



**Scheduled
Programmes/Courses**

2019 - 2020

MIND Kingston

235A Old Hope Road, Kingston 6, Jamaica W.I.
Phone: 876 927-1761 | Fax: 876 977-4311

 marketing@mind.edu.jm

MIND Mandeville

5 Perth Road, Mandeville, Manchester, Jamaica W.I.
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 www.mind.edu.jm





Management Institute for National Development

An Agency of the Office of the Cabinet, Government of Jamaica

Building Capability for Public Service Excellence



Products & Services

Award Categories

Post Graduate Diplomas | Associate of Science Degrees | Diplomas | Certificates

MIND IS REGISTERED WITH THE UNIVERSITY COUNCIL OF JAMAICA

Vision

To be the pre-eminent and preferred public service training, organisational and leadership development institute in Jamaica serving the Caribbean

Mission

To provide public servants with quality leadership development options, management training, supporting services and outreach that sustain a culture of enterprise, efficiency and responsiveness to the publics they serve

Values

The Values that drive MIND's team and underpin our leadership development, management training and supporting services are:

- Inclusivity
- Accountability & Impartiality
- Service Excellence
- Innovation

Ask About!



KEY NOTES

- * One Training Day/Class Day equals 6 hours
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**SCHEDULED PROGRAMMES/COURSES APRIL 2019 – MARCH 2020
(MIND KINGSTON & MANDEVILLE CAMPUSES & MONTEGO BAY)**

Award Categories

Certificate

- Advanced Records Management (Modules 1 – 5)**
- Auditing Fundamentals Level 1: Modules 1 – 4
- Budget Preparation & Management
- Effective Corporate Governance
- Effective Report Writing
- Finance for Non-Financial Managers
- Fundamentals of Project Management
- Information Technology Audit
- Inventory Management for Administrators
- Making Effective Public Policy
- Management Analysis Programme
- Minute Writing
- Preparing Cabinet Submissions
- Professional Certificate in Customs Regulations, Processes and Brokerage
- Professional Certificate in Industrial Relations
- Public Speaking & Presentation Skills
- Receivables Management
- Records & Information Management**
- Secretarial Qualifying Examination
- Service Skills for Ancillary Workers
- State Protocol & Business Etiquette
- Strategic & Corporate Planning
- Supervisory Management
- Training Needs Analysis
- Train the Trainer
- Training Impact Evaluation

Diploma

- Administrative Management Levels 1 – 4
- Government Accounting Levels 1 – 3
- Supplies Management Modules 1 – 4
- Auditing Levels 1 – 3

Associate of Science Degree

- Accounting
- Management Studies **
- Human Resource Management

Post Graduate Diploma

- General Management
- Human Resource Management



**Programme / Course is currently under review

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Important Note:	
• Entry Requirements: 5 CXC/GCEs - Grades I – III passes including English Language and Mathematics*. * Participants who successfully completed MIND Diploma Government Accounting may be considered.	
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Important Note:	
• Entry Requirements: A Bachelor’s Degree from a registered tertiary level institution* * Participants currently working/practicing in the field without the requisite qualifications, may be considered.	
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Customised Training

MIND will provide customised training solutions that respond exclusively to your organisation’s training needs. Existing products may be tailored or new products developed and delivered in the convenience of Your Place or MIND.



