



TRAINING Program

2026

' Skilling for the future '

TABLE OF CONTENTS

1. Welcome Note	1
2. Why choose IMICAD	2
3. Administration, Secretarial & Office Management	7
4. HR Management, Performance & Productivity	11
5. Strategy, Leadership & Board Affairs	14
6. Records, Data Management & Business Intelligence	17
7. Security, Safety & Surveillance Management	20
8. Procurement, Contracting & Supply Chain Management	22
9. Project & Program Management, Monitoring and Evaluation	24
10. Audit, Risk Assurance and Compliance	26
11. Financial Management and Accounting	28
12. Public Relations, Customer Service and Diplomacy	31
13. Treasury, Financial Markets and Investment Management	34
14. Water Resources, Environment and Climate Change	36
15. Retirement Planning, Personal Finance and Entrepreneurship Skills	38
16. Urban Planning, Construction and Infrastructure	39
17. Banking and Financial Regulation	41
18. Oil, GAS and Energy	43
19. Branding, Innovative Marketing and Image Management	45
20. Information Technology, Digitization and Cyber Security	46
21. Sustainable Agriculture and Agribusiness Development	49
22. Transport and Fleet Management.....	51
23. Gender Mainstreaming and Equality Programmes.....	53
24. Communication Skills	55
25. Democracy and Electoral Governance	57
26. ISO Certified Courses	59
27. IMICAD CONFERENCES 2026	60
28. Study Online	61

WELCOME NOTE

We are pleased to share with you the IMICAD International Training Institute 2026 course catalogue. Our training is geared towards raising the capacity of human resources and the quality of management in both private and public sector organizations.

Unique policy priorities, rapid changes in technology, the fluid global economic landscape, and the dynamic risks in operations underscore the increasingly important role and relevance of our training to build skilled and competent human resource capital, to help organizations meet emerging challenges with ease and achieve their policy objectives.

The catalogue presents our training program and the courses that will be delivered at different venues throughout the year. These courses have been designed to respond to the evolving training needs of individuals and organizations. The catalogue comprises of a broad range of courses responding to contemporary management challenges in organizations today.

We will continue to expand our curriculum, faculty, and training centres to meet the ever-increasing demand for our services. We look forward to your participation in our training activities and other events this year.

Why Choose

IMICAD

International Training Institute



IMICAD Courses are based on the latest innovations to enable professionals to develop their proficiency in a wide range of areas. IMICAD uses the design thinking methodology that postulates solution-based approaches to resolving difficulties in skills development and life-long learning.

IMICAD organizes courses in various areas of concentration and discipline: Marketing, Finance, Human Capital, Leadership, Operations, Strategy, Social Development, Creativity, Innovation, Entrepreneurship, Data Science, Information Technology.

Our curricula, courses, and training materials have been developed for the conditions and needs of both private and public organizations with case studies drawn from different countries. Our programs are designed for practical application in the modern work environment/ workplace. To advance this objective, we use the action-based learning methodology as a primary mode of teaching and learning. The training is oriented to real work tasks and scenarios to help participants hone their analytical, decision-making, and communication skills. This method creates lively discussions and an avenue for follow up after the training.

IMICAD Accreditation Status

IMICAD International Training Institute is registered and accredited as shown below;



IMICAD is incorporated and Registered by the government by the Republic of Uganda as a Private Limited company in Training and Capacity Building.



IMICAD International Training Institute is incorporated in Kenya as a Private Limited Company in Training and Capacity Building.



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



IMICAD is accredited by the Ministry of Education and Sports under the Directorate of Industrial Training (DIT), a Ugandan quality assurance directorate offering nationally, regionally and international qualification standards and equivalent ratings in Business, Technical, Vocational Education and Training (BTVET)



IMICAD is an approved provider by HR Certification Institute® a premier credentialing organization for the human resource profession, setting the standard for HR rigor, excellence, and expertise



IMICAD is accredited by the National Industrial Training Authority (NITA) Kenya. This is a state corporation established under the Industrial Training (Amendment) Act of 2011. Its mandate is to promote the highest standards in the quality and efficiency of Industrial Training in Kenya and ensure an adequate supply of properly trained manpower at all levels in the industry.



IMICAD is registered PECB partner offering ISO certification training programs validated by the accreditation from the International Accreditation Service (IAS-PCB-111), the United Kingdom Accreditation Service (UKAS-No. 21923), and the Korean Accreditation Board (KAB-PC-08) under ISO/IEC 17024

Programme Management

IMICAD Training programmes are designed and delivered by subject matter experts with a wealth of experience, so you learn from experienced practitioners and consultants.

We provide a conducive learning environment, using modern tools and techniques that support easy knowledge sharing and transfer. You will find our training informative, educative, and fun. We simulate work related scenarios to enable learners relate with the day-to-day operations. Our classrooms are equipped with personal computers installed with the latest software and other state-of-the-art training equipment.

We have a team of dedicated administration staff at all our training centres to help with all your training arrangements including travel advisory, arrival arrangements and booking your accommodation.

Tailor Made Courses

Organizations have different mandates and are at different stages of growth thus facing different challenges. Regardless of size, stage, or complexity we have the capacity to tailor our training and advisory to a specific individual, department, or organization. Our consultants will work with you or the team to assess and analyze competencies and skills gaps and then tailor a solution to your needs. In this arrangement, IMICAD is flexible, we give the client the opportunity to determine the scope, timing, duration and venue of the training programme.

Global Experience

As one of our objectives, we undertake to provide our esteemed clients a wealth of exposure and international experience whilst taking into account their cultural and multidisciplinary backgrounds. With our clients seeking to undergo their respective trainings from different and uniquely selected destinations, you're invited to book a training from any of our international venues some of which have been stated below:

- London – UK
- Istanbul – Turkey
- Cairo – Egypt
- Beijing – China
- New York – U.S.A
- Mumbai – India

DISCOUNT ON TRAINING

Given the realities of COVID 19 , there is perhaps more need for organizations to work with tight budgets. COVID 19 pandemic didn't only cost lives, but it also left economies shattered with reduced tax revenue and raising inflation. This has had a negative impact on training and capacity-building budgets. IMICAD understands these challenges and we have created special discounts for organizations as indicated below.

Group Discount

You can save up to 5% on selected courses when you apply as a group. All you need is to sign up with your colleagues in larger numbers to reap from the benefits of our training programmes at the earliest opportunity time available to you.

