



ACADRI

AFRICAN
CAPACITY
DEVELOPMENT
AND RESEARCH
INSTITUTE



2021 Training Course Catalogue



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*In the year 2021 **ACADRI** will continue to provide demand driven Training, Research and Capacity building intervention to ensure that Africa's Development initiatives are executed by a motivated competent and skilled human capital.*

The courses in the 2021 brochure are aimed at promoting innovation and improving competences to ensure that employees performance meet the complex expectations of the growing informed populations, as well as political leaders and the global community.

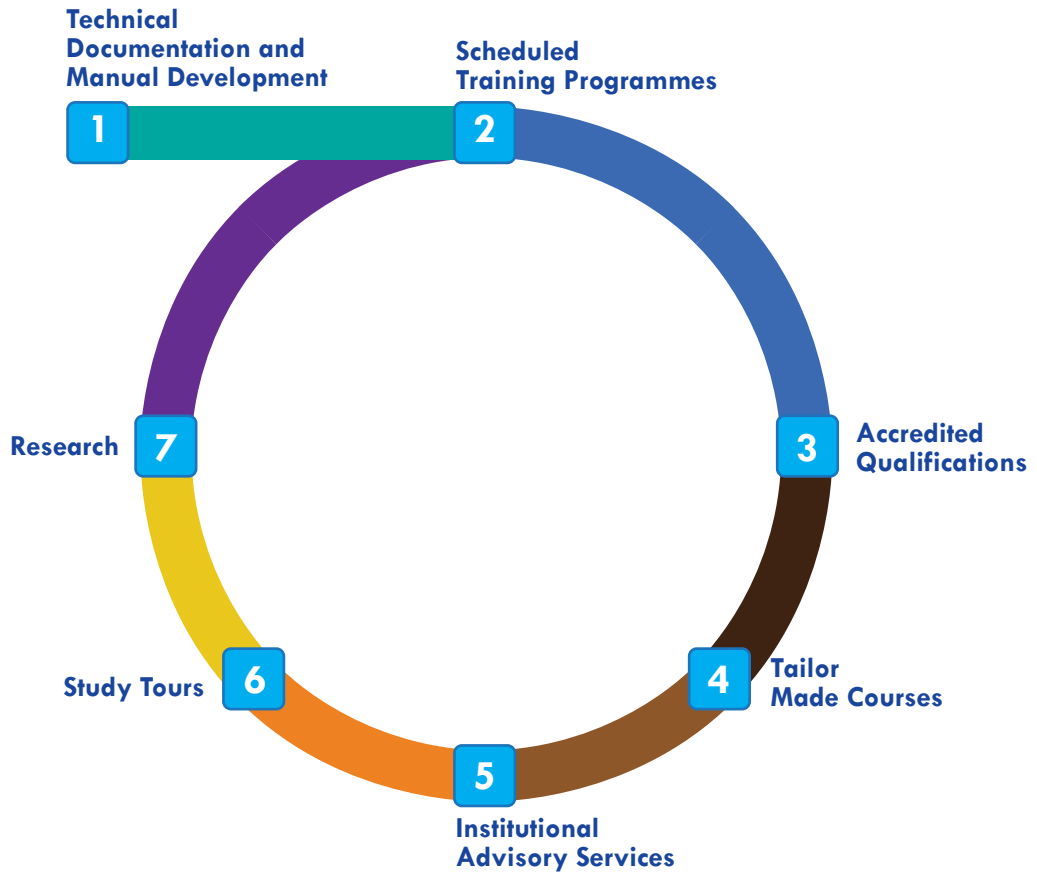
ACADRI is strongly committed to its capacity development role in the African region, and we are extremely grateful to sponsoring organizations for the support.



Maxwell Clovice
Managing Director

What we offer

We offer “just in time” and “just practical” learning to meet specific skills gaps in the workplace.





Our unique approach

We employ a matchless methodology to address the emerging and evolving training needs and management challenges faced by individuals and organisations.

All courses are conveniently scheduled and offer direct skills practice along with expert guidance from instructors who are practitioners or consultants in the field.



