

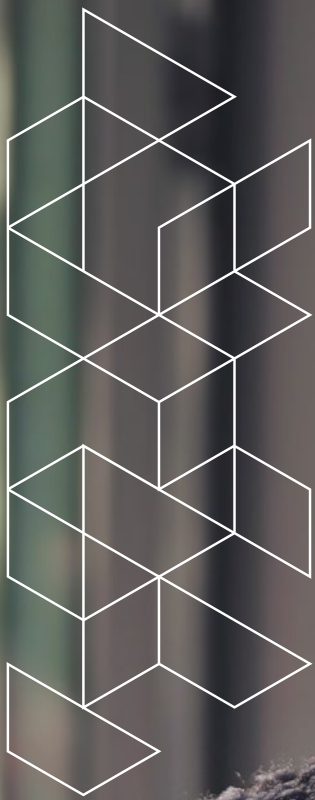


**EDTISA**  
EDUCATION AND DEVELOPMENT TRAINING  
INSTITUTE OF SOUTH AFRICA



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TRAINING CALENDAR **2023**



## WHO ARE WE

Education and Development Training Institute of South Africa (EDTISA) is an accredited training provider that delivers training and education across the African continent with tremendous experience in private and public sector capacity building. EDTISA Training comes with a complete tool kit of skills and experience in capacity building with a deep understanding of what organizations require to empower their personnel to form a robust human capital component to maximize the value of their people.

Our specialty in numerous fields where our facilitators and trainers have operated for significant number of years and our comprehensive service portfolio is designed to ensure that our clients are served to the fullest in all areas of their training needs with world-class excellence. The institute has provided services to various state-owned enterprises, government agencies in SADC, EAC, and the West African regions and in all our delivery we have received very positive feedback on staff performance after EDTISA training.

The institute has a particular emphasis on value service delivery and believe that every public institution has a core responsibility for service delivery while private companies have a core responsibility for value creation for its stakeholders. Our training is focused on empowering staff with the work ethic that is required for value creation, service delivery through the application of knowledge and skills gained.

Our training programs are designed and delivered by expert facilitators who are masters of their respective industry sectors. Thus, we trust that your staff member(s) and consequently your organization will benefit from the knowledge delivered through our very practical.

## OUR VISION AND MISSION

The vision of EDTISA is to be a benchmark training organization in Africa. Our mission is to meet the training requirements and needs of our clients beyond expectations, thus our philosophy is "beyond expectations!". To realize our mission in fulfillment of our vision, we have deliberately invested in consistent research and development that ensures that all times we are on top of our craft within the industry and the technologies thereof. This positions us to provide superior value to our clients and as a consequence our clients can equally achieve their work targets and run efficient operations. This approach ensures that our service is a partnership with our client institutions to sustainable development.





## OUR STRATEGIC OBJECTIVES

Our key objective is to provide training that adds value to the client organization and the individual trainees. To achieve our objectives requires partnership with client organizations and thus our approach is to study and understand the needs and requirements of our clients in order us to develop appropriate solutions that are specific to the needs and requirements of the client organization and its staff.

EDTISA training is anchored on three principal pillars that emphasise:

- + Relevant and applicable training
- + Practical and value adding training to the organization and individual trainees
- + Professional and technical expertise in the relevant fields of training.

These pillars guide our training and service delivery and describe our organization ethos, to which our customers can hold us accountable and shape their expectations from Education and development Training Institute of South Africa.

## OUR ETHICAL CODE OF PRACTICE

As an institution and our practitioners, we are bound by a stringent ethical code of practice and competency. Through our code, our clients can be assured of competency and professionalism. Our ethical guidelines are;

### **Integrity**

We are an institution made of teams of professionals that are determined and committed to transparency, accountability to our clients and in all our work we endeavour to be straightforward, honest, and truthful.

### **Objectivity**

Our work approach is founded on fairness and avoiding all forms of bias, prejudice, and partiality.

