

2026 - GENERAL MANAGEMENT PROGRAMS

Code	Program Title	Duration	Course Fee (USD)	Dates
MSSAO	Management Skills for Secretaries/ PA's and Administrative Officers	1 Week	2750	6 – 10 April 7 – 11 September
PDPS	Professional Development Programme for Secretaries	1 Week	2750	26 – 30 January 1 – 5 June
RMPS	Records Management and Office Administration	1 Week	2750	16 – 20 February 17 – 21 August
SMS	Supervisory Management Skills	1 Week	2750	25 - 29 May 19 – 23 October
SMSCS	Stores Management and Stock Control Systems	1 Week	2950	9 – 13 March 14 - 18 September
DRMPS	Data and Records Management Programme for Secretaries	1 Week	2750	13 – 17 April 23 – 17 November
AAFOM	Advanced Administrative Functions and Office Management	1 Week	2750	14 - 8 May 7 – 11 December
ASMS	Advanced Supervisory Management Skills	1 Week	2950	19 – 23 January 27 – 31 July
MMECC	Meeting Management, Ethics and Code of Conduct	1 Week	2750	16 - 20 April 10 – 14 August
AOMPS	Advanced Office Management Programme for Secretaries	1 Week	2750	6 - 10 May 7 – 11 December
ECCS	Effective Coaching & Counseling Skills	1 Week	2950	23 – 27 March 12 – 16 October
OAMPAS	Office Administration and Management for PA's and Secretaries	1 Week	2750	9 - 13 February 23 - 27 November
ASMMS	Advanced Supervisory & People Management Skills	1 Week	2950	11 - 15 May 21 – 25 September
MDPAS	Management Development Programme for Administrators and Secretaries	1 Week	2750	6 – 10 April 3 – 7 August
PRCC	Public Relations and Customer care	1 Week	2750	22 - 26 June 26 - 30 October
SWPS	Speech Writing and Presentation Skills	1 Week	2750	9 - 13 March 14 - 18 September
PPSE	Protocol Procedures and Social Etiquette	1 Week	2750	1 - 5 June 14 – 18 December
TRWC	Technical Report Writing Course	1 Week	2750	19 – 23 January 15 – 19 June
CMMW	Conduct of Meetings and Minute Writing	1 Week	2750	25 – 29 May 14 – 18 December
EPSPS	Effective Public Speaking and Presentation Skills	1 Week	2750	713 – 17 July 26 – 30 October