Our expertise

We take pride in a team of highly experienced and qualified trainers, consultants and partners. We conduct a thorough and informed needs analysis and make sure that the interventions meet your business requirements.

ACADRI Partnership and Accreditation



ACADRI is accredited by the Ministry of Education and Sports under the Directorate of Industrial Training (DIT) to conduct competence best training and assessment as a category C school.



ACADRI is a recognized Leadership Training Center by Chartered Management Institute (CMI) which is the only chartered body in the UK that awards Management and Leadership qualifications and the status of Chartered Manager.



ACADRI is approved by the Ministry of Gender, Labour and Social Development to provide Pre-Departure Orientation and Training for Uganda Migrant Workers.



Registered Service Provider

ACADRI is a registered service provider in training and business advisory by the government of Uganda's Public Procurement and Disposal of Public Assets Authority.



ACADRI is an approved training provider by the Institute of Leadership and Management (ILM) UK's leading awarding body for management and leadership education.

5

**Secretarial
and General
Administration**

Secretarial and General Administration



“Enhancing management proficiency for Administrative Professionals.”

Overview

Today, Personal Assistants and Secretaries are no longer confined to the traditional secretarial role. This position has become very demanding, tough and challenging. The Executive Assistant / Secretary has to make top management decisions that not only affect his/her boss but the organization as a whole. He/She must possess top management skills and techniques in order to assume management responsibilities.

Our Secretarial and General Administration courses focus on practical skills to enable administrative professionals face their job with confidence and high levels of professionalism.

Who should attend?

Personal & Executive Assistants, Secretaries, Administrative Assistants, Office Managers, Administration Managers & Junior Human Resource Officers.

Course Title	Dates	Venue
Skills Enhancement Programme for Executive Secretaries and Administrative/ Personal Assistants	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Strategic thinking and Analytical skills for Executive Assistants	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Best Practices in Administration and Office Management	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Efficient Administration and Organizational Skills	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya

Essential Office Management Skills for Personal Assistants and Executive Secretaries	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Professional Skills Development for Executive Secretaries and Administrative /Personal Assistants	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Technical Support and Desk help Skills for Executive Secretaries and Administrative Assistants	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Strategic Skills for Administrative Professionals	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Practical Project Management Skills for Administrative and Personal Assistants	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Supervisory and Human Resource Skills for Administrators and Personal Assistants	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Essential Leadership Skills for Executive Secretaries and Administrative Assistants	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
People Management Skills for Administrative Professionals	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Strategic Communication Skills for Administrative Professionals: Diplomacy and Tact	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya

Effective Report Writing and Presentation Skills	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Writing with Confidence: Technical Documentations for Executive Secretaries and Administrative Assistants	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Workplace Ethics and Code of Conduct for Office Assistants	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Workplace Safety, Hygiene and Maintenance Skills for Office Assistants	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
ICT Applications, Digital Media and Office Technology Support	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Skills Enhancement Program for Receptionists and Front Office Staffs	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Advanced Executive Office Administration and Planning Skills	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Advanced Computer Applications and Business Acumen for Personal Assistants	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania

FEES STRUCTURE

One Week - USD 1875

Three Weeks - USD 3250

Two Weeks - USD 2975

Four Weeks - USD 3850

Practicability is our experience ...