“

*Sign up. Bring One. Bring All.
Reap*

”

In-house Training

We offer in-house trainings to meet the special and unique institutional needs of an organization. These programs are for Government, NGOs and Private sector entities of any size and stage. This training is specifically tailored to the organization's unique capacity and staff requirements, our goal is to ensure the strengthening of business processes and ultimately developing individual capacities and institutional growth.

“

*With in-house training, you can
reduce your training costs by
more than 40%.*

”

Administration, Secretarial and Office Management

OVERVIEW

Office Administration is core in the functioning of organizations. With changes impacting the workplace, office managers, secretaries, personal assistants and other Office professionals need to match their skills with the rapid changes in technology and workplace innovation. Our Office Administration and secretarial courses provide office management professionals with core skills and competencies needed in a busy office of the 21st century. These courses have been designed to produce better, efficient and agile administrators who can manage busy offices. The courses in this category cover; Best practices in administration, Leveraging technology, Communication ethics and business antiqueate, Planning, Organizing and managing process and work flow , Project management and decision making.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Management Skills and Competency for Administrative Professionals	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Strategic Communication and Business Etiquette for Administrative Professionals		16 - 27			11 - 29			10 - 21			02 - 06	
Positive Work Place, Ethics, Team Work and Cooperation			02 - 27			15 - 19			21 - 25			07 - 11

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Efficient Administration and Organizational Skills	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Data Analysis, Reporting and Presentation Skills		16 - 27			11 - 29			10 - 21			02 - 06	
Strategic Skills for Administrative Professionals			02 - 27			15 - 19			21 - 25			07 - 11
Essential Leadership Skills for Executive Secretaries and Administrative Assistants	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Document and Workflow Management Systems		16 - 27			11 - 29			10 - 21			02 - 06	
Effective Report Writing and Presentation Skills			02 - 27			15 - 19			21 - 25			07 - 11
Digital Transformation, Cybersecurity and Cloud Computing for Administrators	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Executive Support and Leadership for Admin Professionals		16 - 27			11 - 29			10 - 21			02 - 06	
Practical Project Management Skills for Administrative Professionals			02 - 27			15 - 19			21 - 25			07 - 11

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Leadership and Team Management for Administrators	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Mastering Digital Tools and AI for Modern Office Administration		16 - 27			11 - 29			10 - 21			02 - 06	
Diplomacy Etiquette and Protocol for Secretaries and Administrators			02 - 27			15 - 19			21 - 25			07 - 11
Best Practices in Administration and Essential Office Management Skills	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Crisis Management and Office Continuity Planning		16 - 27			11 - 29			10 - 21			02 - 06	
Strategic Thinking and Analytical Skills for Administrative Professionals			02 - 27			15 - 19			21 - 25			07 - 11
AI Powered Productivity for Office Administrators and Executives Secretaries	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Skills Enhancement Programme for Executive Secretaries and Administrative Assistants		16 - 27			11 - 29			10 - 21			02 - 06	
Managerial and Supervisory Skills for Administrative Professionals			02 - 27			15 - 19			21 - 25			07 - 11

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Professional Skills Development for Executive Secretaries and Administrative Assistants	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Positive Work Ethics, Team Work and Innovativeness		16 - 27			11 - 29			10 - 21			02 - 06	
Public Speaking and Presentation Skills			02 - 27			15 - 19			21 - 25			07 - 11
Front Office Operations and Service Delivery Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Conflict Resolution and Problem-Solving for Administrative Professionals		16 - 27			11 - 29			10 - 21			02 - 06	

Training Venues

1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
Jan	Kampala - Uganda	April	Pretoria – South Africa	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Nairobi - Kenya	May	Mombasa - Kenya	Aug	Kigali - Rwanda	Nov	Dubai – U.A.E
Mar	Arusha - Tanzania	June	Dubai – U.A.E	Sept	Nairobi - Kenya	Dec	Durban – South Africa

Fees Structure

One Week - USD 1875
Two Weeks - USD 2975

Three Weeks - USD 3475
Four Weeks - USD 3975

DUBAI & SOUTH AFRICA
One Week - USD 2275
Two Weeks - USD 3375

HR Management, Performance and Productivity

OVERVIEW

The roles of employees within organisations are very vital in the management and survival of any organisation; this is because their performance is influenced by a set of human resource management (HRM) practices. Similarly, the process of attracting, developing, and maintaining a talented and energetic workforce to support the organisational goals and objectives is the aim of HRM. This category consists of courses that will ensure an effective and robust HRM system.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Managing Organizational Learning and the Training Function	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Workplace Conflict Resolution and Negotiation Skills		16 - 27			11 - 29			10 - 21			02 - 06	
Work Life Balance, Mental Health and Environmental Management			02 - 27			15 - 19			21 - 25			07 - 11
Staff Welfare Planning and Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Strategic Competence Development and Implementation	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Strategic Human Resources Management and Employee Engagement		16 - 27			11 - 29			10 - 21			02 - 06	
Team Building and Team Development			02 - 27			15 - 19			21 - 25			07 - 11
Effective Supervisory and People Management Skills	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
HR Systems, Metrics, and IT Applications		16 - 27			11 - 29			10 - 21			02 - 06	
Training Needs Assessment and Knowledge Management			02 - 27			15 - 19			21 - 25			07 - 11
Developing Corporate and Organizational Culture	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Job Profiling and Competence Analysis		16 - 27			11 - 29			10 - 21			02 - 06	
Managing Change and Organizational Development			02 - 27			15 - 19			21 - 25			07 - 11

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Training of Trainers	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Job Evaluation and Salary Structure Design		16 - 27			11 - 29			10 - 21			02 - 06	
360 Degree Appraisal and Performance Management			02 - 27			15 - 19			21 - 25			07 - 11
HR Automation Analytics and Reporting	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Managing the Human Resource Audit Function		16 - 27			11 - 29			10 - 21			02 - 06	
Agile HR and Organisational Development			02 - 27			15 - 19			21 - 25			07 - 11
Mentoring, Coaching and Talent Nurturing	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Diversity, Equity and Inclusion in HR		16 - 27			11 - 29			10 - 21			02 - 06	
Manpower Planning, Resourcing and Retention			02 - 27			15 - 19			21 - 25			07 - 11