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PROGRAMMES/ COURSES	LOCA- TION	Cost (J\$)	Hrs	Class Days & Time	APR 2019	MAY 2019	JUNE 2019	JULY 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020
Administrative Management																
Administrative Management: Level 1	Kgn	64,000	150	Mon. – Thur. (9:00 am – 4:30 pm)				Jul 1 – Aug 20			Oct 7 – Nov 25				Feb 3 – Mar 23	
	Kgn	64,000	150	Mon. – Thur. (5:30 pm – 8:30 pm)											Feb 24 – Jun 3	
Administrative Management: Level 2	Kgn	83,000	150	Mon. – Thur. (9:00 am – 4:30 pm)		May 6 – Jun 20	Jun 17 – Jul 25		Aug 12 – Sept 25							
	Kgn	83,000	150	Mon. – Thur. (5:30 pm – 8:30 pm)										Jan 6 – Apr 6		
Administrative Management: Level 3	Kgn	52,000	96	Mon. – Wed. (9:00 am – 4:30 pm)										Jan 20 – Mar 2		
	Kgn	52,000	96	Mon. – Wed. (5:30 pm – 8:30 pm)						Sept 9 – Nov 26						
Administrative Management: Level 4	Kgn	77,000	90	Mon. – Wed. (9:00 am – 4:30 pm)		May 13 – Jun 18										
	Kgn	77,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)											Feb 3 – Apr 15	
Administrative Management: Level 1	Mdvl	64,000	150	Mon. – Thur. (5:30 pm – 8:30 pm)	Dates to be Announced											
Secretarial Qualifying Tutorial	Kgn	-	6	Fri. (9:00 am – 4:30 pm)		May 24		Jul 19		Sept 20		Nov 22		Jan 24		Mar 20
Secretarial Qualifying Examination	Kgn	10,000 (cost includes tutorial)	8	Thur. & Fri. (1:00 pm – 4:30 pm)		May 30 - 31		Jul 25 - 26		Sept 26 - 27		Nov 28 - 29		Jan 30 - 31		Mar 26 - 27



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Minute Writing	Kgn	15,000	12	Fridays (9:00 am – 4:30 pm)			Jun 7 & 14 or 21& 28									
Minute Writing	Mdvll	15,000	12	Fridays (9:00 am – 4:30 pm)										Jan 31 - Feb 7		
Auditing																
Auditing Fundamentals Level 1 Module 1	Kgn	35,000	30	Mon. – Fri. (9:00 am – 4:30 pm)		May 6 - 10					Oct 28 - Nov 1					
Auditing Fundamentals Level 1 Module 2	Kgn	45,000	42	Mon. – Fri. (9:00 am – 4:30 pm)			Jun 10 - 18			Sept 9 - 17				Jan 20 - 28		
Auditing Fundamentals Level 1 Module 3	Kgn	35,000	30	Mon. – Fri. (9:00 am – 4:30 pm)								Nov 18 - 22				
Auditing Fundamentals Level 1 Module 4	Kgn	35,000	30	Mon. – Fri. (9:00 am – 4:30 pm)											Feb 17 - 21	
Information Technology (IT) Audit Modules 1 – 7	Kgn	77,000	90	Mon. – Fri. (9:00 am – 4:30 pm)						Sept 16 - Oct 7						
Communication Skills																
Public Speaking and Presentation Skills	Kgn	45,000	30	Wed. & Thur. (5:30 pm – 8:30 pm)						Sept 4 - Oct 3						
Public Speaking and Presentation Skills	Mdvll	45,000	30	Wed. & Thur. (5:30 pm – 8:30 pm)			Jun 12 - Jul 11									
Effective Report Writing	Kgn	52,000	60	Wed. & Fri. (9:00 am – 4:30 pm)							Oct 30 - Nov 29					



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Customs Regulations																
Professional Certificate in Customs Regulations, Processes and Brokerage	Kgn	213,000	363	Tue., Wed. (5:30 pm – 8:30 pm) & Sat. (9:00 am – 12:30 pm)										Jan 7 - Jan 9, 2021		
Finance and Accounts																
Associate of Science Degree Accounting: Duration: 2 yrs 7 mths	Kgn	250,000 (Year 1)	990	Thur. (9:00 am – 8:30 pm)										Jan 9 - Dec 17 (Year 1)		
Associate of Science Degree Accounting: Duration: 2 yrs 7 mths	Mdvll	250,000 (Year 1)	990	Thur. (9:00 am – 8:30 pm)										Jan 9 - Dec 17 (Year 1)		
Government Accounting: Level 1 – Module 1	Mdvll	35,000	30	Mon. – Fri. (9:00 am – 4:30 pm)			Jun 10 - 14									
Government Accounting: Level 1 – Module 1	Kgn	35,000	30	Mon. – Fri. (9:00 am – 4:30 pm)			Jun 10 - 14			Sept 23 - 27			Dec 2 - 6			Mar 2 - 6
Government Accounting: Level 1 – Module 2	Kgn	38,500	30	Mon. – Fri. (9:00 am – 4:30 pm)		May 13 - 17				Sept 9 - 13		Nov 25 - 29				Mar 9 - 13
Government Accounting: Level 1 – Module 3	Kgn	38,500	30	Mon. – Fri. (9:00 am – 4:30 pm)			Jun 17 - 21							Jan 13 - 17		
Government Accounting: Level 1 – Module 4	Kgn	42,350	30	Mon. – Fri. (9:00 am – 4:30 pm)				Jul 1 - 5							Feb 17 – 21	
Government Accounting: Level 1 – Module 5	Kgn	42,350	30	Mon. – Fri. (9:00 am – 4:30 pm)			Jun 3 - 7									Mar 2 – 6