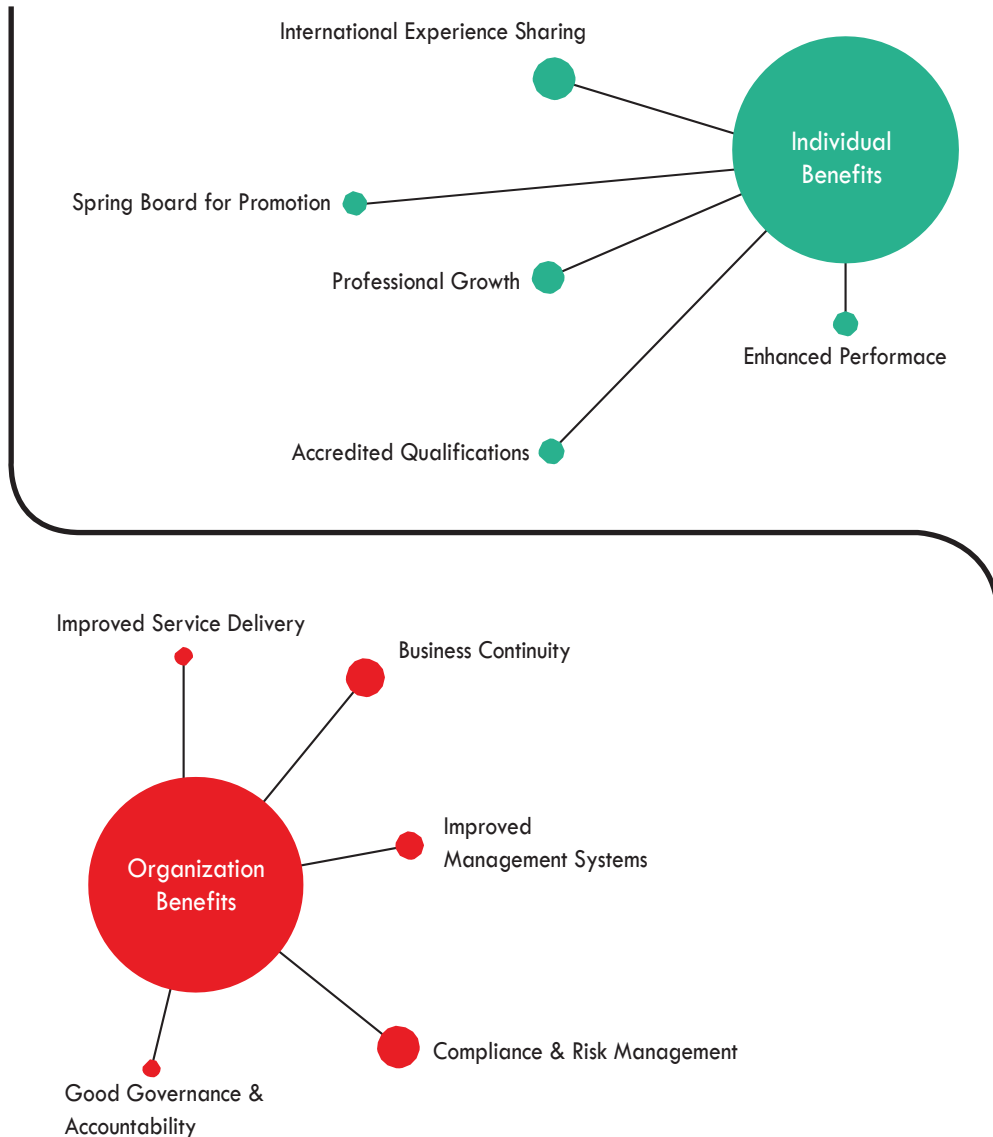
Our initiative is aligned with our mission: to link knowledge to application through provision of tailor made courses and research for better decision making and attainment of organizational goals. We work with participants /the sponsoring organizations to align our content to the needs of an individual learner and the strategic direction of the organization.

We promote a collaborative learning environment that challenges learners to express and defend their positions, and generate their own ideas based on reflection.

In our training we embed practical Learning activities that are designed to connect learners' experiences to real-world problems with an aim of imparting hands on skills for the work they do.

Please submit your request for a training proposal today. You may also contact one of our Business Development Officers or Programmes Manager for admissions and more detailed information

Benefits of our courses



11

Financial Management, Accounting & Audit

“Ensuring transparency,
accountability and value
for money.”

Overview

Effective decisions on organizational policy, operations and change strongly depend on the delivery of timely and accurate financial information. Managing financial resources in the public sector is increasingly becoming a complex activity. There is increasing demand for accountability and transparency and also the need to curb the rising false financial transactions, embezzlement and misuse of resources.

ACADRI's diversified portfolio of programs in Financial Management, Accounting and Audit address key issues of financial management in the Public and Private sectors. Practical and hands-on programs are delivered using state of the art training technology. We offer training across crucial themes of Accounting, Financial Modeling, Budgeting, Financial Reporting and Treasury Management. We guarantee that you will find a program that will contribute to your professional growth.