Strategy, Leadership and Board Affairs

OVERVIEW

All organizations need well thought out and effective plans to help them achieve desired goals and meet stakeholder expectations. Organizations need to answer key planning questions; Where are we now? Where do we want to be? and how do we get there? To help answer these questions and build effective strategic plans, roll out effective and holistic implementation frameworks and evaluate progress. IMICAD has designed planning and strategy courses that cover all aspects of situation analysis, strategy formulation, strategy execution and control, monitoring and evaluation as well as functioning of Boards.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Organizational Design and Creative Thinking	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Performance Management and Evaluation		16 - 27			11 - 29			10 - 21			02 - 06	
Strategic Management and Organisational Development			02 - 27			15 - 19			21 - 25			07 - 11
Crisis Leadership and Conflict Resolution Strategies	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Governance, Leadership and Management of Board Affairs	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Leadership by Design: Innovation Process and Culture		16 - 27			11 - 29			10 - 21			02 - 06	
Organizational Design for Digital Transformation			02 - 27			15 - 19			21 - 25			07 - 11
Strategic Management and Leadership Skills	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Leadership, Creativity and Peak Performance		16 - 27			11 - 29			10 - 21			02 - 06	
Corporate Strategy Management and Innovation			02 - 27			15 - 19			21 - 25			07 - 11
Strategy Governance for the Boards	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Strategic ESG Integration, Leadership and Innovation		16 - 27			11 - 29			10 - 21			02 - 06	
Strategic Thinking, Analysis and Planning			02 - 27			15 - 19			21 - 25			07 - 11

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
ESG and Corporate Governance Frameworks	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Transformational Leadership with Business Acumen		16 - 27			11 - 29			10 - 21			02 - 06	
Strategic Planning, Development and Implementation			02 - 27			15 - 19			21 - 25			07 - 11
Corporate Sustainability, Systems Thinking and ESG Leadership	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		

Training Venues

1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
Jan	Kampala - Uganda	April	Pretoria – South Africa	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Nairobi - Kenya	May	Mombasa - Kenya	Aug	Kigali - Rwanda	Nov	Dubai – U.A.E
Mar	Arusha - Tanzania	June	Dubai – U.A.E	Sept	Nairobi - Kenya	Dec	Durban – South Africa

Fees Structure

One Week - USD 1875
Two Weeks - USD 2975

Three Weeks - USD 3475
Four Weeks - USD 3975

DUBAI & SOUTH AFRICA
One Week - USD 2275
Two Weeks - USD 3375

Records, Data Management and Business Intelligence

OVERVIEW

Both Public and Private Sector Organizations can use big data to assist in serving their clients and stakeholders. Big data has the potential of increasing competitive advantage of the organization through fast and efficient service delivery. Practical implications of Big data technology is next big thing to records management and business intelligence. Our courses have been selected to offer practical solutions to explore opportunities and implement data management and business intelligence in their operations. These courses also cover the entire records management cycle from creation use, storage, maintenance and disposal.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Data Protection, Records Policy, and Compliance Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Business Intelligence, Data Analytics and Reporting		16 - 27			11 - 29			10 - 21			02 - 06	
Institutional Digitization and File Management			02 - 27			15 - 19			21 - 25			07 - 11

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Applied Data Analysis, Visualization and Reporting	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Records Management and Document Control		16 - 27			11 - 29			10 - 21			02 - 06	
Big Data Analytics for Business Intelligence			02 - 27			15 - 19			21 - 25			07 - 11
Management Information Systems for Administrative Professionals	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Public Sector Records Management and Information Security		16 - 27			11 - 29			10 - 21			02 - 06	
Power BI: Data Visualization and Dashboards			02 - 27			15 - 19			21 - 25			07 - 11
Public Sector Records and Archives Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Design and Implementation of Records Management Policy and Guidelines		16 - 27			11 - 29			10 - 21			02 - 06	
Electronic Records Management and Information Security			02 - 27			15 - 19			21 - 25			07 - 11

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Library and Records Centre Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Records Disaster Preparedness and Management Strategies		16 - 27			11 - 29			10 - 21			02 - 06	
Information Governance and Artificial Intelligence			02 - 27			15 - 19			21 - 25			07 - 11
Records Management, Service Accreditation and Compliance	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Records Management and Data Sustainable Practices		16 - 27			11 - 29			10 - 21			02 - 06	

Training Venues

1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
Jan	Kampala - Uganda	April	Pretoria – South Africa	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Nairobi - Kenya	May	Mombasa - Kenya	Aug	Kigali - Rwanda	Nov	Dubai – U.A.E
Mar	Arusha - Tanzania	June	Dubai – U.A.E	Sept	Nairobi - Kenya	Dec	Durban – South Africa

Security, Safety and Surveillance Management

OVERVIEW

Safety and security of employees, equipment and clients are paramount to an organization of any size. Organizations need to strengthen their security planning and competencies of staff involved in security management. Our training in security management is experience based with practical solutions and modern security management techniques. We cover issues of crisis management, security planning, incident management and identification, emergency response, security and surveillance policies etc. These courses have been designed to enhance security management policies and procedures for safer business operations.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Security Emergency Planning and Crisis Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Occupational Safety and Health Administration		16 - 27			11 - 29			10 - 21			02 - 06	
Best Practices in Corporate Security Planning and Management			02 - 27			15 - 19			21 - 25			07 - 11
Health and Wellbeing for Leaders: Leading a Culture of Wellbeing	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Workplace Security Management and Awareness Creation	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Workplace Security and Safety		16 - 27			11 - 29			10 - 21			02 - 06	
Workplace Violence, Crime and Terrorism Awareness			02 - 27			15 - 19			21 - 25			07 - 11
Organisational Security Planning and Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		

Training Venues

1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
Jan	Kampala - Uganda	April	Pretoria – South Africa	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Nairobi - Kenya	May	Mombasa - Kenya	Aug	Kigali - Rwanda	Nov	Dubai – U.A.E
Mar	Arusha - Tanzania	June	Dubai – U.A.E	Sept	Nairobi - Kenya	Dec	Durban – South Africa

