



Management Development Centre 2023 Short Courses

The School of Business and Economic Sciences (SoBES) through the Management Development Centre (MDC) is inviting all eligible participants to its 2023 short courses targeting SMEs, business owners, postgraduate students and all officers in the private and public sector, non-governmental and not-for profit making organizations as follows:

Course	Dates	Target Audience	Fees
Pensions	10 November, 2023	Human resource management professionals, labour officers, trade union leaders, managers, supervisors, employees, employers, pension fund managers/officers.	MK 250,000 per participant.
Performance management and accountability for improved productivity in modern organizations	8 December, 2023	Individuals in top management, middle management, human resource managers, directors and professionals and any individuals who wish to manage performance.	MK 250,000 per participant.
Managing industrial relations at the workplace	28-29 October, 2023	Executive management, HR Managers/professionals employers, employees, trade union leaders.	MK 200, 000 per participant
Leadership Development Programme	26-27 November, 2023	Senior managers, middle managers, lower managers supervisor, employers and Entrepreneurs. Fees:	MK 250,000 per participant
Human Resource management for non-human resource managers	26-27 October, 2023	All Non-HR managers from other professions such as accountants, marketers, engineers, lawyers, architect, medical doctors, pharmacists, procurement managers, entrepreneurs and operations managers.	MK 200,000.00
Data Analysis	9- 13 October, 2023	Postgraduate students, research supervisors, research officers, marketers and M&E officers	MK 300,000 per participant
Mastering IPSASs: Foundation	16- 20 October, 2023	Finance staff, Consultants, Trainers, External auditors	MK 400,000 per participant
Mastering IPSASs: Advanced	23- 27 October, 2023	Finance staff, Consultants, Trainers, External auditors	MK 400,000 per participant
Finance for Non-financial Public Sector Officers	24- 27 October, 2023	Non-financial Public Sector Officers	MK 400,000 per participant
Board Leadership Programme (Applied Corporate Governance)	18- 20 October, 2023	Executive and non-executive directors in public and private sectors.	MK 500,000 per participant

Financial Statements Analysis for Journalists	18- 20 October, 2023	Business Journalists	MK 300,000 per participant
Credit Control and Debt Management	25- 27 October, 2023	Credit Controllers, Accountants, Business Owners	MK 300,000 per participant
Bookkeeping	20 November, 2023	Bursars, accounts clerk, finance officers	MK 200,000 per participant
Participatory results based monitoring and evaluation	17- 20 October, 2023	Current and Potential Managers, Supervisors working in Public, parastatals, private sector organizations, Board members and project implementation team members	MK 300,000 per participant
Developing your Professional Presence	4- 6 October, 2023	Business owners, marketers, young entrepreneurs and professionals in all types of organizations.	MK 200,000 per participant
Team Building: A Leadership Strategy	4- 6 October, 2023	Project managers, Supervisors, frontline managers, business owners and partners	MK 300,000 per participant
Business Plan Writing for Small and Medium Businesses and Cooperatives	11- 13 October, 2023	Business owners, Young Innovators, university students with commercially viable projects, Cooperative Leaders, Credit Officers, Microfinance finance institutions	MK 300, 000 per participant (Women and the youth will pay 80% of the fees)
Front Office Management	12- 13 October, 2023	Front officers and receptionists in companies, banks, hotels and lodges, shops and field officers in NGOs	MK 200,000 per participant
Soliciting Agriculture Finance	6- 8 October, 2023	Small holder Farmers, Clubs and Societies and individual local farmers	MK 300,000 per participant
Digital and Social Media Marketing	9-14 October, 2023	Marketers, salespeople, small businesses, designers and individual entrepreneurs	MK 400, 000 per participant
Marketing for Service Providers	16-18 October, 2023	Service firm professionals in tourism, catering, banking and microfinance, academia, media, law, clearing and forwarding, engineering and architecture, health, retail and wholesale and IT	MK 300,000 per participant
Public Relations and Marketing for Non-Profit Institutions	23-27 October, 2023	Managers and leaders in civil society institutions, NGOs, churches, associations and public institutions	MK 400, 000 per participant
Cooperative Business Management	30 October – 1 November, 2023	Cooperative executive management.	MK 250, 000 per participant

Note:

1. At the end of the course, each participant will be given a certificate of attendance
2. The fee covers morning and afternoon refreshments, lunch, tuition and training material
3. Accommodation is not provided
4. Payment must be made in advance

Fees Payment:

Fees is strictly through bank deposit. The bank details will be indicated in the offer letter.

For inquiries

Please call 098-521-5194, (5195), (5196), email mdc@mubas.ac.mw

Use this link to apply <https://bit.ly/3sHV89T>

The closing date is two days before commencement.

In addition to the above trainings, MDC is open to undertake in-house training on request.