Who should attend?

Accountants at all levels, Finance Managers, Internal Auditors, Chief Finance Officers and Directors of Finance, Financial Analysts, Planners and Non-Financial Managers.

Course Title	Dates	Venue
Public Expenditure Analysis and Management	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
IFMIS Process Risk Assessment and Control	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Effective Methods and Techniques of Managing Public/Company Funds	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania

Best Practices in Financial Processes and Control	04 – 29 Jan 2021 12 – 30 April 2021 12 – 23 July 2021 04 – 22 Oct 2021	Kampala – Uganda Mombasa – Kenya Kampala – Uganda Nairobi – Kenya
Accounting Data Analysis and Visualization	08 – 19 Feb 2021 03 – 28 May 2021 16 – 27 Aug 2021 01 – 12 Nov 2021	Kigali – Rwanda Kampala – Uganda Dubai – U.A.E Addis Ababa – Ethiopia
Financial Performance, Monitoring and Variance Analysis	01 – 26 March 2021 14 – 18 June 2021 13 – 24 Sept 2021 06 – 17 Dec 2021	Kampala – Uganda Port Elizabeth – S.Africa Kampala – Uganda Dar es Salaam – Tanzania
PPP Project Finance Analysis and Revenue forecasting	04 – 29 Jan 2021 12 – 30 April 2021 12 – 23 July 2021 04 – 22 Oct 2021	Kampala – Uganda Mombasa – Kenya Kampala – Uganda Nairobi – Kenya
Negotiation and Structuring Techniques for Public Sector Projects	08 – 19 Feb 2021 03 – 28 May 2021 16 – 27 Aug 2021 01 – 12 Nov 2021	Kigali – Rwanda Kampala – Uganda Dubai – U.A.E Addis Ababa – Ethiopia
International Financial Reporting Standards (IFRS)	01 – 26 March 2021 14 – 18 June 2021 13 – 24 Sept 2021 06 – 17 Dec 2021	Kampala – Uganda Port Elizabeth – S.Africa Kampala – Uganda Dar es Salaam – Tanzania
Computerized Financial Analysis and Reporting	04 – 29 Jan 2021 12 – 30 April 2021 12 – 23 July 2021 04 – 22 Oct 2021	Kampala – Uganda Mombasa – Kenya Kampala – Uganda Nairobi – Kenya
International Public Sector Accounting Standards (IPSAS)	08 – 19 Feb 2021 03 – 28 May 2021 16 – 27 Aug 2021 01 – 12 Nov 2021	Kigali – Rwanda Kampala – Uganda Dubai – U.A.E Addis Ababa – Ethiopia
Capital Budgeting and Public Investment Management	01 – 26 March 2021 14 – 18 June 2021 13 – 24 Sept 2021 06 – 17 Dec 2021	Kampala – Uganda Port Elizabeth – S.Africa Kampala – Uganda Dar es Salaam – Tanzania

Fundamentals of Finance and Budgeting for Non-Financial Managers	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Modern Accounting Techniques for Accountants and Auditors	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Fraud Investigation and Detection Technologies	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Budgeting, Planning and Management Reporting	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Domestic Tax Revenue Mobilization and Taxpayer Compliance Management	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Public Project Finance and Cashflow Modeling	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Enterprise Risk Management (ERM)	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya

FEES STRUCTURE

One Week - USD 1875

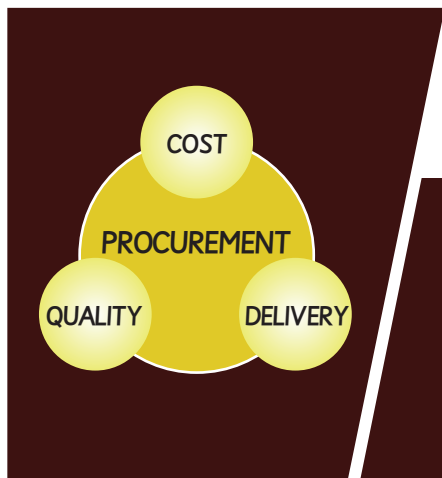
Two Weeks - USD 2975

Three Weeks - USD 3250

Four Weeks - USD 3850

15

Procurement and Supplies Management



Overview

Changing and uncertain economic times require organizations to focus attention to the basics like: cutting costs, eliminating wastage and redundancy, investing prudently, providing flexibility and reducing risk. Procurement and outsourcing has increasingly become an effective approach to achieving these objectives more quickly and more effectively and is being adopted broadly across most industry segments.