Fees Structure

One Week - USD 1875
Two Weeks - USD 2975

Three Weeks - USD 3475
Four Weeks - USD 3975

DUBAI & SOUTH AFRICA
One Week - USD 2275
Two Weeks - USD 3375

Procurement, Contracting and Supply Chain Management

OVERVIEW

The world of business has become more global, and the acquisition of goods and services is quicker but integrated with global business systems of taxation, shipping, and payments. In the Public Sector, public procurement is the driving force behind infrastructure and service delivery yet it must be carried out in line with the set procurement law and guidelines. The courses in this category not only cover procurement and contract compliance but also cover procurement for donor funded programs and all other functions of the supply chain from acquisition, warehousing, and distribution management.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Public Sector Contract Performance Management and Supervision	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Purchasing, Logistics Operations and Inventory Management		16 - 27			11 - 29			10 - 21			02 - 06	
Strategic Procurement Planning and Budgeting			02 - 27			15 - 19			21 - 25			07 - 11
Strategic Sourcing and Value Procurement	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Effective Contract Drafting and Negotiation Techniques	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Contract Risk Management and Regulatory Compliance		16 - 27			11 - 29			10 - 21			02 - 06	
E-procurement System Design and Management			02 - 27			15 - 19			21 - 25			07 - 11
Procurement and Management of Donor Funded Projects	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Advanced Tendering Procedure and Bid Evaluation Techniques		16 - 27			11 - 29			10 - 21			02 - 06	
Big Data Analytics for Supply Chain Optimization			02 - 27			15 - 19			21 - 25			07 - 11
ESG and Sustainable Public Procurement	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Artificial Intelligence (AI) in Procurement and Supply Chain Management		16 - 27			11 - 29			10 - 21			02 - 06	
Best Practices in Public Procurement and Administration			02 - 27			15 - 19			21 - 25			07 - 11

Project and Program Management, Monitoring and Evaluation

OVERVIEW

To effectively design, plan and implement projects and programs, staff that are involved in project management need to have the required skills and competencies. IMICAD offers a wide range of courses for effective project management. The courses offer the skills required in project management and cover all phases of the project cycle from Feasibility and Appraisal to Monitoring and Evaluation.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Public Sector Projects Investment Appraisal and Risk Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Project Leadership Management and Communication Skills		16 - 27			11 - 29			10 - 21			02 - 06	
Project Performance Reporting and Mid- term Review			02 - 27			15 - 19			21 - 25			07 - 11
Strategic Alignment of Project Portfolio	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Economic Appraisal and Financial Analysis of Projects		16 - 27			11 - 29			10 - 21			02 - 06	

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Project Cost Analysis and Budget Estimation Techniques	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Results Based Monitoring and Evaluation of Development Programs and Projects		16 - 27			11 - 29			10 - 21			02 - 06	
Financial Analysis and Appraisal of Projects			02 - 27			15 - 19			21 - 25			07 - 11
Project Financing, Cashflow Analysis and Loan Negotiation	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Computer Based Project Management and Reporting		16 - 27			11 - 29			10 - 21			02 - 06	
Improving Project Implementation Strategies and Execution			02 - 27			15 - 19			21 - 25			07 - 11
Project Risk Analysis and Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Effective Project Coordination and Management		16 - 27			11 - 29			10 - 21			02 - 06	
Design and Implementation of M&E Systems			02 - 27			15 - 19			21 - 25			07 - 11

Audit, Risk Assurance and Compliance

OVERVIEW

Businesses and regulatory environments continue to evolve, and organizations face emerging risks that challenge conventional strategies and assumptions. In this environment, resilience is the key to organizational survival, and companies need to achieve a balance of governance, risk-management, regulatory compliance, and performance. Courses in this category are designed to help organizations meet these new challenges, protect and enhance business value as well as drive operational efficiencies.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Risk Based Auditing for the Public Sector	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
ESG Fundamentals and Risk Quantification		16 - 27			11 - 29			10 - 21			02 - 06	
Governance, Risk Assurance and Compliance Management			02 - 27			15 - 19			21 - 25			07 - 11

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Corporate Compliance Monitoring, Audit and Risk Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Fraud Risk, Economic Crime Detection and Prevention		16 - 27			11 - 29			10 - 21			02 - 06	
Forensic Audit, Fraud Detection and Management			02 - 27			15 - 19			21 - 25			07 - 11
Risk Assessment and Risk Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Information Systems Auditing, Controls and Assurance		16 - 27			11 - 29			10 - 21			02 - 06	
Risk Management and Expenditure Review			02 - 27			15 - 19			21 - 25			07 - 11
Financial Risk Modelling for Decision Making	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Strategic Risk Integration in Performance Management		16 - 27			11 - 29			10 - 21			02 - 06	
Accountability Improvement and Strengthening the Internal Audit Function			02 - 27			15 - 19			21 - 25			07 - 11

Financial Management and Accounting

OVERVIEW

Technology and financial reporting standards are revolutionizing financial management and reporting in the organization. Besides the fundamental training in accounting and finance, Financial managers also need a broader understanding of technology, business analytics, sustainability, and innovation. They need skills to fully examine accounting and financial management process to be able to step up and manage a sound compliant and transparent financial management systems. Courses in this category cover key topics in accounting and finance basics, finance management for Non finance professionals, Management accounting, Donor Funds Management, Financial Reporting as well as international best practice.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Financial Accounting and Reporting	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Migration from Cash to Accrual Accounting		16 - 27			11 - 29			10 - 21			02 - 06	
Financial Performance Monitoring and Evaluation Analysis			02 - 27			15 - 19			21 - 25			07 - 11

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Finance and Budget Management for Non-finance Professionals	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Financial Planning, Budgeting and Management Reporting		16 - 27			11 - 29			10 - 21			02 - 06	
Cash and Treasury Management			02 - 27			15 - 19			21 - 25			07 - 11
Financial Analysis, Planning and Budget Control	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Financial Analysis, Modeling and Forecasting		16 - 27			11 - 29			10 - 21			02 - 06	
Public Expenditure Analysis and Management			02 - 27			15 - 19			21 - 25			07 - 11
Implementation and Management of Treasury Single Account	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Computerised Financial Analysis and Reporting		16 - 27			11 - 29			10 - 21			02 - 06	
International Public Sector Accounting Standards (IPSAS)			02 - 27			15 - 19			21 - 25			07 - 11

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Artificial Intelligence (AI) for Accounts and Finance Managers	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Resource Mobilization and Income Diversification		16 - 27			11 - 29			10 - 21			02 - 06	
Modern Accounting Technique for Accountants and Auditors			02 - 27			15 - 19			21 - 25			07 - 11
Public Financial Management and Reporting	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Cash Forecasting and Management of Cash Balances in Government		16 - 27			11 - 29			10 - 21			02 - 06	
Revolutionizing Treasury Cash and Debit Management in the Digital Age			02 - 27			15 - 19			21 - 25			07 - 11
Budgeting and Budget Analysis	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Leading Digital Innovation in Public Financial Management (PFM)		16 - 27			11 - 29			10 - 21			02 - 06	

