

Doc. No./Reference No.	MIND – 807/1/2-BDC/CRM-V1
Issue Date:	December 3, 2020



**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



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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)

### 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*



**Products & Services**



#### KEY NOTES

- \* (M) Course Cost includes Meals
- \* MIND's payment Plan Available for selected courses
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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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## SCHEDULED PROGRAMMES/COURSES APRIL 2020 - MARCH 2021 (MIND KINGSTON CAMPUS)

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• Accounting	8
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<b>Important Note:</b>	
• 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.	
<b>Post Graduate Diploma Programmes</b>	
• General Management	9
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<b>Important Note:</b>	
• 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.	

### **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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<b>Administrative Management</b>																
<b>Administrative Management: Level 1</b>	Online	83,200	150	Mon. – Thur. (9:00 am – 1:30 pm)											Feb 1 – Apr 13	
	Online	83,200	150	Mon. – Thur. (5:30 pm – 8:30 pm)											Feb 22 – Jun 1	
<b>Administrative Management: Level 2</b>	Online	107,900	150	Mon. – Thur. (9:00 am – 1:30 pm)										Jan 18 – Apr 8		
	Online	107,900	150	Mon. – Thur. (5:30 pm – 8:30 pm)										Jan 4 – Apr 8		
<b>Administrative Management: Level 3</b>	Online	67,600	96	Mon. – Wed. (9:00 am – 1:30 pm)										Jan 18 – Mar 30		
<b>Administrative Management: Level 4</b>	Online	100,000	90	Mon. – Wed. (9:00 am – 1:30 pm)									NEW DATES TO BE ANNOUNCED			
	Online	100,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)											Feb 1 – Apr 26	
<b>Secretarial Qualifying Tutorial</b>	Online	-	6	Fri. (9:00 am – 4:30 pm)								Nov 20		Jan 22		Mar 19
<b>Secretarial Qualifying Examination</b>	Online	10,000 (cost includes tutorial)	8	Thur. & Fri. (1:00 pm – 4:30 pm)								Nov 26 - 27		Jan 28 - 29		Mar 25 - 26
<b>Minute Writing</b>	Online	16,000	12	Fridays (9:00 am – 4:30 pm)			June 5 & 12			Sept 11 & 18						



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Auditing																
Level 1 - Auditing Fundamentals Module 1	Online	37,000	30	Mon. – Fri. (9:00 am – 12:15 pm)								Nov 2 - 13				
Level 1 - Auditing Fundamentals Module 2	Online	55,000	42	Mon. – Fri. (9:00 am – 12:15 pm)										Jan 18 - Feb 5		
Level 1 - Auditing Fundamentals Module 3	Online	37,000	30	Mon. – Fri. (9:00 am – 12:15 pm)									NEW DATES TO BE ANNOUNCED			
Level 1 - Auditing Fundamentals Module 4	Online	37,000	30	Mon. – Fri. (9:00 am – 12:15 pm)									NEW DATES TO BE ANNOUNCED			
Level 2 - Advanced Auditing Module 1	Online	42,000	30	Mon. – Fri. (9:00 am – 12:15 pm)											Feb 22 - Mar 5	
Level 3 - Information Technology (IT) Audit Modules 1 – 7	Online	100,000	90	Mon. – Fri. (9:00 am – 4:30 pm)								NEW DATES TO BE ANNOUNCED FOR APRIL 2021 – MARCH 2022				
Communication Skills																
Public Speaking and Presentation Skills	Online	50,000	30	Wed. & Thur. (5:30 pm – 8:30 pm)								Nov 4 - Dec 3				
Effective Report Writing	Online	60,000	60	Wed. & Fri. (9:00 am – 4:30 pm)							Oct 28 - Nov 27					



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<b>Customs Regulations</b>																
Professional Certificate in Customs Regulations, Processes and Brokerage	Online	260,000	363	Tue., Wed. (5:30 pm – 8:30 pm) & Sat. (9:00 am – 12:30 pm)										Jan 12 - Feb 12, 2022		
<b>Finance and Accounts</b>																
Associate of Science Degree Accounting: Duration: 2 yrs 7 mths	Online (Year 1)	290,000 (Year 1)	990	Thur. (9:00 am – 8:30 pm)										Jan 4 - Feb 26, 2022 (Year 1)		
Government Accounting: Level 1 – Module 1	Online	36,500	30	Mon. – Fri. (9:00 am – 12:15 pm)										Jan 11 - 29		Mar 1 - 19
Government Accounting: Level 1 – Module 2	Online	40,500	30	Mon. – Fri. (9:00 am – 12:15 pm)								Nov 23 - 27				Mar 8 - 26
Government Accounting: Level 1 – Module 3	Online	40,500	30	Mon. – Fri. (9:00 am – 12:15 pm)								Nov 9 - 20			Feb 1 - 19	
Government Accounting: Level 1 – Module 4	Online	44,500	30	Mon. – Fri. (9:00 am – 12:15 pm)											Feb 22 - Mar 12	
Government Accounting: Level 1 – Module 5	Online	44,500	30	Mon. – Fri. (9:00 am – 12:15 pm)												Mar 15 - Apr 1
Government Accounting: Level 1 – Module 6	Online	51,000	30	Mon. – Fri. (9:00 am – 12:15 pm)											Feb 8 - 26	
Government Accounting: Level 2 – Module 1	Online	51,000	30	Mon. – Fri. (9:00 am – 12:15 pm)												Mar 15 - 26