ACADRI's Procurement & Supplies Management programs provide thorough ground of procurement and contract management skills needed in today's business environment. These programs are designed to help you understand the entire procurement process, the legal underpinnings, negotiation techniques and institutional framework governing public sector procurement.

Who should attend?

Staff of Procurement Oversight Bodies, Auditors, Heads of Procuring Entities and Civil Society Organizations, Accounting Officers in Government Ministries and Parastatals, Financial Controllers, Procurement Managers & Officers, Administrators & Project Officers.

Course Title	Dates	Venue
Public Private Partnership Strategies and Project Structuring Techniques	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Public Procurement, Contract Management and Assets Disposal	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Strategic Procurement Planning and Budgeting	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania

Stores Management and Inventory Control	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Procurement and Supplies Management for Donor Funded Projects/ Programmes	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Public Procurement and Portfolio Management	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Logistics and Distribution Management	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
E-Procurement System Design and Management	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Procurement Contract Drafting and Negotiation Skills	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Design and Management of Procurement Evaluation Process	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya

FEES STRUCTURE

One Week - USD 1875

Two Weeks - USD 2975

Three Weeks - USD 3250

Four Weeks - USD 3850

18

Information Technology

“Ensuring Efficiency,
accuracy & timeliness”

Overview

Information Technology now lies at the heart of almost every business and in every organisation across the globe. Our IT courses use the latest thinking and technologies to deliver training that is at the forefront of the IT industry. Our trainers have extensive industry experience and cover a wide range of areas including but not limited to software development, business analysis and ERP planning, ICT consulting, data modelling, systems integration and network management.

Who should attend?

Programmers, Database administrators, Network Operators, Systems Managers, Information Security Officers and IT Officers.

Course Title	Dates	Venue
Best Practices in Information Security Management	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
IT Disaster Recovery Planning and Management	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Information Systems Audit and Fraud Detection	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Digital Forensics and Cyber Security Investigations	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Website Design and Digital Signage Management	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia

ICT Applications in Records and Archives	01 – 26 March 2021 14 – 18 June 2021 13 – 24 Sept 2021 06 – 17 Dec 2021	Kampala – Uganda Port Elizabeth – S.Africa Kampala – Uganda Dar es Salaam – Tanzania
Management Information System and Data Management Planning	04 – 29 Jan 2021 12 – 30 April 2021 12 – 23 July 2021 04 – 22 Oct 2021	Kampala – Uganda Mombasa – Kenya Kampala – Uganda Nairobi – Kenya
E-Government Applications	08 – 19 Feb 2021 03 – 28 May 2021 16 – 27 Aug 2021 01 – 12 Nov 2021	Kigali – Rwanda Kampala – Uganda Dubai – U.A.E Addis Ababa – Ethiopia
ICT Applications, Digital Media and Office Technology Support	01 – 26 March 2021 14 – 18 June 2021 13 – 24 Sept 2021 06 – 17 Dec 2021	Kampala – Uganda Port Elizabeth – S.Africa Kampala – Uganda Dar es Salaam – Tanzania
Big Data, Data Analytic and Business Intillegence	04 – 29 Jan 2021 12 – 30 April 2021 12 – 23 July 2021 04 – 22 Oct 2021	Kampala – Uganda Mombasa – Kenya Kampala – Uganda Nairobi – Kenya



21

**Records
Management &
Information
Systems**



*“ Integrating technology
for efficiency in records
management ”*

Overview

Improving information management practices is a key focus for many organizations, across both the Public and Private sectors. This is being driven by a range of factors, including a need to improve the efficiency of business processes, the demands for compliance with regulations and the desire to deliver new services. In many cases, information management has meant deploying new technology solutions, such as content or document management systems, data warehousing or portal applications.