Public Relations, Customer Service and Diplomacy

OVERVIEW

Customer care management and customer satisfaction, play crucial role for success and survival in today's competitive market. In an increasing competitive and dynamic business environment, every organization needs to identify, anticipate, satisfy, and care for customers to maximize impact, meet the requirements of stakeholders, and have competitive advantage. High level offices also need to understand the conceptual and practical connections between public relations and public diplomacy, or the process by which governments communicate and build relationships with foreign republics in pursuit of political objectives. Courses in this category have been exclusively build for that.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Customer Service and Brand Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Negotiation Skills for Diplomacy and Conflict Management		16 - 27			11 - 29			10 - 21			02 - 06	
Public Diplomacy and Soft-Power Strategy			02 - 27			15 - 19			21 - 25			07 - 11

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Customer Care, Complaints Management and Reporting	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Modern Global Diplomacy and International Relations		16 - 27			11 - 29			10 - 21			02 - 06	
Public Relations and Diplomacy			02 - 27			15 - 19			21 - 25			07 - 11
Strategic Communication and Public Relations Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Enhancing Best Practices in Customer Care		16 - 27			11 - 29			10 - 21			02 - 06	
Diplomacy, Protocol and Etiquette Management			02 - 27			15 - 19			21 - 25			07 - 11
Strategic Brand Development and Performance Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Customer Care, Diplomacy and Public Relations Management		16 - 27			11 - 29			10 - 21			02 - 06	
Customer Profiling Techniques and Procedures			02 - 27			15 - 19			21 - 25			07 - 11

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Best Practice for Protocol Officers	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Protocol and Events Management		16 - 27			11 - 29			10 - 21			02 - 06	
International Protocol and Diplomatic Relations			02 - 27			15 - 19			21 - 25			07 - 11
Diplomacy Crisis & Strategies for Managing International Tensions	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		

Training Venues

1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
Jan	Kampala - Uganda	April	Pretoria – South Africa	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Nairobi - Kenya	May	Mombasa - Kenya	Aug	Kigali - Rwanda	Nov	Dubai – U.A.E
Mar	Arusha - Tanzania	June	Dubai – U.A.E	Sept	Nairobi - Kenya	Dec	Durban – South Africa

Fees Structure

One Week - USD 1875
Two Weeks - USD 2975

Three Weeks - USD 3475
Four Weeks - USD 3975

DUBAI & SOUTH AFRICA
One Week - USD 2275
Two Weeks - USD 3375

Treasury, Financial Markets and Investment Management

OVERVIEW

Countries are prioritizing financial system stability by strengthening capital markets functioning and ensuring prudent financial regulation. Investment and securities exchange are core in the financial systems functioning. In this section we cover financial markets, functioning, investment performance, emerging markets, real estate, hedge funds and securities market. We also cover market regulation and supervision relevant to the modern integrated global financial system.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Financial and Public Debt Management using Derivatives	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Treasury Function and Cash Management		16 - 27			11 - 29			10 - 21			02 - 06	
Foreign Exchange, Money Markets and Derivatives			02 - 27			15 - 19			21 - 25			07 - 11
Design and Implementation of Treasury Single Account	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Risk and Compliance of Payment and Settlement Systems		16 - 27			11 - 29			10 - 21			02 - 06	

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Pension Fund Investment Strategies and Best Practice	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Fintechs Digital Banking and Innovations in Financial Market		16 - 27			11 - 29			10 - 21			02 - 06	
Global Financial Markets and Instruments			02 - 27			15 - 19			21 - 25			07 - 11
Financial Markets and Investment Strategies	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		

Training Venues

1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
Jan	Kampala - Uganda	April	Pretoria – South Africa	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Nairobi - Kenya	May	Mombasa - Kenya	Aug	Kigali - Rwanda	Nov	Dubai – U.A.E
Mar	Arusha - Tanzania	June	Dubai – U.A.E	Sept	Nairobi - Kenya	Dec	Durban – South Africa

Fees Structure

One Week - USD 1875
Two Weeks - USD 2975

Three Weeks - USD 3475
Four Weeks - USD 3975

DUBAI & SOUTH AFRICA
One Week - USD 2275
Two Weeks - USD 3375

Water Resources, Environment and Climate Change

OVERVIEW

Energy, natural resources, and the environment are fundamental to economic performance and attainment of the desired economic growth. The ever-increasing demands and diverse perspectives on sustainable use of these depletable resources make natural resource management more challenging than ever. IMICAD courses in this category are designed to solve difficult resource management problems faced by Water and Energy Utility Agencies, Local and Central Governments and Development Partners working for sustainable resource use.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Environmental and Social Safeguards for Donor Funded Projects	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Environmental Risk Management and Mitigation Strategies		16 - 27			11 - 29			10 - 21			02 - 06	
Sustainable Development and Climate Change			02 - 27			15 - 19			21 - 25			07 - 11

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Global Warming, Climate Change and Poverty Dynamics	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Disaster Risk Planning , Reduction and Mitigation Strategies		16 - 27			11 - 29			10 - 21			02 - 06	
Cost of Service , Rate Design for Water Utilities			02 - 27			15 - 19			21 - 25			07 - 11
Climate Finance and Green Economy	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Natural Resource Management and Sustainability		16 - 27			11 - 29			10 - 21			02 - 06	
Environmental Impact Assessment for Development Projects			02 - 27			15 - 19			21 - 25			07 - 11
Water, Sanitation Planning and Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Fundamentals of Geographical Information Systems		16 - 27			11 - 29			10 - 21			02 - 06	
Environmental Law and Policy			02 - 27			15 - 19			21 - 25			07 - 11

Retirement Planning, Personal Finance and Entrepreneurship Skills

OVERVIEW

Many employees worry about having a financially comfortable future after years of hard work. While retirement should be a time for relaxation and enjoyment, it doesn't just happen on its own. It requires retirement planning to get ready and make effective plans for financial needs during retirement. This includes saving money, managing investments, and protecting assets and income. The courses in this category are designed to help employees take smart steps to make sure that their retirement is a time of financial freedom where they can follow their passions. The courses focus on retirement savings strategies, investment options, and budgeting techniques to ensure that participants can secure their financial futures. The courses also cover essential entrepreneurial concepts, such as business planning and market analysis, empowering individuals to may want to start enterprises.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Retirement Planning and Entrepreneurship Skills	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Strategy for Startups: From Idea to Impact		16 - 27			11 - 29			10 - 21			02 - 06	
Retirement Planning Steps, Stages and Best Practices			02 - 27			15 - 19			21 - 25			07 - 11
Pension Administration and Retirement Planning	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		