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Government Accounting: <i>Level 2 – Module 2</i>	Online	42,000	30	Mon. – Fri. (9:00 am – 12:15 pm)											Feb 1 - 12	
Government Accounting: <i>Level 2 – Module 3</i>	Online	47,500	30	Mon. – Fri. (9:00 am – 12:15 pm)										Jan 25 - Feb 5		
Government Accounting: <i>Level 2 – Module 4</i>	Online	47,500	30	Mon. – Fri. (9:00 am – 12:15 pm)										Jan 18 – 29		
Government Accounting: <i>Level 3</i>	Online	52,500	30	Mon. – Fri. (9:00 am – 12:15 pm)												Mar 15 - 26
Budget Preparation and Management	Online	31,250	18	Mon. – Wed (9:00 am – 4:30 pm)				Jul 6 - 8								
Finance for Non- Financial Managers	Online	48,750	30	Fri. (9:00 am – 4:30 pm)										Jan 29 - Feb 26		
Receivables Management	Online	22,500	12	Tue. & Wed. (9:00 am – 1:30 pm)									NEW DATES TO BE ANNOUNCED			
General Management																
Strategic & Corporate Planning	Online	47,500	36	Tue. & Fri. (9:00 am – 4:30 pm)											Feb 2 - Mar 2	
Supervisory Management	Online	95,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)											Feb 1 - May 3	
Post Graduate Diploma General Management	Online	357,000	510	Mon. & Wed. (5:30 pm – 8:30 pm) & Sat. (9:00 am – 4:30 pm)							Start Date: Oct 21					



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Governance																
Effective Corporate Governance	Online	38,500	12	Fri. (9:00 am – 4:30 pm)									NEW DATES TO BE ANNOUNCED			
Human Resource Management																
Associate of Science Degree Human Resource Management Duration: 2 yrs 7mths	Online	\$290,000 (Year 1)	945	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	Online	320,000	453	Mon. & Wed. (5:30 pm – 8:30 pm) & Alternate Sat. (9:00 am – 4:30 pm)							Start Date: Oct 21					
Training Needs Analysis	Online	20,500	12	Tue. & Fri. (9:00 am – 4:30 pm)								NEW DATES TO BE ANNOUNCED				
Train the Trainer	Online	65,000	51	Tue. & Fri. (9:00 am – 4:30 pm)								NEW DATES TO BE ANNOUNCED				
Training Impact Evaluation	Online	13,250	6	Tue. (9:00 am – 4:30 pm)								NEW DATES TO BE ANNOUNCED				
Industrial Relations																
Professional Certificate in Industrial Relations	Online	100,000	120	Mon. & Wed. (5:30 pm – 8:30 pm)												Mar 8 - Jul 19
Project Management																
Fundamentals of Project Management	Online	90,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)			Jun 29 - Sept 7									



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<b>Public Sector Management</b>																
Preparing Cabinet Submissions	Online	32,750	18	Fri. (9:00 am – 4:30 pm)								Nov 13 – 27			Feb 5 - Mar 12	
Making Effective Public Policy	Online	49,500	36	Tue. (9:00 am – 1:30 pm)										Jan 12 - Mar 9		
<b>Supplies and Inventory Management</b>																
Supplies Management Module 1	Online	90,000	90	Mon. & Wed. (12:30 pm – 5:30 pm)										Start Date: Jan 11		
Supplies Management Module 2	Online	90,000	90	Mon. & Wed. (12:30 pm – 5:30 pm)								NEW DATES TO BE ANNOUNCED FOR APRIL 2021 – MARCH 2022				
Supplies Management Module 3	Online	80,000	78	Mon. & Wed. (12:30 pm – 5:30 pm)								NEW DATES TO BE ANNOUNCED FOR APRIL 2021 – MARCH 2022				
Supplies Management Module 4	Online	71,000	72	Mon. & Wed. (12:30 pm – 5:30 pm)								NEW DATES TO BE ANNOUNCED FOR APRIL 2021 – MARCH 2022				
Inventory Management for Administrators	Online	31,250	18	Thur. (9:00 am – 4:30 pm)							Oct 8 - 22					
<b>Professional Development Courses</b>																
State Protocol & Business Etiquette	Online	51,000	24	Tue. & Wed. (9:00am – 4:30 pm)									NEW DATES TO BE ANNOUNCED			
Service Skills for Ancillary Workers	Online	16,000	16	Tue. & Thur. (1:00 pm – 5:00 pm)									NEW DATES TO BE ANNOUNCED			



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