Our courses in records management provide institutional Records Managers and other information professionals with skills, detailed and practical advice to manage records and instill the required controls to ensure records security.

Who should attend?

Secretaries, Administrative Assistants and Office Clerks, Registry Staff, Documentation Officers, Records Management Staff and all those involved in Management, Archiving and Retrieval of Records.

Course Title	Dates	Venue
Public Sector Records Management and Information Systems	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Electronic Records Management and Information Security	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Management Information Systems for Administrative Professionals	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Advanced Electronic Records Management and Documentation	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya

Library and Records Centre Management	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Records Management Policy and procedures	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Fundamentals of Information and Records Management	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Basic Computer Skills, Document Processing and Records Management	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia

FEES STRUCTURE

One Week - USD 1875

Two Weeks - USD 2975

Three Weeks - USD 3250

Four Weeks - USD 3850

“ Organised filing is key to effective Records Management.”



24

**Human
Resource
Management &
Organizational
Development**

Overview

Effective organizational management and the quest for efficiency continue to create greater challenges to the human resource practitioners. This therefore, creates need for a proactive human resource regime, highly skilled and knowledgeable in order to meet organizational goals and objectives within a dynamic business environment.

The broad range of ACADRI programs in Human Resources Management and Organizational Development, offer current, comprehensive, and practical grounding in the major areas required of an HR professional.

“Equipping HR to manage complexity and skills gap in management practices”

Who should attend?

Principal/Senior Human Resource Officers, Human Resource Managers, Heads of Departments, Directors, Training Officers, Public Relations Officers & Administration Managers.

Course Title	Dates	Venue
Managing Training and Return on Investment	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Managing Change and Organizational Development	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Human Resource Metrics and Performance Analytics	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Pre-Retirement planning and Personal Finance Management Skills	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya

Training Needs Analysis and Knowledge Management	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Transforming HR: Role and OD Strategy	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Performance Management, Employee Engagement and Motivation	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Effective Supervisory and People Management Skills	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Train the Trainer: Training and Coaching Master Class	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Manpower Planning, Resourcing and Retention	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Work place Conflict Resolution and Negotiation Skills	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Modern Human Resource Management and Talent Acquisition	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania

FEES STRUCTURE

One Week - USD 1875
Two Weeks - USD 2975

Three Weeks - USD 3250
Four Weeks - USD 3850

27

**Project
Planning &
Management**



Overview

Organizations irrespective of industry or nature are realizing the need to incorporate Project Management as part of their organizational practices. Effective Project Management and mainstreaming of the Project Management methodology in organizations can only be achieved when projects are professionally planned and the project teams trained to manage these projects. ACADRI offers a wide range of Project Management programs designed to equip staff in organizations with current knowledge and best practices on how to manage projects. Our courses provide you with the tools and skills you need to manage project tasks and lead diverse project team.

Our programs cover all phases of Project Management from Identification, Analysis and Feasibility to Implementation, Monitoring and Evaluation.

Who should attend?

This course is designed for Project Managers, Engineers, Project Planners, Project Procurement and Purchasing Staff, and other professionals who are actively involved in M & E.

Course Title	Dates	Venue
Strategic Alignment of Project Portfolio	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Project Planning, Scheduling and Cost Estimation	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Programme Monitoring and Evaluation in Development	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Design and Operationalization of M & E Systems	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya

Result Based Monitoring and Evaluation of Development Projects	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Project Performance Reporting and Midterm Review	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Environmental and Social Safeguards For Donor Funded Projects	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya

FEES STRUCTURE

One Week - USD 1875
Two Weeks - USD 2975

Three Weeks - USD 3250
Four Weeks - USD 3850



30

**Communication
Skills, Customer
Care and Public
Relations**

“Day-to-day operations require effective communication in order to negotiate, convince, influence, resolve conflict, organize, control and lead”

Overview

Communication is essential as it empowers individuals and organizations to function effectively. Communication can be a tricky concept to master within an organization, particularly those with complex structures. Confusion, ambiguity and misinterpretation of information can create negative feelings and a tense atmosphere. Day to day operations require effective communication in order to negotiate, convince, influence, resolve conflict, organize, control and lead.

