



**Management Institute for
National Development**

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

Building Capability for Public Service Excellence

Scheduled Programmes/Courses

2020 - 2021

MIND Kingston

235A Old Hope Road, Kingston 6, Jamaica W.I.

Phone: 876 927-1761 | Fax: 876 977-4311



marketing@mind.edu.jm



website:
www.mind.edu.jm



MIND IS REGISTERED WITH THE UNIVERSITY COUNCIL OF JAMAICA



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SCHEDULED PROGRAMMES/COURSES APRIL 2020 - MARCH 2021 (MIND KINGSTON CAMPUS & MONTEGO BAY)

Award Categories

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

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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
- Service Excellence
- Innovation
- Integrity & Impartiality



TRAINING MANAGERS NETWORK MEETING



Products & Services



KEY NOTES

- * One Training Day/Class Day equals 6 hours
- * (M) Course Cost includes Meals
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Award Categories

Certificate

- Auditing Level 1: Auditing Fundamentals Modules 1 – 4
- Auditing Level 3: Information Technology Audit
- Budget Preparation & Management
- Effective Corporate Governance
- Effective Report Writing
- Finance for Non-Financial Managers
- Fundamentals of Project Management
- Inventory Management for Administrators
- Making Effective Public Policy
- Minute Writing
- Preparing Cabinet Submissions
- Professional Certificate in Customs Regulations, Processes and Brokerage
- Professional Certificate in Industrial Relations
- Public Speaking & Presentation Skills
- Receivables 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
- Auditing Levels 1 – 3
- Government Accounting Levels 1 – 3
- Supplies Management Modules 1 – 4

Associate of Science Degree

- Accounting
- Human Resource Management

Post Graduate Diploma

- General Management
- Human Resource Management



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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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Administrative Management																
Administrative Management: Level 1	Kgn	83,200	150	Mon. – Thur. (9:00 am – 4:30 pm)			Jun 29 - Aug 17				Oct 5 - Nov 23				Feb 1 - Mar 22	
	Kgn	83,200	150	Mon. – Thur. (5:30 pm – 8:30 pm)											Feb 22 - Jun 1	
Administrative Management: Level 2	Kgn	107,900	150	Mon. – Thur. (9:00 am – 4:30 pm)		May 4 - Jun 18			Aug 10 - Sept 23							
	Kgn	107,900	150	Mon. – Thur. (5:30 pm – 8:30 pm)										Jan 4 - Apr 8		
Administrative Management: Level 3	Kgn	67,600	96	Mon. – Wed. (9:00 am – 4:30 pm)										Jan 18 - Mar 1		
	Kgn	67,600	96	Mon. – Wed. (5:30 pm – 8:30 pm)						Sept 7 - Nov 30						
Administrative Management: Level 4	Kgn	100,000	90	Mon. – Wed. (9:00 am – 4:30 pm)		May 11 - Jun 17										
	Kgn	100,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)											Feb 1 - Apr 21	
Secretarial Qualifying Tutorial	Kgn	-	6	Fri. (9:00 am – 4:30 pm)		May 22		Jul 24		Sept 18		Nov 20		Jan 22		Mar 19
Secretarial Qualifying Examination	Kgn	10,000 (cost includes tutorial)	8	Thur. & Fri. (1:00 pm – 4:30 pm)		May 28 - 29		Jul 30 - 31		Sept 24 - 25		Nov 26 - 27		Jan 28 - 29		Mar 25 - 26

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Minute Writing	Kgn	16,000	12	Fridays (9:00 am – 4:30 pm)			Jun 5 & 12			Sept 11 & 18						
Auditing																
Level 1 - Auditing Fundamentals Module 1	Kgn	37,000	30	Mon. – Fri. (9:00 am – 4:30 pm)		May 11 - 15					Oct 26 - 30					
Level 1 - Auditing Fundamentals Module 2	Kgn	55,000	42	Mon. – Fri. (9:00 am – 4:30 pm)						Sept 7 - 15				Jan 18 - 26		
Level 1 - Auditing Fundamentals Module 3	Kgn	37,000	30	Mon. – Fri. (9:00 am – 4:30 pm)					Aug 17 - 21							
Level 1 - Auditing Fundamentals Module 4	Kgn	37,000	30	Mon. – Fri. (9:00 am – 4:30 pm)								Nov 16 - 20				
Level 2 - Advanced Auditing Module 1	Kgn	42,000	30	Mon. – Fri. (9:00 am – 4:30 pm)											Feb 22 - 26	
Level 3 - Information Technology (IT) Audit Modules 1 – 7	Kgn	100,000	90	Mon. – Fri. (9:00 am – 4:30 pm)						Sept 14 - Oct 5						
Communication Skills																
Public Speaking and Presentation Skills	Kgn	50,000	30	Wed. & Thur. (5:30 pm – 8:30 pm)						Sept 2 - Oct 1						
Effective Report Writing	Kgn	60,000	60	Wed. & Fri. (9:00 am – 4:30 pm)							Oct 28 - Nov 27					