Professional competence and due care

We exercise due care in every program we undertake and ensuring that we only take those programs that we are strongly confident in our facilitators and trainers to have professional abilities and experience to perform practically. We ensure that we remain up to date with current developments and are technically competent in every area of our practice.

### **Confidentiality**

Our clients are assured of our strong belief and commitment to professional confidentiality, and we believe that our clients are entitled to expect that confidential information entrusted to us in the process of delivering training will not under any circumstances be revealed without specific permission or unless there is a legal or professional right or duty obligating us to do so.

### **Professional behaviour**

We conduct ourselves professionally in every engagement and we endeavour to ensure that our conduct does not put our clients in disrepute or our professional standing. To this extent we comply with all relevant laws and regulations by authorized agencies of state.



## RESOURCES



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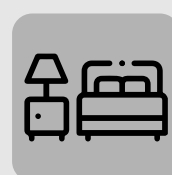
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## MANAGEMENT DEVELOPMENT AND ADMINISTRATION COURSES

CODES	COURSE NAME	DURATION	WEEKS
CPD 001	Organizational Development And Change Managemen	Jan-Feb,Apri,Sep	3 Weeks
CPD 002	Strategic Knowledge Management	Jan- Feb, April , Sep- Oct	3 Weeks
CPD 003	Excellence In Leardership Dynamics	Feb-Feb, Apr-May, Sep-Oct	3 Weeks
CPD 004			
CPD 005	Policy Review and Implementation	Feb-Feb, Apr-May , Sep-Oct	3 Weeks
CPD 006	Policy Formulation and Implementation	Feb-Feb, Apr-May, Sep-Sep	3 Weeks
CPD 007	Governments Stores and Inventories Management	Jan-Feb, Apr-Apr, Sep-Sep	2 Weeks
CPD 008	Office Management And Administration	Feb-Mar, May-May,Oct-Oct	3 Weeks
CPD 009	Managing People And Time Mangement	Feb-Mar, May-May, Nov-Nov	2 Weeks
CPD 010	Personal Assistants Development Programme	Apr-May, Sept-Sept, Oct-Oct	2 Weeks
CPD 011	Assets Auditingg and Managenet	May-May, Sep-Sep, Oct-Oct	2 Weeks
CPD 012	Negotiation and Conflicts Management	May-May, Aug-Aug, Dec-Dec	2 Weeks
CPD 013	Public Administration	Mar-Apr, jul-jul, Nov-Nov	3 Weeks
CPD 014	Strategic Planning and Communication Goals	Mar-Apr, 12jul-jul, Nov-Nov	3 Weeks
CPD 015	Business Plans and Proposal	May-May, Aug-Aug, Nov-Dec3	3 Weeks