ACADRI programs in Communication, Customer Care and Public Relations are designed to address the requirements of today’s dynamic workplace. Our courses cover areas like making powerful presentations, interpersonal communications, PR and corporate image management.

Who should attend?

Personal & Executive Assistants, Administrative Assistants, PR Officials and Customer Service Staff, Office Assistants & Support staff.

Course Title	Dates	Venue
Strategic Communication and Corporate Image Management	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Public Relations and International Best Practices	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Communication for the Workplace: strategies for Success	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Public Sector Customer Service Management	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya

Effective Customer Care, Planning and Management	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Protocol and International Relations Management	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Managing Strategic Communication, Business Etiquette and Negotiation Skills	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Mastering the Art of Customer Care: Providing World-class Customer Service	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
The Art of Customer Care in a Corporate Office	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Improving Internal Relations, Customer Care and Service Delivery	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Front Office Customer Service Representative Training	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia

FEES STRUCTURE

One Week - USD 1875

Two Weeks - USD 2975

Three Weeks - USD 3250

Four Weeks - USD 3850

33

Management & Leadership Skills

Management and Leadership Skills



Overview

The management tactics that helped to successfully develop enterprises throughout the 20th century are no longer appropriate as the business environment has continued to change. Achieving desired results in a dynamic world requires a new kind of leadership.

Organizations now require effective management and focused leadership to cope with faster technological changes, greater international competition, the regulated market environment, unstable prices, galloping inflation, and the changing demographics of the work-force.

ACADRI courses in Management and Leadership will equip Managers and Leaders to help organizations survive and compete effectively in this new environment.

Who should attend?

All those at Senior and Middle Management levels.

Course Title	Dates	Venue
Management and Leadership Skills for Professionals	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Transformational Leadership; Conceptualizing Leader’s Behavior vis-a-vis Results.	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Strategic Management and Organizational Development	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
The Management and Leadership Skills Master Class	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya

Governance and Leadership Skills for Senior Managers	04 – 29 Jan 2021 12 – 30 April 2021 12 – 23 July 2021 04 – 22 Oct 2021	Kampala – Uganda Mombasa – Kenya Kampala – Uganda Nairobi – Kenya
Performance Management and Evaluation	08 – 19 Feb 2021 03 – 28 May 2021 16 – 27 Aug 2021 01 – 12 Nov 2021	Kigali – Rwanda Kampala – Uganda Dubai – U.A.E Addis Ababa – Ethiopia
Effective Risk Management Oversight for Board Members and Executives	01 – 26 March 2021 14 – 18 June 2021 13 – 24 Sept 2021 06 – 17 Dec 2021	Kampala – Uganda Port Elizabeth – S.Africa Kampala – Uganda Dar es Salaam – Tanzania
Governance, Risk and Compliance Management for the Public Sector	04 – 29 Jan 2021 12 – 30 April 2021 12 – 23 July 2021 04 – 22 Oct 2021	Kampala – Uganda Mombasa – Kenya Kampala – Uganda Nairobi – Kenya
Strategic Plan Implementation and Control	04 – 29 Jan 2021 12 – 30 April 2021 12 – 23 July 2021 04 – 22 Oct 2021	Kampala – Uganda Mombasa – Kenya Kampala – Uganda Nairobi – Kenya

FEES STRUCTURE

One Week - USD 1875
Two Weeks - USD 2975

Three Weeks - USD 3250
Four Weeks - USD 3850



36

Transport & Fleet Management



Overview

The transport and logistics sector is facing a range of cost, legislative and operational challenges that are impacting the ability of operators to maintain their competitiveness and profitability. We understand the day-to-day and longer-term concerns affecting the transport and logistics sector, so we have developed courses that help overcome these issues. Our courses aim at minimizing overall costs through maximum and cost effective utilization of resources such as vehicles, fuel, spare parts, etc.