Urban Planning, Construction and Infrastructure

OVERVIEW

Across the world, the emerging issues of rapid urbanization manifest in the forms. Over-crowding, congestion, inadequate infrastructure, and service provisioning mainly in terms of drinking water, sanitation, energy, transport, solid waste management, environmental degradation, and pollution. These if not well planned and dealt with, the socioeconomic development of the country posing a challenge to making urban areas habitable and sustainable for all populations. Courses in this category address the question of how urban planning can organize urban settings, manage their growth, and make them more efficient, habitable and sustainable.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Sustainable Cities and Urban Development	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Infrastructure and Community Facilities for Modern Cities		16 - 27			11 - 29			10 - 21			02 - 06	
Urban and Regional Spatial Analysis			02 - 27			15 - 19			21 - 25			07 - 11

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Planning, Development and Management of Infrastructure Projects	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Smart Cities: Design and Management of Smart Urban Infrastructure		16 - 27			11 - 29			10 - 21			02 - 06	
Urban Communication and Cyber Infrastructure Systems			02 - 27			15 - 19			21 - 25			07 - 11
Traffic Flow Modelling and Intelligent Transport Systems	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		

Training Venues

1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
Jan	Kampala - Uganda	April	Pretoria – South Africa	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Nairobi - Kenya	May	Mombasa - Kenya	Aug	Kigali - Rwanda	Nov	Dubai – U.A.E
Mar	Arusha - Tanzania	June	Dubai – U.A.E	Sept	Nairobi - Kenya	Dec	Durban – South Africa

Fees Structure

One Week - USD 1875
Two Weeks - USD 2975

Three Weeks - USD 3475
Four Weeks - USD 3975

DUBAI & SOUTH AFRICA
One Week - USD 2275
Two Weeks - USD 3375

Banking and Financial Regulation

OVERVIEW

Banking, insurance, and other financial services play a significant role in facilitating economic growth and transformation. As economies expand, Banking, Financial Services, and Insurance (BFSI) is set to grow exponentially due to the rising per capita income, introduction of new financial products, innovation in technology, and increasing customer awareness of financial products. As this sector continues to grow and expand, we continue to provide courses that will strengthen the capacity of employees in this sector.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Credit Risk Analysis, Modelling and Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Fraud Detection and Prevention in Banking and Insurance		16 - 27			11 - 29			10 - 21			02 - 06	
Global Banking, Financial Markets and Derivatives			02 - 27			15 - 19			21 - 25			07 - 11
Anti-Money Laundering (AML) and Terrorism Financing (TF)	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Investment Analysis and Portfolio Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Financial Cybercrime, Digital Forensics and Investigation		16 - 27			11 - 29			10 - 21			02 - 06	
Finitechs and Blockchains in Banking and Financial Services			02 - 27			15 - 19			21 - 25			07 - 11
Digital Banking, Innovations and Transformation	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Digital Currency, Ethical Hacking and Cybercrime Prevention		16 - 27			11 - 29			10 - 21			02 - 06	
Oversight of Payment and Settlement Systems			02 - 27			15 - 19			21 - 25			07 - 11
Central Bank Digital Currency (BDC) Masterclass	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Effective Financial Deepening and Financial Inclusion		16 - 27			11 - 29			10 - 21			02 - 06	

Oil, GAS and Energy

OVERVIEW

Courses in this section are designed to provide managers in the oil, gas and energy sectors with essential skills for navigating today's complex energy landscape. Covering strategic planning, risk management, finance, and sustainability, these courses prepare participants to enhance operational efficiency, adhere to regulations, and lead sustainable transitions. Programs such as Corporate Social Responsibility (CSR), Environmental Impact Assessment (EIA), and Crisis Management foster responsible practices, while courses on innovation and digital transformation ensure readiness for future developments. Ideal for energy sector leaders, these courses aim to strengthen strategic, operational, and leadership capabilities across both traditional and renewable energy industries.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Fundamentals of Upstream Petroleum Contracts	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Petroleum Project Economics and Analysis		16 - 27			11 - 29			10 - 21			02 - 06	
Strategic Planning for Oil and Gas Industry			02 - 27			15 - 19			21 - 25			07 - 11

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Strategic Talent Management and Skills Development for Oil and Gas Sector	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Financial Analysis, Modelling & Forecasting in the Oil & Gas Industry		16 - 27			11 - 29			10 - 21			02 - 06	
Environmental and Social Safeguards in Oil and Gas			02 - 27			15 - 19			21 - 25			07 - 11
Project Planning and Management for Energy Professionals	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Project Management for Oil , Gas and Mineral Resources		16 - 27			11 - 29			10 - 21			02 - 06	
Sustainable Energy Policy and Regulation			02 - 27			15 - 19			21 - 25			07 - 11
Human Resource Management in Oil and Gas Operations	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Oil and Gas Project Management and Analysis		16 - 27			11 - 29			10 - 21			02 - 06	
Energy Trading, Pricing, and Risk Management			02 - 27			15 - 19			21 - 25			07 - 11

Branding, Innovative Marketing and Image Management

OVERVIEW

In today's rapidly evolving business landscape, branding is more critical than ever. With increased competition and changing consumer behaviours, innovative branding strategies are essential for companies to stand out and achieve long-term success. Courses in this category are designed to explore some effective strategies that organizations and countries can adopt to enhance their brand identity and secure their position in the market. The courses focus on creating compelling brand identities, executing innovative marketing campaigns, and managing public perception, these courses blend theory with practical insights. By attending any of the courses in this category learners can help their organizations and countries create strong and memorable brand identities that resonate with consumers by embracing creativity, personalization, storytelling, and digital innovation.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Branding, Marketing and Effective Communication for the Public Sector	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Tools, Techniques and Resources for Investment Promotion		16 - 27			11 - 29			10 - 21			02 - 06	
Public Awareness Campaign Planning and Management			02 - 27			15 - 19			21 - 25			07 - 11

Information Technology, Digitization and Systems Security

OVERVIEW

With organizations rapidly adopting new IT solutions and digital technologies, Cyber crime is constantly growing and evolving. New malware, business email compromise (BEC) and social engineering scams are being detected every day. Cyber crime is increasing, defrauding people, hacking, stealing, and hiding from authorities with virtual anonymity. In this category, we have outlined courses that will ensure the confidentiality, integrity, and availability of information and how to use the various tools to keep the organization safe and secure in this digital age.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
IT Systems Identity and Access Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
IT Systems Design Deployment and Security Management		16 - 27			11 - 29			10 - 21			02 - 06	
Information Systems Audit and IT Fraud Detection			02 - 27			15 - 19			21 - 25			07 - 11

