

Doc. No./Reference No.	MIND – 807/1/4-BDC/CRM-V1
Issue Date:	March 31, 2021



**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

2021 - 2022

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 2021 - MARCH 2022 (MIND KINGSTON)

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

- * 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 scheduled programme/course if registration is insufficient for a standard class

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SCHEDULED PROGRAMMES/COURSES APRIL 2021 - MARCH 2022 (MIND KINGSTON CAMPUS)

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**

Certificate

- **Unleash the Leader in You**
- **Leading with Emotional Intelligence**
- **Performance Coaching**
- **Leading High Performance Teams**
- **First Time Leaders' Development Programme**
- **Leadership and Transition**

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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Table of Contents

Programmes/Courses	Page(s)
Certificate Courses	
• Secretarial Qualifying Examination	6
• Minute Writing	6
• Auditing Level 1: Auditing Fundamentals (Modules 1 – 4)	6 - 7
• Auditing Level 3: Information Technology (IT) Audit (Modules 1 – 7)	7
• Public Speaking & Presentation Skills	7
• Effective Report Writing	7
• Professional Certificate in Customs Regulations, Processes and Brokerage	7
• Budget Preparation & Management	9
• Finance for Non-Financial Managers	9
• Receivables Management	9
• Strategic & Corporate Planning	9
• Supervisory Management	9
• Effective Corporate Governance	10
• Training Needs Analysis	10
• Train the Trainer	10
• Training Impact Evaluation	10
• Professional Certificate in Industrial Relations	10
• Fundamentals of Project Management	11
• Preparing Cabinet Submissions	11 - 12
• Making Effective Public Policy	12
• Inventory Management for Administrators	12
• State Protocol and Business Etiquette	12
• Service Skills for Ancillary Workers	12



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Table of Contents – Cont'd

Programmes/Courses	Page(s)
Certificate Courses – Leadership Development	
• Unleash the Leader in You	11
• Leading with Emotional Intelligence	11
• Performance Coaching	11
• Leading High Performance Teams	11
• First Time Leaders' Development Programme	11
• Leadership and Transition	11
Diploma Programmes	
• Administrative Management Levels 1 – 4	6
• Auditing Levels 1 – 3	6 - 7
• Government Accounting Levels 1 - 3	8 - 9
• Supplies Management Modules 1 – 4	12
Associate of Science Degree Programmes	
• Accounting	8
• Human Resource Management	10
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.	
Post Graduate Diploma Programmes	
• General Management	9
• Human Resource Management	10
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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Administrative Management																
Administrative Management: <i>Level 1</i>	Online	95,680	150	Mon. – Thur. (9:00 am – 1:30 pm)			Jun 28 - Sept. 1				Oct 4 - Dec 13				Feb 7 - Apr 15	
	Online	95,680	150	Mon. – Thur. (5:30 pm – 8:30 pm)											Feb 22 - Jun 1	
Administrative Management: <i>Level 2</i>	Online	124,085	150	Mon. – Thur. (9:00 am – 1:30 pm)		May 3 - Jul 8					Oct 11 - Dec 15					
	Online	124,085	150	Mon. – Thur. (5:30 pm – 8:30 pm)										Jan 3 - Apr 7		
Administrative Management: <i>Level 3</i>	Kgn	77,740	96	Mon. – Wed. (9:00 am – 4:30 pm)										Jan 17 - Feb 28		
Administrative Management: <i>Level 4</i>	Kgn	115,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)										Jan 31 - Apr 20		
Secretarial Qualifying Tutorial	Online	-	6	Fri. (9:00 am – 4:30 pm)		May 21		Jul 23		Sept 24		Nov 19		Jan 21		Mar 18
Secretarial Qualifying Examination	Online	10,000 (cost includes tutorial)	8	Thur. & Fri. (1:00 pm – 4:30 pm)		May 27 - 28		Jul 29 - 30		Sept 30 - Oct 1		Nov 25 - 26		Jan 27 - 28		Mar 24 - 25
Minute Writing	Online	16,000	12	Fridays (9:00 am – 4:30 pm)			Jun 4 & 11			Sept 10 & 17						
Auditing																
Level 1 - Auditing Fundamentals Module 1	Online	37,000	30	Mon. – Fri. (9:00 am – 12:15 pm)		May 10 - 21					Oct 25 - Nov 5					



