



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

































Award Categories

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

MIND IS REGISTERED WITH THE UNIVERSITY COUNCIL OF JAMAICA

Vision

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

Mission

o 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

Hecountability

ervice Excellence





* (M) Course Cost includes Meals

programme/course if registration insufficient for a standard class size

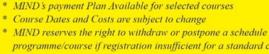
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Award Categories

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



* One Training Day/Class Day equals 6 hours

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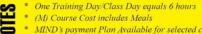




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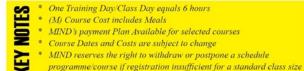
SCHEDULED PROGRAMMES/COURSES APRIL 2019 – MARCH 2020 (MIND KINGSTON CAMPUS & MONTEGO BAY) Table of Contents – Cont'd

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Important Note:	
 Entry Requirements: 5 CXCs/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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 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.





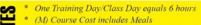






PROGRAMMES/ COURSES	LOCA -TION	Cost (J\$)	Hrs	Class Days & Time	APR 2019	MAY 2019	JUNE 2019	JULY 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020
Administrati	ve Ma	anagem	ent													
Administrative Management:	Kgn	64,000	150	Mon. – Thur. (9:00 am – 4:30 pm)				Jul 1 - Aug 20			Oct 7 - Nov 25				Feb 3 - Mar 23	
Level 1	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)								Nov 4 - Feb 11				
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	
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
Minute Writing	Kgn	15,000	12	Fridays (9:00 am – 4:30 pm)			Jun 7 & 14 or 21& 28	Jul 5 & 12								





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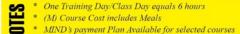
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Auditing																
Auditing Fundamentals Level 1 Module 1	Kgn	35,000	30	Mon. – Fri. (9:00 am – 4:30 pm)		May 6 - 10					Oct 28 - Nov 1					
Auditing Fundamentals Level 1 Module 2	Kgn	45,000	42	Mon. – Fri. (9:00 am – 4:30 pm)			Jun 10 - 18			Sept 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)									Dates t	o be Ann	ounced	l
Communicat	ion S	kills														
Public Speaking and Presentation Skills	Kgn	45,000	30	Wed. & Thur. (5:30 pm – 8:30 pm)						Sept 4 Oct 3	Oct 16 - Nov 14					
Effective Report Writing	Kgn	52,000	60	Wed. & Fri. (9:00 am – 4:30 pm)									Dates t	o be Ann	ounced	
Customs Reg	gulati	ons														
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		







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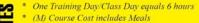
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Finance and	Acco	· · · · · · · · · · · · · · · · · · ·		Time		1										
Associate of Science Degree Accounting: Duration: 2 yrs 7 mths	Kgn	250,000 (Year 1)	990	Thur. (9:00 am – 8:30 pm)										Jan 9 — Dec 17 (Year 1)		
Government Accounting: Level 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
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)									Dec 2 - 9		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		





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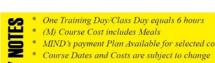
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Government Accounting: Level 2 – Module 4	Kgn	45,000	30	Mon. – Fri. (9:00 am – 4:30 pm)						Sept 16 - 20				Jan 6 - 10		
Government Accounting: Level 3	Kgn	50,000	30	Mon. – Fri. (9:00 am – 4:30 pm)						Sept 9 - 13					Feb. 17 – 21	
Budget Preparation and Management	Kgn	35,000 (M)	18	Mon. – Wed (9:00 am – 4:30 pm)				Jul 8 – 10 Or 29 - 31								
Finance for Non- Financial Managers	Kgn	55,000 (M)	30	Fri. (9:00 am – 4:30 pm)										Jan 31 - Feb 28		
Receivables Management	Kgn	25,000 (M)	12	Tue. & Wed. (9:00 am – 4:30 pm)							Oct 22 – 23					
General Man	agem	nent														
Strategic & Corporate Planning	Kgn	55,000 (M)	36	Tue. & Fri. (9:00 am – 4:30 pm)				Jul 2 - 19				Nov 12 - Dec 6				
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	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						
Governance				• ,												
Effective Corporate Governance	Kgn	35,000 (M)	12	Fri. (9:00 am – 4:30 pm)									Dates t	o be Ann	ounced	





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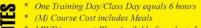






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Human Reso		250,000		Mon. & Wed.	ı	1					I	1				
Associate of Science Degree Human	Kgn	(Year 1)	405 Yr.	(5:30 pm – 8:30 pm)										Jan 6		
Resource		(1 cal 1)	11.	& Alternate Sat.										_		
Management			1	(9:00 am – 4:30 pm)										Dec 19		
Duration: 2 yrs 7mths				()										(Year 1)		
Post Graduate	Kgn	270,000	453	Mon. & Wed.						Sept 2						
Diploma Human				(5:30 pm - 8:30 pm)						-						
Resource				&						Oct 17 2020						
Management				Alternate Sat.						2020						
Training Needs	Kgn	23,000	12	(9:00 am – 4:30 pm) Tue. & Fri.							Oct					
Analysis	Kgn	(M)	12	(9:00 am – 4:30 pm)							1 & 4					
Amarysis		` '														
Train the Trainer	Kgn	70,000	51	Tue. & Fri.							Oct					
		(M)		(9:00 am – 4:30 pm)							1 - 29					
Training Impact	Kgn	14,000	6	Tue.							Oct 8					
Evaluation		(M)		(9:00 am – 4:30 pm)							000					
Industrial Re	elatio	ns														
Professional	Kgn	80,000	120	Mon. & Wed.						Sept. 2				Jan 13		
Certificate in				(5:30 pm - 8:30 pm)						- Feb. 17				Jun 8		
Industrial Relations										Feb. 17				Jun 8		
Professional	St.	80,000	120	Mon. & Wed.											Feb 3	
Certificate in Industrial Relations	Ann			(5:30 pm - 8:30 pm)											Jun 29	
	aam	ont														
Project Mana			00	Mon. – Wed.				Inl 1								
	Kgn	65,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)				Jul 1								
Project Management				(3.30 piii – 8.30 piii)				Sept 9								
Fundamentals of	Mo-	65,000	90	Mon. – Wed.										Jan 13		
Project	Bay	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		(5:30 pm – 8:30 pm)										-		
Management	·													Mar 23		





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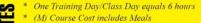






PROGRAMMES/	LOCA -TION	Cost	Hrs	Class Days &	APR 2019	MAY 2019	JUNE 2019	JULY 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020
COURSES		(J\$)		Time	2015	1 2012			1015	1 2015		2015	2015	1 -0-0	1 -0-0	
Public Secto											0 . 0.5					_
Preparing Cabinet Submissions	Kgn	36,000 (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)									Dates	to be An	nounced	Ì
Supplies and	Inve	entory I	Mana	gement			•	•			•					
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					
Professional	Deve	lopme	nt Co	urses				•			1					
State Protocol & Business Etiquette	Kgn	55,000 (M)	24	Tue. & Wed. (9:00am – 4:30 pm)				Jul 2 - 16								
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	Mo- Bay	15,000	16	Tue. – Wed. (8:00 am – 5:00 pm)							Dates to	be An	nounce	ed		





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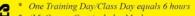




	Montego Bay Course Offerings															
COURSES	LOCA -TION	Cost (J\$)	Hrs	Class Days & Time	APR 2019	MAY 2019	JUNE 2019	JULY 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020
Service Skills for Ancillary Workers	Mo- Bay	15,000	16	Tue. – Wed. (8:00 am – 5:00 pm)							Dates to	be An	nounce	d		
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)											Feb 24 - May21	

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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