8th – 19th March, 2010

2nd -12th August, 2010

IT 106 DESKTOP PUBLISHING

Target Group

The course is designed for those with little or no experience in Desktop Publishing, but who have a basic understanding of Microsoft Windows platform and Microsoft Office products.

Duration: 3 days

Course Objective:

The goals of the course are to introduce delegates to Desktop Publishing concepts and to teach them how to make publications using Microsoft Publisher.

Outline:

- Introduction to desktop publishing
- Promoting a business organization
- Creating brochures, newsletters, and business calendars
- Publicizing a business event
- Designing a Website

Dates: 20th – 22nd July, 2010

IT 107 BUSINESS INFORMATION ANDS COMMUNICATION SYSTEMS

Target Group

The course is designed for business executives, senior and middle management staff, information system managers and administrators.

Duration: 1 week

Course Objective:

The goals of this course are to help delegates learn how to use and manage information technologies to revitalize business processes, improve business decision making and gain competitive advantage.

The course places a major emphasis on up-date coverage of information and communication technologies in providing a platform for business, commerce and collaboration processes among all business stakeholders in today's networked enterprises and global markets.

Outline:

- Introduction to Business Information Systems
- Information Technology Structure
- Competing with Information Technology
- E-Business and E-Commerce
- Managing Knowledge
- Security and Ethics
- System Design and Development

Dates: 20th – 24th September, 2010

SPECIAL COURSES

SP 103 STRATEGIC PLANNING

Target Group:

The course is designed for senior/middle managers and from NGOs, private and public sectors with an interest to turn around operations of their organizations towards success.

Duration: 3 days

Course Objective:

This course will equip participants with necessary skills required to develop strategic plans. By the end of the course participants will learn how to define and develop organization vision

and mission statements, identify programmatic priorities and areas of focus, make effective use of resources, maximize opportunities and minimize obstacles. All these critical needs will be delivered in a very simple and practical step-by-step approach during the course.

Course Outlines:

- The role of strategic planning in organizational success
- Organisation environmental and resource enquiry
- Identification and prioritization of propositions for organization future
- Write effective vision and mission statements
- Action planning for achieving organization vision and mission

Dates: 8th -10th March, 2010

15th -17th June, 2010

12th -14th October, 2010

SP102 GOOD CORPORATE GOVERNANCE

Target Group:

Executive Managers and Board members.

Duration: 1 week

Course Objective:

This course intends to equip Executive managers and board members with knowledge and skills to function effectively in their separate but complementary roles to minimize conflicts and tensions between the parties in the interest of their organizations.

Course Outline

- Defining Governance
- The Board – Management Relationship
- The mandate and responsibilities of the Board
- Ideal Board Composition
- Code of Conduct
- Participatory Decision Making
- Orientation of Board Members
- Financial Management for Non Financial Managers.

Date: 28th June – 2nd July, 2010

18th -22nd October, 2010

SP 104 LEADERSHIP SKILLS FOR WOMEN MANAGERS

Target Group

Women Managers from all sectors of the economy who are working at the middle management level.

Duration: 2 Weeks

Course Objective

The course will enhance participants' understanding of the personal, professional, social and political context in which they work, to influence and change it. They will also acquire advanced leadership and managerial skills, and enable them to become more visible in their professional roles.

Course Outline

- Organizational change
- Leadership and Managing
- Working with teams
- Power and influence
- Improving confidence and assertiveness
- Gender issues in the workplace
- Gender management systems

Dates: 9th – 20th August, 2010

SP 105 PUBLIC SECTOR ADMINISTRATION (PSA) COURSE

Target Group

Senior Officers in Government and Parastatal Organisations. The overall aim of the training is to improve the performance of participants by broadening their understanding of management concepts vis-a-vis the functioning of Government.

Duration: 7 weeks

Course Outline:

The main areas of focus for the PSA include the following:

- Functions of management;
- Human Resource Management;
- Financial Management;
- Procurement Management;
- Project Management;
- Information and Communication Technology;
- The role of the Civil Servant in managing the citizens;
- Roles and status of public organisations in the development of the nation;
- The Malawi Growth and Development Strategies (MDGS) and Millennium Development Goals (MDGS);
- The Civil Service reforms to improve the performance management of public service to the provision of service to the citizens;

- Gender mainstreaming in the public service;
- HIV and AIDS mainstreaming in the public service; and
- The role of transparency institutions in the democratic environment.