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Government Accounting: Level 1 – Module 6	Kgn	49,000	30	Mon. – Mon. (9:00 am – 4:30 pm)					Aug 26 - Sept 2				Dec 2 - 9			
Government Accounting: Level 2 – Module 1	Kgn	40,000	30	Mon. – Mon. (9:00 am – 4:30 pm)								Nov 11 - 18			Feb 10 - 17	
Government Accounting: Level 2 – Module 2	Kgn	40,000	30	Mon. – Fri. (9:00 am – 4:30 pm)			Jun 10 - 14								Feb 3 - 7	
Government Accounting: Level 2 – Module 3	Kgn	45,000	30	Mon. – Fri. (9:00 am – 4:30 pm)			Jun 3 - 7							Jan 13 - 17		
Government Accounting: Level 2 – Module 4	Kgn	45,000	30	Mon. – Fri. (9:00 am – 4:30 pm)						Sept 16 - 20				Jan 6 - 10		
Government Accounting: Level 3	Kgn	50,000	30	Mon. – Fri. (9:00 am – 4:30 pm)						Sept 9 - 13					Feb. 17 – 21	
Budget Preparation and Management	Kgn	35,000 (M)	18	Mon. – Wed (9:00 am – 4:30 pm)				Jul 8 – 10								
Budget Preparation and Management	Mdvll	35,000 (M)	18	Mon. – Wed (9:00 am – 4:30 pm)				Jul 8 - 10								
Finance for Non- Financial Managers	Kgn	55,000 (M)	30	Fri. (9:00 am – 4:30 pm)										Jan 31 - Feb 28		
Finance for Non- Financial Managers	Mdvll	55,000 (M)	30	Fri. (9:00 am – 4:30 pm)							Oct 4 - Nov 1					
Receivables Management	Kgn	25,000 (M)	12	Tue. & Wed. (9:00 am – 4:30 pm)							Oct 22 – 23					
Receivables Management	Mdvll	25,000 (M)	12	Tue. & Wed. (9:00 am – 4:30 pm)											Feb 18 - 19	



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General Management																
Strategic & Corporate Planning	Kgn	55,000 (M)	36	Tue. & Fri. (9:00 am – 4:30 pm)						Sept 10 - 27						
Supervisory Management	Kgn	85,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)			Jun 10 - Sept 9								Feb 3 - Apr 30	
Supervisory Management	Kgn	85,000	114	Mon. & Wed. (9:00 am – 4:30 pm)		May 27 - Aug 8				Sept 16 - Nov 20						
Supervisory Management	Mdvl	85,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)						Sept 2 - Nov 28						
Supervisory Management	Mo-Bay	85,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)											Feb 24 - May 21	
Post Graduate Diploma General Management	Kgn	300,000	510	Mon. & Wed. (5:30 pm – 8:30 pm) & Sat. (9:00 am – 4:30 pm)						Sept 2 - Sept 12 2020						
Post Graduate Diploma General Management	Mdvl	300,000	510	Mon. & Wed. (5:30 pm – 8:30 pm) & Sat. (9:00 am – 4:30 pm)						Sept 4 - Sept 14 2020						
Governance																
Effective Corporate Governance	Kgn	35,000 (M)	12	Fri. (9:00 am – 4:30 pm)								Nov 15 & 22				
Human Resource Management																
Associate of Science Degree Human Resource Management Duration: 2 yrs 7mths	Kgn	250,000 (Year 1)	405 Yr. 1	Mon. & Wed. (5:30 pm – 8:30 pm) & Alternate Sat. (9:00 am – 4:30 pm)											Jan 6 - Dec 19 (Year 1)	