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## FINANCIAL MANAGEMENT, CONTROL AND RISK MANAGEMENT

CODES	COURSE NAME	DURATION	WEEKS
CPD 016	Environmental Accounting And Reporting	Jan-Mar, Apr-Apr, Sep-Sep	3 Weeks
CPD 017	Applied Internal Audit, Control And Risk Management	Jan- Feb, Apr-Apr, Sep- Oct	3 Weeks
CPD 018	Applied Public Budgeting And Budgetary Control	Feb-Feb, Apr-May, Sep-Oct	3 Weeks
CPD 019	Micro Finance And Credit Management	Feb-Feb, Apr-May , Sep-Oct	3 Weeks
CPD 020	Communication Financial Performance To Donors and Public	Feb-Feb, Apr-May, Sep-Oct	2 Weeks
CPD 021	Strategic Financial Management Approaches For The Public Sector	Feb-Mar, Apr-May, Sep-Oct	3 Weeks
CPD 022	Payroll Administration and Management	Mar-Apr, Jul-Jul, Nov-Nov	2 Weeks
CPD 023	Projects Financial Accounting And Audting	Feb-Mar, May-May, Oct-Oct	3 Weeks
CPD 024	Computer Based Aduting and Risk Management	Apr-Apr, Jul-Jul, Dec-Dec	2 Weeks
CPD 025	Pensions and Social Schemes Management	May-May, Aug-Aug, Nov-Dec	3 Weeks
CPD 026	Fraud Detection, Prevention And Management	Apr-May, Aug-Aug, Nov-Nov	2 Weeks
CPD 027	Governments Financial Reporting	May-May, Sep-Sep, Oct-Oct	2 Weeks
CPD 028	Monitoring, Measuring and Reporting Financial Performance; Public Sector	May-May, Aug-Aug, Nov-Dec	3 Weeks
CPD 029	Working capital Managemet	May-May, Sep-Sep, Oct-Oct	3 Weeks
CPD 030	Public Sector Financial Management-Work Bank Best Approach	Apr-May, Aug-Aug, Nov-Dec	4 weeks
CPD 031	Liquidity Management and Reporting	May-May, Aug-Sep, Sep-Oct	3 Weeks
CPD 032	Computerised Financial Management	Mar-Apr, Jul-Jul, Nov-Nov	3 Weeks
CPD 033	Computerised Aduting And Risk Management	Mar-Apr, Jul-Jul, Nov-Nov	2 Weeks



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## HUMAN RESOURCES MANAGEMENT AND PUBLIC RELATIONS

CODES	COURSE NAME	DURATION	WEEKS
CPD 034	Human Resource Planning	Jan-Feb, Apr, Sep	3 Weeks
CPD 035	Strategic Human Resources Development and Management	Jan- Feb, Apr-Apr, Sep- Oct	3 Weeks
CPD 036	Managing The Training And Development Function	Feb-Feb, Apr-Apr, Sep-Oct	2 Weeks
CPD 037	Human Resources Policy Development	Feb-Feb, Apr-Apr, Sep-Oct	2 Weeks
CPD 038	Personnel Management And Communication	Feb-Feb, Apr-May, Sep-Oct	2 Weeks
CPD 039	Strategic Human Resources Management And Performance Control	Feb-Mar, Apr-May, Sep-Oct	4 Weeks
CPD 040	Dealing And Communicating To The Media	Feb-Mar, May-May, Oct-Oct	2 Weeks
CPD 041	Public Relations Management	Apr-May, Aug-Aug, Nov-Nov	3 Weeks
CPD 042	Stakeholders Consultation and Relations Managemen	May-May, Aug-Aug, Nov-Dec	3 Weeks
CPD 043	Presentation And Public Speaking	May-May, Sep-Sep, Oct-Oct	2 Weeks
CPD 044	Training The Trainers Programme	May-May, Aug-Sep, Sep-Oct	2 Weeks
CPD 045	Industrial Relations Management	Mar-Apr, Jul-Jul, Nov-Nov	2 Weeks
CPD 046	Information Processing And Communication	Mar-Apr, Jul-Jul, Nov-Nov	2 Weeks



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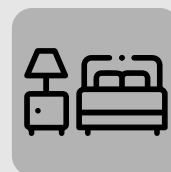
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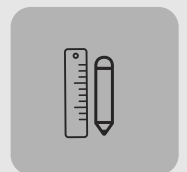
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## PROJECT MANAGEMENT AND PROCUREMENT