Dates: 11th January – 26th February, 2010

FEES FOR LOCAL PARTICIPANTS FOR THE ABOVE COURSES ARE AS FOLLOWS:

DURATION	NON-RESIDENTIAL (MK)	RESIDENTIAL (MK)
3 days	36,044.40	62,921.25
1 week	55,875.60	95,953.75
2 Weeks	106,950.00	200,156.25
3 Weeks	162,825.60	303,860.00
7 Weeks	377,240.40	763,691.25

SPECIAL COURSES -JOINT PROGRAMS

SP 101 COMMUNICATION & BEHAVIOUR: PRINCIPLES & PRACTICES

Target Group:

This international course targets program planners and managers, project officers, adult educators, communications trainers, drama groups, artists, women’s and youth who want to improve their skills in developing and evaluating communication strategies for HIV/STD/REPRODUCTIVE HEALTH.

Duration: 5 Weeks

Course Objective:

The course aims at building capacity in small case Planning, designing, implementing, monitoring and evaluating research based behaviour change communication interventions for the prevention of STIs including HIV/AIDS, with a special focus on adolescents and gender issues.

Course Outline:

- Building knowledge and understanding in priority program areas of sexual reproductive health, including HIV/AIDS and STIs.

- Building capacity in the field of communication planning and design.
- Developing knowledge and skills in communicating research methodologies, program implementation, monitoring and evaluation
- Developing a regional network of communication trainers, facilitators and strategic planners.

Date: 28th June – 30th July, 2010

SP 107 MANAGEMENT AND ADMINISTRATION FOR HIV/AIDS PROGRAM LEADERS/MANAGERS IN AFRICA

Target Group

This is an international course that targets the following:

- HIV/AIDS program leaders/managers in government, private sector, parastatals and civil society at local, national and regional level
- Politicians, policy makers and middle to senior level decision makers in government and civil society to create an enabling environment for program and PLWHA
- Trainers in HIV/AIDS and management programs
- Program Officers of Donor Funded HIV/AIDS programs

Duration: 4 weeks

Course Objective

The overall objectives of the course are to enable HIV/AIDS program managers to perform effectively in their jobs.

Course Outline

- Plan and implement HIV/AIDS programs and projects
- Share national and participants' experience in management of HIV/AIDS programs and activities and
- Prepare action plans to resolve programs/project management problems and for integration of learned principles back to work
- Monitor and evaluate HIV/AIDS programs and projects

Dates: 13th September – 8th October, 2010

SP 108 FINANCIAL MANAGEMENT AND DISBURSEMENT FOR WORLD BANK FINANCED PROJECTS

Target Group:

The course is designed for coordinators, managers, accountants and financial specialists of projects financed by the World Bank as well as senior civil servants involved in these projects.

Duration: 2 Weeks

Course Objective:

The objective of the course is to equip participants with required competencies and skills to competently administer their projects' financial Management systems and related disbursement operations in accordance with the guidelines and procedures of the World Bank.

Course Outline:

The course is modular in structure. There are three core modules as follows:

1. General Introduction

- World Bank Project Cycle and Project Documentation
- Bank Procurement guidelines and standard bidding documents and relationship with Financial Management.

2. Financial Management

- World Bank Project Financial Management Guidelines and Borrower responsibilities
- Project Financial Management Environment
- Internal control
- Planning and Budgeting
- Accounting systems and computerization
- Financial reporting
- Auditing arrangements
- Common Project Financial Management problems
- Design of a Project Financial Management system

3. Disbursement

- Disbursement procedures
- Special commitments
- Statements of expenditure
- Special accounts
- Report – based disbursement
- Legal issues during loan duration
- Information services

Dates: 3rd 14th May, 2010 1st -12th November, 2010

FEES FOR THE ABOVE COURSES ARE AS FOLLOWS:

COURSE	DURATION	Non-Residential (U\$D)	Residential (U\$D)
SP101	5 Weeks	-	3,196
SP 107	4 Weeks	1,900	2,700
SP108	2 Weeks	2,280	3,180

Please apply to:

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