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Customs Regulations																
Professional Certificate in Customs Regulations, Processes and Brokerage	Kgn	260,000	363	Tue., Wed. (5:30 pm – 8:30 pm) & Sat. (9:00 am – 12:30 pm)										Jan 12 - Feb 12, 2022		
Finance and Accounts																
Associate of Science Degree Accounting: Duration: 2 yrs 7 mths	Kgn	290,000 (Year 1)	990	Thur. (9:00 am – 8:30 pm)										Jan 4 - Dec 16 (Year 1)		
Government Accounting: Level 1 – Module 1	Kgn	36,500	30	Mon. – Fri. (9:00 am – 4:30 pm)			Jun 8 - 12			Sept 21 - 25		Nov 30 - Dec 4				Mar 1 - 5
Government Accounting: Level 1 – Module 2	Kgn	40,500	30	Mon. – Fri. (9:00 am – 4:30 pm)		May 11 - 15				Sept 7 - 11		Nov 23 - 27				Mar 8 - 12
Government Accounting: Level 1 – Module 3	Kgn	40,500	30	Mon. – Fri. (9:00 am – 4:30 pm)			Jun 15 - 19							Jan 11 - 15		
Government Accounting: Level 1 – Module 4	Kgn	44,500	30	Mon. – Fri. (9:00 am – 4:30 pm)			Jun 29 - Jul 3								Feb 1 - 5	
Government Accounting: Level 1 – Module 5	Kgn	44,500	30	Mon. – Fri. (9:00 am – 4:30 pm)					Aug 10 - 14							Mar 15 - 19
Government Accounting: Level 1 – Module 6	Kgn	51,000	30	Mon. – Fri. (9:00 am – 4:30 pm)							Oct 12 - 20				Feb 8 - 15	
Government Accounting: Level 2 – Module 1	Kgn	51,000	30	Mon. – Fri. (9:00 am – 4:30 pm)								Nov 9 - 16				Mar 15 - 22

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Government Accounting: Level 2 – Module 2	Kgn	42,000	30	Mon. – Fri. (9:00 am – 4:30 pm)			Jun 8 - 12								Feb 1 - 5	
Government Accounting: Level 2 – Module 3	Kgn	47,500	30	Mon. – Fri. (9:00 am – 4:30 pm)			Jun 1 - 5							Jan 25 - 29		
Government Accounting: Level 2 – Module 4	Kgn	47,500	30	Mon. – Fri. (9:00 am – 4:30 pm)					Aug 10 - 14					Jan 18 - 22		
Government Accounting: Level 3	Kgn	52,500	30	Mon. – Fri. (9:00 am – 4:30 pm)							Oct 12 - 16					Mar 15 - 19
Budget Preparation and Management	Kgn	36,500 (M)	18	Mon. – Wed (9:00 am – 4:30 pm)				Jul 6 - 8								
Finance for Non- Financial Managers	Kgn	57,500 (M)	30	Fri. (9:00 am – 4:30 pm)										Jan 29 - Feb 26		
Receivables Management	Kgn	26,000 (M)	12	Tue. & Wed. (9:00 am – 4:30 pm)							Oct 20 – 21					
General Management																
Strategic & Corporate Planning	Kgn	58,000 (M)	36	Tue. & Fri. (9:00 am – 4:30 pm)			Jun 2 - 19				Oct 6 - 23					
Supervisory Management	Kgn	95,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)			Jun 8 - Sept 7								Feb 1 - May 3	
Supervisory Management	Kgn	95,000	114	Mon. & Wed. (9:00 am – 4:30 pm)		May 4 - Jul 6				Sept 14 - Nov 18						
Supervisory Management	Mo- Bay	95,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)					Aug 31 - Nov 30							