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Associate of Science Degree Human Resource Management Duration: 2 yrs 7mths	Mdvl	250,000 (Year 1)	405 Yr. 1	Mon. & Wed. (5:30 pm – 8:30 pm) & Alternate Sat. (9:00 am – 4:30 pm)										Jan 6 – Dec 19 (Year 1)		
Post Graduate Diploma Human Resource Management	Kgn	270,000	453	Mon. & Wed. (5:30 pm – 8:30 pm) & Alternate Sat. (9:00 am – 4:30 pm)						Sept 2 – Oct 17 2020						
Training Needs Analysis	Kgn	23,000 (M)	12	Tue. & Fri. (9:00 am – 4:30 pm)							Oct 1 & 4					
Train the Trainer	Kgn	70,000 (M)	51	Tue. & Fri. (9:00 am – 4:30 pm)							Oct 1 - 29					
Training Impact Evaluation	Kgn	14,000 (M)	6	Tue. (9:00 am – 4:30 pm)							Oct 8					
Industrial Relations																
Professional Certificate in Industrial Relations	Kgn	80,000	120	Mon. & Wed. (5:30 pm – 8:30 pm)				Jul 15 – Dec 2						Jan 13 – Jun 8		
Professional Certificate in Industrial Relations	St. Ann	80,000	120	Mon. & Wed. (5:30 pm – 8:30 pm)											Feb 3 – Jun 29	
Project Management																
Fundamentals of Project Management	Kgn	65,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)				Jul 1 – Sept 9								
Fundamentals of Project Management	Mdvl	65,000	90	Sat. (9:00 am – 4:30 pm)					Aug 10 – Nov 16							



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Fundamentals of Project Management	Mo-Bay	65,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)										Jan 13 - Mar 23		
Public Sector Management																
Preparing Cabinet Submissions	Kgn	36,000 (M)	18	Fri. (9:00 am – 4:30 pm)			Jun 7 - 21				Oct 25 - Nov 8					
Making Effective Public Policy	Kgn	55,000 (M)	36	Tue. (9:00 am – 4:30 pm)							Oct 8 - Nov 12					
Supplies and Inventory Management																
Supplies Management Module 1	Kgn	61,500	90	Mon. & Wed. (12:30 pm – 5:30 pm)			Jun 17 - Aug 14									
Supplies Management Module 2	Kgn	61,500	90	Mon. & Wed. (12:30 pm – 5:30 pm)						Sept 2 - Nov 4						
Supplies Management Module 3	Kgn	57,500	78	Mon. & Wed. (12:30 pm – 5:30 pm)								Nov 18 - Jan 29				
Supplies Management Module 4	Kgn	56,500	72	Mon. & Wed. (12:30 pm – 5:30 pm)											Feb 17 - Apr 8	
Inventory Management for Administrators	Kgn	35,000 (M)	18	Thur. (9:00 am – 4:30 pm)							Oct 3 - 17					
Inventory Management for Administrators	Mdvl	35,000 (M)	18	Thur. (9:00 am – 4:30 pm)							Oct 10 - 24					
Professional Development Courses																
State Protocol & Business Etiquette	Kgn	55,000 (M)	24	Tue. & Wed. (9:00am – 4:30 pm)			Jun 25 - Jul 3									



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Service Skills for Ancillary Workers	Kgn	15,000	16	Tue. & Thur. (1:00 pm – 5:00 pm)			Jun 4 - 13		Aug 13 - 22							
Service Skills for Ancillary Workers	Mdvll	15,000	16	Tue. & Thur. (1:00 pm – 5:00 pm)				Jul 2 - 11								
	Mo- Bay	15,000	16	Tue. – Wed. (8:00 am – 5:00 pm)				Jul 16 - 17								