CODES	COURSE NAME	DURATION	WEEKS
CPD 047	Competence In Projects Management	Jan-Feb, Apr- Apr,Sep-Oct	3 Weeks
CPD 048	Project Team Management	Jan- Feb, Apr-Apr, Sep- Oct	2 Weeks
CPD 049	Project Monitoring And Evaluation	Feb-Feb, Apr-May, Sep-Oct	3 Weeks
CPD 050	Monitoring & Evaluation of Eductional Projects	Feb-Feb, Jul-Jul, Nov-Dec	3 Weeks
CPD 051	Project Financial Mangement Excellence	Feb-Feb, Apr-May, Sep-Oct	3 Weeks
CPD 052	Logistics Management	Feb-Mar, Apr-May, Sep-Oct	2 Weeks
CPD 053	Strategic Supply Chain Management	Feb-Mar, Apr-May, Sep-Oct	3 Weeks
CPD 054	Managing Tender Processes And Control	Feb-Mar, May-May, Oct-Oct	2 Weeks
CPD 055	Management And Control Of Donor Funded Projects	Mar-Apr, Jul-Jul, Nov-Nov	4 Weeks
CPD 056	Stores Systems And Control	Apr-May, Aug-Aug, Nov-Nov	2 Weeks
CPD 057	Contracts And Compliance Control	May-May, Sep-Oct, Oct-Nov	2 Weeks
CPD 058	E-Commerce Projects Management	May-May, Aug-Sep, Sep-Oct	2 Weeks
CPD 059	Information System Project Management	Mar-Apr, Jul-Jul, Nov-Nov	3 Weeks
CPD 060	Project Appraisal And Reporting	Mar-Apr, Jul-Jul, Nov Nov	2 Weeks



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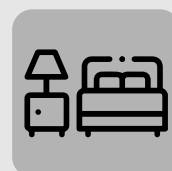
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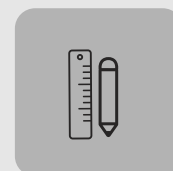
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## INFORMATION AND COMMUNICATION TECHNOLOGY

CODES	COURSE NAME	DURATION	WEEKS
CPD 061	IT And Information Systems Administration	Jan-Feb, Apr- Apr, Sep-Sep	3 Weeks
CPD 062	IT Procurement	Jan- Feb, Apr-Apr, Sep- Sep	1 Weeks
CPD 063	Electronic Records Management	Feb-Feb, Apr-May, Sep-Oct	3 Weeks
CPD 064	System Analysis And Design	Feb-Feb, Apr-Apr, Sep-Oct	2 Weeks
CPD 065	Microsoft Office User Specialist(MOUS)	Feb-Mar, Apr-May, Sep-Oct	3 Weeks
CPD 066	Database Management Systems	Feb-Mar, Apr-May, Sep-Oct	3 Weeks
CPD 067	Understanding Accounting Systems	Feb-Feb, May-May, Oct-Oct	1 Weeks
CPD 068	Information Systems Management (ISM)	Apr-May, Aug-Aug, Nov-Nov	3 Weeks
CPD 069	Website Design, Development and Publishing	May-Jun, Sep-Oct, Oct-Nov	4 Weeks
CPD 070	Advanced Data And Records Management	May-May, Aug-Sep, Nov-Nov	3 Weeks
CPD 071	Managing Information Technology	Jun-Jun, Sep-Sep, Nov- Dec	3 Weeks
CPD 072	IT Systems And Network Security	Apr-May, Jun-Jul, Nov-Dec	4 Weeks





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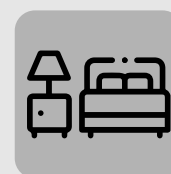
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## POLITICS, GOVERNANCE STUDIES AND DIPLOMACY