Who should attend?

Drivers, Transport Managers, Logistics officers, Fleet Managers, Operational Managers and Administration Officers.

Course Title	Dates	Venue
Skills Enhancement for Corporate Drivers and Executive Chauffeurs	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Strategic Transport Planning and Management	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Modern Automotive Technology and Maintenance Skills for Drivers	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Fleet and Corporate Transport Management	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Managing the Corporate Transport Function	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya

38

**Workplace
Safety and
Occupational
Health
Programmes**



Overview

The primary goal of occupational safety and security training is to foster and nourish a healthy, safe and secure work environment for all individuals in the workplace. Many hazards are present in today's work environments, and it's the employer's job to keep their employees safe from these hazards.

The courses in this category cover key aspects of Occupational Health and Security. The aim is to help organizations protect their workers and reduce the number of workplace injuries, illnesses and death.

Who should attend?

Occupational Health Officers, Security Officers, HR Officers, Administrative staff , Custodians and all those charged with a responsibility of ensuring a safe and secure work environment.

Course Title	Dates	Venue
Workplace Security Awareness and Safety Precautions	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Counselling in the Workplace	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Occupational Health and Safety	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Workplace Violence, Crime and Terrorism Awareness	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya

Best Practices in Corporate Security Planning and Management	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Cyber Security and Forensics	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia

FEES STRUCTURE

One Week - USD 1875

Two Weeks - USD 2975

Three Weeks - USD 3250

Four Weeks - USD 3850

41

Gender Mainstreaming and Equality Programmes

Gender Mainstreaming and Equality Programmes



Overview

Effective implementation of gender mainstreaming and equity issues requires adequate preparation and organisation. People involved in program design implementation and the entire decision-making process need to understand current gender and equity issues.

Our training and skills development programs cover the integration of a gender perspective into the preparation, design, implementation, monitoring and evaluation of policies and projects, with a view of promoting equality and combating discrimination.

Who should attend?

Gender Officers, Economists, Planners and Statisticians, Gender Activities, HR Officers and Project Managers in charge of Gender awareness and mainstreaming.

Course Title	Dates	Venue
Gender and Sexual Based Violence	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya
Gender Mainstreaming in Development Planning	08 – 19 Feb 2021	Kigali – Rwanda
	03 – 28 May 2021	Kampala – Uganda
	16 – 27 Aug 2021	Dubai – U.A.E
	01 – 12 Nov 2021	Addis Ababa – Ethiopia
Gender and Climate Change Analysis Tools	01 – 26 March 2021	Kampala – Uganda
	14 – 18 June 2021	Port Elizabeth – S.Africa
	13 – 24 Sept 2021	Kampala – Uganda
	06 – 17 Dec 2021	Dar es Salaam – Tanzania
Gender Analysis Concepts and Practice	04 – 29 Jan 2021	Kampala – Uganda
	12 – 30 April 2021	Mombasa – Kenya
	12 – 23 July 2021	Kampala – Uganda
	04 – 22 Oct 2021	Nairobi – Kenya

FEES STRUCTURE

One Week - USD 1875
Two Weeks - USD 2975

Three Weeks - USD 3250
Four Weeks - USD 3850



Study online with our flexible learning approach

As learning becomes more digital, we are adopting new technologies to reach a wider audience of learners and make learning more flexible and enjoyable. We understand that many of our participants are quite busy during day to attend classes. So we have decided to make learning flexible, “learning anytime and anywhere”. Our courses have been well structured, so that you can study no matter where you are. All you need is to have access to the internet and you start learning.

The ACADRI e-learning platform offers a wide range of courses intended to offer practical skills needed at the workplace. Our courses are delivered one step at a time, with some courses extending for 12 months and others as short as 3 weeks. All these courses are accessible on the phone, tablet and desktop, so you can plan your learning.

We believe learning should be an enjoyable, flexible and a social experience using the latest technology. Our courses offer the opportunity to discuss what you’re learning with other participants and the trainers

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