MIND Mandeville Campus

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Administrative Management																
Administrative Management: <i>Level 1</i>	Mdvll	64,000	150	Mon. – Thur. (5:30 pm – 8:30 pm)	Dates to be Announced											
Minute Writing	Mdvll	15,000	12	Fridays (9:00 am – 4:30 pm)										Jan 31 - Feb 7		
Communication Skills																
Public Speaking and Presentation Skills	Mdvll	45,000	30	Wed. & Thur. (5:30 pm – 8:30 pm)			Jun 12 - Jul 11									
Finance and Accounts																
Associate of Science Degree Accounting: Duration: 2 yrs 7 mths	Mdvll	250,000 (Year 1)	990	Thur. (9:00 am – 8:30 pm)										Jan 9 - Dec 17 (Year 1)		



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PROGRAMMES/ COURSES	LOCA- TION	Cost (J\$)	Hrs	Class Days & Time	APR 2019	MAY 2019	JUNE 2019	JULY 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020
Government Accounting: Level 1 – Module 1	Mdvll	35,000	30	Mon. – Fri. (9:00 am – 4:30 pm)			Jun 10 - 14									
Budget Preparation and Management	Mdvll	35,000 (M)	18	Mon. – Wed (9:00 am – 4:30 pm)				Jul 8 - 10								
Finance for Non-Financial Managers	Mdvll	55,000 (M)	30	Fri. (9:00 am – 4:30 pm)							Oct 4 - Nov 1					
Receivables Management	Mdvll	25,000 (M)	12	Tue. & Wed. (9:00 am – 4:30 pm)											Feb 18 - 19	
General Management																
Supervisory Management	Mdvll	85,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)							Sept 2 - Nov 28					
Post Graduate Diploma General Management	Mdvll	300,000	510	Mon. & Wed. (5:30 pm – 8:30 pm) & Sat. (9:00 am – 4:30 pm)							Sept 4 - Sept 14 2020					
Human Resource Management																
Associate of Science Degree Human Resource Management Duration: 2 yrs 7mths	Mdvl	250,000 (Year 1)	990	Mon. & Wed. (5:30 pm – 8:30 pm) & Alternate Sat. (9:00 am – 4:30 pm)											Jan 6 - Dec 18 (Year 1)	
Project Management																
Fundamentals of Project Management	Mdvll	65,000	90	Sat. (9:00 am – 4:30 pm)					Aug 10 - Nov 16							



KEY NOTES

- * One Training Day/Class Day equals 6 hours
- * (M) Course Cost includes Meals
- * MIND's payment Plan Available for selected courses
- * Course Dates and Costs are subject to change
- * MIND reserves the right to withdraw or postpone a schedule programme/course if registration insufficient for a standard class size

MIND Kingston
235A Old Hope Road, Kingston 6, Jamaica W.I.
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MIND Mandeville
5 Perth Road, Mandeville, Manchester, Jamaica W.I.
Phone: 876 962-2183/0428 | Fax: 876 962-1008



**SCHEDULED PROGRAMMES/COURSES APRIL 2019 – MARCH 2020
(MIND KINGSTON & MANDEVILLE CAMPUSES & MONTEGO BAY)**

MIND Mandeville Campus																
PROGRAMMES/ COURSES	LOCA- TION	Cost (J\$)	Hrs	Class Days & Time	APR 2019	MAY 2019	JUNE 2019	JULY 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020
Supplies and Inventory Management																
Inventory Management for Administrators	Mdvl	35,000 (M)	18	Thur. (9:00 am – 4:30 pm)							Oct 10 - 24					
Professional Development Course																
Service Skills for Ancillary Workers	Mdvl	15,000	16	Tue. & Thur. (1:00 pm – 5:00 pm)				Jul 2 - 11								

Montego Bay Course Offerings																
COURSES	LOCA- TION	Cost (J\$)	Hrs	Class Days & Time	APR 2019	MAY 2019	JUNE 2019	JULY 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020
Service Skills for Ancillary Workers	Mo-Bay	15,000	16	Tue. – Wed. (8:00 am – 5:00 pm)				Jul 16 - 17								
Fundamentals of Project Management	Mo-Bay	65,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)										Jan 13 - Mar 23		
Supervisory Management	Mo-Bay	85,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)						Sept 2 - Nov 28						
Important Note: Classes in Montego Bay are held at the Electoral Office of Jamaica, Unit 25 Fairview Office Park, Montego Bay, St. James																



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