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Cyber Security and Digital Forensics	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Information Systems Development and Acquisition		16 - 27			11 - 29			10 - 21			02 - 06	
Computer Systems and Network Security			02 - 27			15 - 19			21 - 25			07 - 11
Organizational Cyber Security Planning and Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Cyber Security Analysis and Data Management		16 - 27			11 - 29			10 - 21			02 - 06	
Artificial Intelligence and Data Analytics			02 - 27			15 - 19			21 - 25			07 - 11
Information Security and Forensic Computing	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Cloud Computing Technology and Network Security		16 - 27			11 - 29			10 - 21			02 - 06	
Emerging Technologies and Security of Digital Records			02 - 27			15 - 19			21 - 25			07 - 11

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Monitoring and Evaluation of ICT Projects in Government	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Public Sector ICT Procurement and Contract Management		16 - 27			11 - 29			10 - 21			02 - 06	
Business Continuity Planning for Public Agencies			02 - 27			15 - 19			21 - 25			07 - 11
Public Sector Database Planning, Administration and Digitalization	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Cyber Security Leadership and Management		16 - 27			11 - 29			10 - 21			02 - 06	
Cloud Security and Migration Management			02 - 27			15 - 19			21 - 25			07 - 11
Change Management for Digital Transformation	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Data Protection and Privacy Compliance		16 - 27			11 - 29			10 - 21			02 - 06	
Information Systems Auditing, Controls and Assurance			02 - 27			15 - 19			21 - 25			07 - 11

Sustainable Agriculture and Agribusiness Development

OVERVIEW

The courses empower participants with essential skills and knowledge to promote sustainable agriculture, support resilient agribusinesses, and enhance rural development. Covering key topics like climate-smart practices, resource management, value chain development, and renewable energy integration, the programs equip participants to drive impactful policies and programs that align with the Sustainable Development Goals (SDGs). Participants will gain tools to support farmers, foster public-private partnerships, and lead initiatives that strengthen food security, economic growth, and environmental conservation.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Agribusiness Development for Rural Transformation	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Sustainable Agriculture and Food Security		16 - 27			11 - 29			10 - 21			02 - 06	
Agribusiness, Marketing and Export Management			02 - 27			15 - 19			21 - 25			07 - 11
M&E for Agricultural Research and Extension Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Digital Financial Technologies for Agribusiness and SMEs Financing		16 - 27			11 - 29			10 - 21			02 - 06	

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Agricultural Extension Service Delivery Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Agriculture Value Chain Development and Market Linkages		16 - 27			11 - 29			10 - 21			02 - 06	
Management of Agricultural Research (MAR)			02 - 27			15 - 19			21 - 25			07 - 11
Market Research, Value Chain Analysis and Consumer Behaviour in Agribusiness	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Public-Private Partnerships Agriculture and Agribusiness Investments		16 - 27			11 - 29			10 - 21			02 - 06	

Training Venues

1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
Jan	Kampala - Uganda	April	Pretoria – South Africa	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Nairobi - Kenya	May	Mombasa - Kenya	Aug	Kigali - Rwanda	Nov	Dubai – U.A.E
Mar	Arusha - Tanzania	June	Dubai – U.A.E	Sept	Nairobi - Kenya	Dec	Durban – South Africa

Fees Structure

One Week - USD 1875
Two Weeks - USD 2975

Three Weeks - USD 3475
Four Weeks - USD 3975

DUBAI & SOUTH AFRICA
One Week - USD 2275
Two Weeks - USD 3375

Transport and Fleet Management

OVERVIEW

Effective Management of the organization's fleet and transport function requires understanding of several complex factors including transport legislation, health, and safety automation as well as market dynamics that drive operational costs. 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.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Smart Transportation Systems and Logistics Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Work Ethics and Business Etiquette for Drivers		16 - 27			11 - 29			10 - 21			02 - 06	
Defensive Driving and Vehicle Maintenance			02 - 27			15 - 19			21 - 25			07 - 11
Ports, Inland water and Airlines Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Fleet and Corporate Transport Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Skills Enhancement for Corporate Drivers and Executive Chauffeurs		16 - 27			11 - 29			10 - 21			02 - 06	
Strategic Transport Planning and Management			02 - 27			15 - 19			21 - 25			07 - 11
Modern Automotive Technology and Maintenance Skills	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Strategic Logistics Planning and Management		16 - 27			11 - 29			10 - 21			02 - 06	
Digital Transformation and Data Analytics for Transportation Management			02 - 27			15 - 19			21 - 25			07 - 11
Road Safety Management for Corporate Drivers	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Digitalization and Technology in Logistics and Transportation		16 - 27			11 - 29			10 - 21			02 - 06	
Risk Management in Transport and Logistics			02 - 27			15 - 19			21 - 25			07 - 11

Gender Mainstreaming and Equality Programmes

OVERVIEW

Sustainable economic development relies on ending all forms of discrimination and providing equal opportunities for all. The design, implementation and the entire decision-making process should put into consideration gender and equality concerns. Our training and skills development programs support integration of a gender perspective into the preparation, design, implementation, monitoring and evaluation of policies and projects / programs.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Gender Mainstreaming in Development Planning	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Gender and Climate Change Analysis Tools		16 - 27			11 - 29			10 - 21			02 - 06	
Gender and Sexual Based Violence			02 - 27			15 - 19			21 - 25			07 - 11
Gender, Technology and Digital Inclusion	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Gender Analysis Concepts and Practice.	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Measurement and Management of Gender Programmes		16 - 27			11 - 29			10 - 21			02 - 06	
Gender Analytics for Innovation			02 - 27			15 - 19			21 - 25			07 - 11
Strategies for Gender Equality in the Workplace	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		

Training Venues

1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
Jan	Kampala - Uganda	April	Pretoria – South Africa	July	Kampala - Uganda	Oct	Arusha - Tanzania
Feb	Nairobi - Kenya	May	Mombasa - Kenya	Aug	Kigali - Rwanda	Nov	Dubai – U.A.E
Mar	Arusha - Tanzania	June	Dubai – U.A.E	Sept	Nairobi - Kenya	Dec	Durban – South Africa

