

GOVERNMENT TRAINING INSTITUTE, MOMBASA
DPM SPONSORED COURSES FOR 2010 ACADEMIC YEAR

| NO | COURSE | DATE |
|-----------|--|---|
| 1 | CPA I Section I | 18 th Jan – 18 th June ,2010 |
| 2 | ATC level I | 18 th Jan–18 th June,2010 |
| 3 | PCISM | 18 th Jan -26 th Nov, 2010 |
| 4 | POMMC | 18 th Jan – 9 th April, 2010 |
| 5 | Shorthand typist | 18 th Jan – June, 2010 |
| 6 | Records Management | 1 st Feb – 26 th Feb,2010 |
| 7 | Supervisory Management | 1 st Feb -26 th Feb,2010 |
| 8 | Public Procurement | 15 th Feb -19 th Feb, 2010 |
| 9 | Office Management | 1 st March – 12 th March , 2010 |
| 10 | Office Management | 15 th March – 26 th March, 2010 |
| 11 | Secretarial Management | 1 st March – 26 th March, 2010 |
| 12 | Basic Computer Maintenance and Security | 1 st March – 12 th March, 2010 |
| 13 | Pre-retirement | 26 th April - 30 th April,2010 |
| 14 | Financial for Non-Financers | 3 rd May -14 th May, 2010 |
| 15 | Supervisory Management | 3 rd May – 28 th May, 2010 |
| 16 | Performance Management | 3 rd May – 21 st May, 2010 |
| 17 | Government Telephone Operators | 6 th May- 23 rd July, 2010 |
| 18 | Shorthand typist upgrading | 10 th May – 26 th Nov 2010 |
| 19 | Records Management | 17 th May – 11 th June, 2010 |
| 20 | ATC Level 2 | 24 th May – 26 th November, 2010 |
| 21 | Labour Relations | 7 th June – 18 th June, 2010 |
| 22 | Strategic Human Resource Management and Dev. | 7 th June - 2 nd July, 2010 |
| 23 | Records Management | 7 th June- 2 nd July, 2010 |
| 24 | Communication Skills | 14 th June – 18 th June, 2010 |
| 25 | C.P.A.1 Sec. 2 | 21 st June, - 10 th Dec, 2010 |
| 26 | Management Skills Dev. | 5 th July – 30 th July, 2010 |
| 27 | Managing the Training and Dev. Function | 12 th July - 6 th August, 2010 |
| 28 | Pre-retirement | 12 th July - 16 th July,2010 |
| 29 | Clerical Proficiency | 19 th July - 13 th August, 2010 |
| 30 | Public Relation and Customer Care | 2 nd August – 13 th August, 2010 |
| 31 | Government Telephone Supervisors | 6 th September – 26 th November, 2010 |
| 32 | Secretarial Management | 6 th September – 1 st October, 2010 |
| 33 | Public Sector Financial Mgt. | 20 th Sept. -8 th Oct.2010 |
| 34 | Research Proposal | 4 th Oct. -15 th October,2010 |
| 35 | Supervisory Management | 4 th October-19 th October, 2010 |
| 36 | Records Management | 4 th October - 29 th October, 2010 |
| 37 | Research Proposal Writing and Consultancy Skills | 14 th October – 28 th October, 2010 |
| 38 | Disaster and Conflict Management | 8 th November - 26 th November, 2010 |
| 39 | <i>Audit of Computerized Accounting System</i> | <i>1st November - 19th November, 2010</i> |