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Post Graduate Diploma General Management	Kgn	357,000	510	Mon. & Wed. (5:30 pm – 8:30 pm) & Sat. (9:00 am – 4:30 pm)						Sept 7 – Sept 18, 2021						
Governance																
Effective Corporate Governance	Kgn	42,000 (M)	12	Fri. (9:00 am – 4:30 pm)								Nov 13&20				
Human Resource Management																
Associate of Science Degree Human Resource Management Duration: 2 yrs 7mths	Kgn	290,000 (Year 1)	405 Yr. 1	Tue. & Thur. (5:30 pm – 8:30 pm) & Alternate Sat. (9:00 am – 4:30 pm)										Jan 5 – Dec 18 (Year 1)		
Post Graduate Diploma Human Resource Management	Kgn	320,000	453	Mon. & Wed. (5:30 pm – 8:30 pm) & Alternate Sat. (9:00 am – 4:30 pm)						Sept 7 – Oct 23, 2021						
Training Needs Analysis	Kgn	24,000 (M)	12	Tue. & Fri. (9:00 am – 4:30 pm)							Oct 6 & 9					
Train the Trainer	Kgn	73,500 (M)	51	Tue. & Fri. (9:00 am – 4:30 pm)							Oct 6 – Nov 3					
Training Impact Evaluation	Kgn	15,000 (M)	6	Tue. (9:00 am – 4:30 pm)							Oct 13					

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Industrial Relations																
Professional Certificate in Industrial Relations	Kgn	100,000	120	Mon. & Wed. (5:30 pm – 8:30 pm)				Jul 13 - Nov 30						Jan 11 - Jun 7		
Professional Certificate in Industrial Relations	St. Ann	100,000	120	Mon. & Wed. (5:30 pm – 8:30 pm)											Feb 1 - Jun 28	
Project Management																
Fundamentals of Project Management	Kgn	90,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)			Jun 29 - Sept 7									
Public Sector Management																
Preparing Cabinet Submissions	Kgn	38,000 (M)	18	Fri. (9:00 am – 4:30 pm)			Jun 5 - 19				Oct 23 - Nov 6					
Making Effective Public Policy	Kgn	60,000 (M)	36	Tue. (9:00 am – 4:30 pm)							Oct 6 - Nov 10					
Supplies and Inventory Management																
Supplies Management Module 1	Kgn	90,000	90	Mon. & Wed. (12:30 pm – 5:30 pm)			Jun 15 - Aug 12									
Supplies Management Module 2	Kgn	90,000	90	Mon. & Wed. (12:30 pm – 5:30 pm)					Aug 31 - Nov 2							
Supplies Management Module 3	Kgn	80,000	78	Mon. & Wed. (12:30 pm – 5:30 pm)							Nov 16 - Jan 27					
Supplies Management Module 4	Kgn	71,000	72	Mon. & Wed. (12:30 pm – 5:30 pm)											Feb 15 - Apr 12	

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Inventory Management for Administrators	Kgn	36,500 (M)	18	Thur. (9:00 am – 4:30 pm)							Oct 8 - 22					
Professional Development Courses																
State Protocol & Business Etiquette	Kgn	58,000 (M)	24	Tue. & Wed. (9:00am – 4:30 pm)			Jun 23 - Jul 8									
Service Skills for Ancillary Workers	Kgn	16,000	16	Tue. & Thur. (1:00 pm – 5:00 pm)	Apr 28 - May 7				Aug 11 - 20							
Service Skills for Ancillary Workers	Mo-Bay	16,000	16	Tue. – Wed. (8:00 am – 5:00 pm)				Jul 14 - 15								

Montego Bay Course Offerings

COURSES	LOCA- TION	Cost (J\$)	Hrs	Class Days & Time	APR 2020	MAY 2020	JUNE 2020	JULY 2020	AUG 2020	SEPT 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021
Service Skills for Ancillary Workers	Mo-Bay	16,000	16	Tue. – Wed. (8:00 am – 5:00 pm)				Jul 14 - 15								
Supervisory Management	Mo-Bay	95,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)					Aug 31 - Nov 30							

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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