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Level 1 - Auditing Fundamentals Module 2	Online	55,000	42	Mon. – Fri. (9:00 am – 12:15 pm)						Sept 6 - 23				Jan 17 - Feb 25		
Level 1 - Auditing Fundamentals Module 3	Online	37,000	30	Mon. – Fri. (9:00 am – 12:15 pm)								Nov 15 - 26				
Level 1 - Auditing Fundamentals Module 4	Online	37,000	30	Mon. – Fri. (9:00 am – 12:15 pm)											Feb 21 - Mar 7	
Level 2 - Advanced Auditing Module 1	Online	42,000	30	Mon. – Fri. (9:00 am – 12:15 pm)							Oct 4 - 15					
Level 3 - Information Technology (IT) Audit Modules 1 – 7	Online	100,000	90	Mon. – Fri. (9:00 am – 12:15 pm)						Sept 13 - Oct 25						
Communication Skills																
Public Speaking and Presentation Skills	Online	50,000	30	Wed. & Thur. (5:30 pm – 8:30 pm)						Sept 1 – 30						
Effective Report Writing	Online	60,000	60	Wed. & Fri. (9:00 am – 4:30 pm)							Oct 27 - Nov 26					
Customs Regulations																
Professional Certificates 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 11 - Feb 12, 2023		



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Finance and Accounts																
Associate of Science Degree Accounting: Duration: 2 yrs 7 mths	Online	290,000 (Year 1)	405	Thur. (9:00 am – 8:30 pm)										Jan 4 – Dec 15 (Year 1)		
Government Accounting: <i>Level 1 – Module 1</i>	Online	36,500	30	Mon. – Fri. (9:00 am – 12:15 pm)			Jun 7 - 18			Sept 20 – Oct 1		Nov 29 – Dec 10			Feb 28 – Mar 14	
Government Accounting: <i>Level 1 – Module 2</i>	Online	40,500	30	Mon. – Fri. (9:00 am – 12:15 pm)		May 10 - 21				Sept 6 - 17		Nov 22 – Dec 3				Mar 7 - 18
Government Accounting: <i>Level 1 – Module 3</i>	Online	40,500	30	Mon. – Fri. (9:00 am – 12:15 pm)			Jun 14 - 25							Jan 10 - 21		
Government Accounting: <i>Level 1 – Module 4</i>	Online	44,500	30	Mon. – Fri. (9:00 am – 12:15 pm)			Jun 28 – Jul 9							Jan 31 – Feb 11		
Government Accounting: <i>Level 1 – Module 5</i>	Online	44,500	30	Mon. – Fri. (9:00 am – 12:15 pm)					Aug 9 - 20							Mar 14 - 25
Government Accounting: <i>Level 1 – Module 6</i>	Online	51,000	30	Mon. – Mon. (9:00 am – 12:15 pm)							Oct 11 - 26				Feb 7 – 21	
Government Accounting: <i>Level 2 – Module 1</i>	Online	51,000	30	Mon. – Mon. (9:00 am – 12:15 pm)								Nov 8 - 22				Mar 14 - 28
Government Accounting: <i>Level 2 – Module 2</i>	Online	42,000	30	Mon. – Fri. (9:00 am – 12:15 pm)			Jun 7 - 18							Jan 31 – Feb 11		



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Government Accounting: Level 2 – Module 3	Online	47,500	30	Mon. – Fri. (9:00 am – 12:15 pm)		May 31 - Jun 11								Jan 24 - Feb 4		
Government Accounting: Level 2 – Module 4	Online	47,500	30	Mon. – Fri. (9:00 am – 12:15 pm)					Aug 9 - 20					Jan 17 - 28		
Government Accounting: Level 3	Online	52,500	30	Mon. – Fri. (9:00 am – 12:15 pm)							Oct 11 - 25					Mar 14 - 25
Budget Preparation and Management	Online	31,250	18	Mon. – Wed (9:00 am – 12:15 pm)				Jul 5 - 14								
Finance for Non-Financial Managers	Online	48,750	30	Fri. (9:00 am – 4:30 pm)										Jan 28 - Feb 25		
Receivables Management	Online	22,500	12	Tue. & Wed. (9:00 am – 4:30 pm)							Oct 19 – 20					
General Management																
Strategic & Corporate Planning	Online	47,500	36	Tue. & Fri. (9:00 am – 4:30 pm)			Jun 1 - 18				Oct 5 - Nov 12					
Supervisory Management	Online	95,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)			Jun 7 - Sept 6								Jan 31 - May 2	
Supervisory Management	Online	95,000	114	Mon. & Wed. (9:00 am – 4:30 pm)		May 3 - Jul 5				Sept 13 - Nov 17						
Post Graduate Diploma General Management	Online	357,000	510	Mon. & Wed. (5:30 pm – 8:30 pm) & Sat. (9:00 am – 4:30 pm)						Sept 6 - Sept 18, 2022						