Fees Structure

One Week - USD 1875
Two Weeks - USD 2975

Three Weeks - USD 3475
Four Weeks - USD 3975

DUBAI & SOUTH AFRICA
One Week - USD 2275
Two Weeks - USD 3375

Communication Skills

OVERVIEW

Effective communication is the bedrock upon which lasting organizations are built. It's the lifeline that connects every corner of an organization, and it's this connectivity that fosters a sense of unity and shared purpose. Through it, everyone can collaborate to achieve a common outcome, enhancing the overall productivity and efficiency of the organization. Courses in this category are intended to help create a healthy working environment, foster collaboration, and increase productivity.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Strategic Communication Skills for Administrative Professionals	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Strategic Communication and Public Relations Management		16 - 27			11 - 29			10 - 21			02 - 06	
Crisis Communication Planning and Management			02 - 27			15 - 19			21 - 25			07 - 11
Gender Responsive and Inclusive Communication	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Professional Translation and Interpretation Skills	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Communication and Persuasion in the Digital Age		16 - 27			11 - 29			10 - 21			02 - 06	
Media Monitoring and Corporate Communication Management			02 - 27			15 - 19			21 - 25			07 - 11
Public Relations and Corporate Communications	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Stakeholder Engagement and Participatory Communication		16 - 27			11 - 29			10 - 21			02 - 06	
Office Communication and Etiquette			02 - 27			15 - 19			21 - 25			07 - 11
Strategic Campaigns and Crisis Communication	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Negotiation and Persuasion Skills, Advocacy and Public Policy Communication		16 - 27			11 - 29			10 - 21			02 - 06	

Democracy and Electoral Governance

OVERVIEW

The declines in transparency, accountability, and civil rights, democracy, human rights and the rule of law in recent years pose an ongoing concern for many countries especially in developing countries. Training programs in this section are intended to build on efforts to counter closing civic and political space, bolster freedom of expression, improve the advocacy and communication capabilities of local organizations, promote transparent and accountable systems free from corruption, and strengthen human rights among vulnerable populations.

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Strategic Planning for Electoral Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Building Resources in Democracy, Governance and Elections		16 - 27			11 - 29			10 - 21			02 - 06	
Electoral Policy, Campaign Management and Administration			02 - 27			15 - 19			21 - 25			07 - 11
Gender, Equality in Electoral Governance Management	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		

COURSE TITLE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Civic Education and Stakeholder: Management in Elections	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Transition Justice and Post Conflict Justices		16 - 27			11 - 29			10 - 21			02 - 06	
Free and Fair Elections, Transparency, and Accountability			02 - 27			15 - 19			21 - 25			07 - 11
Democracy, Human Rights and Governance Strategy	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Electoral Conflict Resolution and Management		16 - 27			11 - 29			10 - 21			02 - 06	
Technology in Elections: Best Practices in Using Digital Tools and Platforms			02 - 27			15 - 19			21 - 25			07 - 11
Building Resources in Democracy, Governance and Elections	12 - 23			27 Apr - 1 May			06 - 17			05 - 30		
Election Related Conflict Management and Violence Prevention		16 - 27			11 - 29			10 - 21			02 - 06	
Citizen Engagement and Participation in Electoral Processes			02 - 27			15 - 19			21 - 25			07 - 11

ISO Certified Courses

ISO 3730 Certified Compliance management Lead auditor

ISO 3730 Certified Compliance Management Lead Implementer

ISO 31000 Certified Risk Manager

ISO 31000 Lead Risk Manager

ISO / IEC 2700 Certified Information Security Management System lead implementer

ISO / IEC 2700 Certified Information Security Management System Lead Auditor

ISO 18788 Certified Security Operations Lead Implementer

ISO 18788 Certified Security operations Lead Auditor

ISO 30301 Certified Management System for Records Lead Implementor

ISO 30301 Certified Management System for Records Lead Auditor

ISO 21500 Certified Lead Project Manager

ISO 21500 Certified Lead Project Assessor

ISO 39001 Certified Road Traffic Safety Management Lead Implementer

NOTE: *All Certified Courses: Certification and Exam fees are not included.*

IMICAD

CONFERENCES 2026

Bi-Annual International Conferences for:

- Leaders, Senior Managers, Finance Managers, Procurement Managers and HR Practitioners
- Executive Secretaries, Administrative Professionals, Records Officers and Personal Assistants
- Fleet Managers, Transport Officers, and Corporate Drivers

JOIN US IN



● Pretoria - South Africa

APRIL 27TH - MAY 1ST



● Dubai - U.A.E

JUNE 15TH - 19TH



● Nairobi - Kenya

SEPTEMBER 21ST - 25TH

Study online with our flexible learning approach

The IMICAD e-learning platform offers a wide range of courses intended to provide 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.

New Set of Skills for a Dynamic World

The world of work and business is so dynamic and requires new skills to tackle the ever-increasing challenges. Whether you want to improve on your professional skills, or effectively manage your business or just expand your knowledge, our online courses have all you want. Our platform provides courses that will help you address all skills gaps in the shortest period.

Live Classrooms

Our virtual classroom courses provide real-time instructor-led learning using state of the art classroom technology. In these courses; Participants interact, view, and discuss presentations. In these virtual classes participants work on class activities like the physical classroom setting.



They work in group exercises, group and individual presentations and work with the interactive white board all online.

Study at Your Own Pace

With our online platform, learners have the freedom to create their own schedule, that is suitable for their lifestyle. This flexibility offers a chance to full time workers and other busy people to learn while they take care of their families, travel, play sports. Learn and do the same things you love to do; education should never interrupt your lifestyle with our self-paced learning.

Learn with Others Around the World

Join Learners from around the world learning together. We have made our online platform an international compass where you meet friends exchange ideas and enhance learning. Join today to experience the new online learning approaches that we offer.





COUNTRY OFFICE - UGANDA

Plot 4A, Kimera Road - Ntinda
P.O.Box 8010, Kampala, Uganda
Tel: +256-776-534031
Mob: +256-756-454736 
Email: info@imicad.org, admin@imicad.org
Web: www.imicad.org

COUNTRY COORDINATOR - U.A.E

AL-Sabkha Road, Deira - Dubai
Tel: +971-508-869592, +971-552-352167
Email: imicaduae@imicad.org, info@imicad.org


COUNTRY OFFICE - KENYA

P.O Box 52541-00100 GPO
Nairobi – Kenya
Tel: +254-113-512577
+254-799-816314 
Email: imicadkenya@imicad.org
info@imicad.org

COUNTRY COORDINATOR - ZAMBIA

Post.Net 105, Private Bag W406
Lusaka - Zambia
Tel: +260-771-001617 
Email: info@imicad.org,
imicadzambia@imicad.org

COUNTRY COORDINATOR - TANZANIA

P.O.Box 519, Arusha, Tanzania
SIWANDETI STREET, HOUSE No.: 268
Tel: +255-757-541526 
Email: imicadarusha@imicad.org
info@imicad.org