

Course Calendar

February : March 2016

Course	Duration				City & Venue
		July	August	September	
Electronic Office Administration (new)	3 days	4-6	1-3	-	Windhoek, Safari Hotel
Pastel Accounting	5 days	4-8	1-5	5-9	Windhoek, Safari Hotel
Taxation in Namibia	5 days	4-8	1-5	5-9	Windhoek, Safari Hotel
Business Reports Writing	3 days	6-8	3-5	7-9	Windhoek, Safari Hotel
Effective Budgeting and Budgetary Control	5 days	4-8	1-5	5-9	Windhoek, Safari Hotel
Financial Modelling in Excel	5 days	4-8	8-12	12-16	Windhoek, Safari Hotel
Effective Credit Management	5 days	11-15	8-12	12-16	Windhoek, Safari Hotel
Effective Recruitment, Strategic Remuneration & Talent Retention	5 days	11-15	8-12	12-16	Windhoek, Safari Hotel
Debt Management and Debt Recovery	5 days	18-22	8-12	12-16	Windhoek, Safari Hotel
Occupational Health and Safety	5 days	18-22	8-12	12-16	Windhoek, Safari Hotel
Operational Risk Management	5 days	18-22	15-19	19-23	Windhoek, Safari Hotel
AutoCAD	5 days	18-22	15-19	19-23	Windhoek, Safari Hotel
International Financial Reporting Standards	5 days	18-22	15-19	19-23	Windhoek, Safari Hotel
Inventory Management & Control	5 days	25-29	15-19	19-23	Windhoek, Safari Hotel
Effective Meetings, Minute Taking and Report Writing	5 days	25-29	22-26	26-30	Windhoek, Safari Hotel
Finance for Non-finance Managers	5 days	25-29	22-26	26-30	Windhoek, Safari Hotel
Effective Customer Care	5 days	25-29	22-26	26-30	Windhoek, Safari Hotel
End-Year Financial Reporting	5 days	25-29	22-26	26-30	Windhoek, Safari Hotel

- ✓ All our courses have an option for in-house training and flexible date scheduling, as long as the company sends 5 or more people. If you require in-house training call for more details.
- ✓ For Course Costs and Package, request a quote.
- ✓ Our standard course package includes an Android Run Tablet.