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Governance																
Effective Corporate Governance	Online	38,500	12	Fri. (9:00 am – 4:30 pm)								Nov 12&19				
Human Resource Management																
Associate of Science Degree Human Resource Management Duration: 2 yrs 7mths	Online	290,000 (Year 1)	405 Yr. 1	Tue. & Thur. (5:30 pm – 8:30 pm) & Alternate Sat. (9:00 am – 4:30 pm)										Jan 4 – Dec 17 (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)						Sept 6 – Oct 22, 2022						
Training Needs Analysis	Online	20,500	12	Tue. & Fri. (9:00 am – 4:30 pm)							Oct 5 & 8					
Train the Trainer	Online	65,000	51	Tue. & Fri. (9:00 am – 4:30 pm)							Oct 5 – Nov 2					
Training Impact Evaluation	Online	13,250	6	Tue. (9:00 am – 4:30 pm)							Oct 12					
Industrial Relations																
Professional Certificate in Industrial Relations	Online	100,000	120	Mon. & Wed. (5:30 pm – 8:30 pm)						Sept 1 – Feb 28						Mar 9 – Aug 3



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Leadership Development																
Unleash the Leader in You	Online	\$29,512	12	Tue. & Thur. (9:00 am – 12:15pm)			Jun 15 - 24									
Leading with Emotional Intelligence	Online	\$29,512	12	Tue. & Wed. (9:00 am – 12:15pm)					Aug 17 - 25							
Performance Coaching	Online	\$29,512	12	Tue. & Wed. (9:00 am – 12:15pm)				Jul 13 - 21								
Leading High Performance Teams	Online	\$88,535	36	Mon. & Fri. (9:00 am – 12:15pm)						Sept 27 - Nov 8						
First Time Leaders' Development Programme	Online	\$73,779	30	Mon. – Fri. (9:00 am – 12:15pm)								Nov 15 - 26				
Leadership and Transition	Kgn	\$129,724	30	Mon. – Fri. (9:00am – 4:30pm)											Feb 14 - 18	
Project Management																
Fundamentals of Project Management	Online	90,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)			Jun 28 - Sept 6									
Public Sector Management																
Preparing Cabinet Submissions	Online	32,750	18	Fri. (9:00 am – 12:15 pm)			Jun 4 - Jul 9									



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Preparing Cabinet Submissions	Online	32,750	18	Fri. (9:00 am – 4:30 pm)							Oct 22 - Nov 5					
Making Effective Public Policy	Online	49,500	36	Tue. (9:00 am – 4:30 pm)							Oct 5 - Nov 9					
Supplies and Inventory Management																
Supplies Management Module 1	Online	90,000	90	Mon. & Wed. (12:30 pm – 5:30 pm)										Jan 10 - Mar 21		
Supplies Management Module 2	Online	90,000	90	Mon. & Wed. (12:30 pm – 5:30 pm)	Mar 29 - Jun 9											
Supplies Management Module 3	Online	80,000	78	Mon. & Wed. (12:30 pm – 5:30 pm)			Jun 14 - Aug 23									
Supplies Management Module 4	Online	71,000	72	Mon. & Wed. (12:30 pm – 5:30 pm)						Sept 6 - Nov 8						
Inventory Management for Administrators	Online	31,250	18	Thur. (9:00 am – 4:30 pm)							Oct 7 - 21					
Professional Development Courses																
State Protocol & Business Etiquette	Online	51,000	24	Tue. & Wed. (9:00am – 4:30 pm)			Jun 22 - Jul 7									
Service Skills for Ancillary Workers	Online	16,000	16	Tue. & Thur. (1:00 pm – 5:00 pm)	Apr 27 - May 6				Aug 10 - 19							



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ASK About...



M IND offers human resource and organisational development advice, research and strategic planning support to public and private sector organisations locally, regionally and internationally.



M IND provides 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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