CODES	COURSE NAME	DURATION	WEEKS
ICPD 092	International relations	Jan-Feb, Apr-Apr, Sep-Sep	3 Weeks
ICPD 093	Drafiting bills and legislations	Feb-Feb, Apr-May, Sep-Oct	3 Weeks
ICPD 094	Strategic Research and Development (R&D)	Feb-Feb, Apr-May, Sep-Oct	3 Weeks
ICPD 095	Embassies/Consulates Management and Citizens Services	Feb-Feb, Aug-Aug, Nov-Nov	2 Weeks
ICPD 096	Corporate Communication	Jun-Jun, Aug-Aug, Oct-Oct	2 Weeks
ICPD 097	Main-streaming Gender Concerns IN Development Planning & Project Management	Apr-Apr, Sep-Sep, Nov-Dec	3 Weeks
ICPD 098	ABB-Activity Based Budgeting and Budgeting Excellence for Line Managers	Feb-Mar, May-May, Oct-Oct	3 Weeks
ICPD 099	Human Rights Promotion in Africa	Apr-May, Aug-Aug, Nov- Nov	2 Weeks
ICPD 100	Politics and the media (dealing with media)	May-May, Sep-Sep, Oct-Oct	3 Weeks
ICPD 101	The role of AU and UN in Africa development and stability	May-May, Aug-Sep, Nov-Nov	3 Weeks
ICPD 102	The functions of the Government	Mar-Apr, Jul-Jul, Nov-Nov	3 Weeks
ICPD 103	Image building and dealing with the public	Mar-Apr, Jul-Jul, Nov- Nov	2 Weeks
ICPD 104	African Parlimentary reforms	May-May, Sep-Oct, Dec-Dec	
ICPD 105	The Role of the legislature, Parliament, and the judiciary	May-May, Sep-Oct, Dec-Dec	2 Weeks
ICPD 106	Management of Natural Resources and People (Political Perspective)	May-May, Sep-Oct, Dec-Dec	2 weeks
ICPD 107	Land Reforms and Political-economic impacts	May-May, Sep-Oct, Dec-Dec	2 Weeks
ICPD 108	Public Speaking and Presentation	May-May, Sep-Oct, Dec-Dec	2 Weeks
ICPD 109	Negotiation And Bargaining	May-May, Sep-Oct, Dec-Dec	2 Weeks



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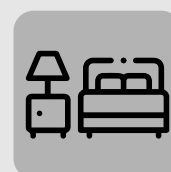
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## OTHER PROGRAMMES IN GENERAL

CODES	COURSE NAME	DURATION	WEEKS
CPD 073	Advanced Information Technology for Managers	Jan-Feb, Apr, Sep-Sep3	3 Weeks
CPD 074	Contracts Drafting and Compliance Monitoring	Apr, June, Aug-Aug	2 Weeks
CPD 075	Strategic Research and Development(R&D)	Feb-Dec, Apr-May, Sep-Oct	3 Weeks
CPD 076	Employee Benefits & Salary Administration	Feb-Feb, Apr-May, Sep-Oct	3 Weeks
CPD 077			
CPD 078	Corporate Communication	Jun-Jun, Aug-Aug, Oct	2 Weeks
CPD 079	Main-streaming Gender Concerns In Development Planning & Project Management	Apr-Apr, Sep-Sep, Nov-Dec	3 Weeks
CPD 080	ABB- Activity Based Budgeting and Budgeting Excellence for Line Managers	Feb-Mar, May-May, Oct-Oct	3 Weeks
CPD 081	Management and Control of Donor Funded Projects	Apr-May, Aug-Aug, Nov-Nov	2 Weeks
CPD 082	Executive Secretaries and Personal Assistants	May-May, Sep-Sep, Oct-Oct	2 Weeks
CPD 083	Data Management & Statistical Analysis	May-May, Aug-Sep, Nov-Nov	3 Weeks
CPD 084	Managing HIV/AIDS in the Work Place	Mar-Apr, Jul-Jul, Nov-Nov	3 Weeks
CPD 085	Cultural Dynamics and Diversity Managemnet	Mar-Apr, Jul-Jul, Nov-Nov	2 Weeks
CPD 086	Skills and Competence Development	May-May, Sep-Oct, Dec-Dec	2 weeks
CPD 087	Public Participation in the Regulatory Process	May-May, Sep-Oct, Dec-Dec	2 Weeks
CPD 088	Data Management in Finance	May-May, Sep-Oct, Dec-Dec	2 Weeks
CPD 089	Financial Supply Chain Management	May-May, Sep-Oct, Dec-Dec	2 Weeks
CPD 090	Strategic Risk Management	May-May, Sep-Oct, Dec-Dec	2 Weeks
CPD 091	Perfomance Management Excellence	May-May, Sep-Oct, Dec-Dec	2 weeks





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