



**Management Institute for  
National Development**

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

*Building Capability for Public Service Excellence*

ISO 9001: 2015 CERTIFIED

# Scheduled Programmes/Courses

## 2022 - 2023

### **MIND Kingston**

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

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



[marketing@mind.edu.jm](mailto:marketing@mind.edu.jm)



website:  
[www.mind.edu.jm](http://www.mind.edu.jm)



MIND IS REGISTERED WITH THE UNIVERSITY COUNCIL OF JAMAICA

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## SCHEDULED PROGRAMMES/COURSES APRIL 2022 - MARCH 2023

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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:

*I*nclusivity

*A*ccountability

*S*ervice Excellence

*I*nnovation

*I*ntegrity & *I*mpartiality



### KEY NOTES

- \* One training day/class day equals 6 hours
- \* 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 size

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## SCHEDULED PROGRAMMES/COURSES APRIL 2022- MARCH 2023

### 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
- Train the Trainer
- Unleash the Leader in You
- Leading with Emotional Intelligence

#### Certificate

- Performance Coaching
- Leading High Performance Teams
- Fundamentals of Leadership
- Leadership and Transition
- Strategic Human Resource Management
- Organisational Development
- Research and Quantitative Analysis

#### 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

**Apply  
Now!**

Benefit from  
**MIND** Pay-As-You-Learn  
payment plan



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## SCHEDULED PROGRAMMES/COURSES APRIL 2022- MARCH 2023

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PROGRAMMES/ COURSES	LOCA- TION	Cost (J\$)	Hrs	Class Days & Time	APR 2022	MAY 2022	JUNE 2022	JULY 2022	AUG 2022	SEPT 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023
<b>Administrative Management</b>																
<b>Administrative Management: Level 1</b>	Online	95,680	150	Mon. – Thur. (9:00 am – 1:30 pm)			Jun 27 - Sept. 6				Oct 3 - Dec 12				Feb 6 - Apr 13	
	Online	95,680	150	Mon. – Thur. (5:30 pm – 8:30 pm)											Feb 20 - Jun 1	
<b>Administrative Management: Level 2</b>	Online	124,085	150	Mon. – Thur. (9:00 am – 1:30 pm)		May 2 - Jul 7					Oct 10 - Dec 15					
	Online	124,085	150	Mon. – Thur. (5:30 pm – 8:30 pm)										Jan 9 - Apr 20		
<b>Administrative Management: Level 3</b>	Online	77,740	96	Mon. – Wed. (9:00 am – 1:30 pm)										Jan 16 - Mar 28		
<b>Administrative Management: Level 4</b>	Online	115,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)										Jan 30 - Apr 20		
<b>Secretarial Qualifying Tutorial</b>	Online	-	6	Fri. (9:00 am – 4:30 pm)		May 20		Jul 22		Sept 23		Nov 18		Jan 20		Mar 24
<b>Secretarial Qualifying Examination</b>	Online	10,000 (cost includes tutorial)	8	Thur. & Fri. (1:00 pm – 4:30 pm)		May 26 - 27		Jul 28 – 29		Sept 29 - 30		Nov 24 - 25		Jan 26 - 27		Mar 30 - 31
<b>Minute Writing</b>	Online	16,000	12	Fridays (9:00 am – 4:30 pm)			Jun 3 -10			Sept 9 – 16						



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<b>Auditing</b>																
Level 1 - Auditing Fundamentals Module 1	Online	37,000	30	Mon. – Fri. (9:00 am – 12:15 pm)		May 9 - 20					Oct 24 - Nov 4					
Level 1 - Auditing Fundamentals Module 2	Online	55,000	42	Mon. – Fri. (9:00 am – 12:15 pm)						Sept 5 - 22				Jan 16 - Feb 2		
Level 1 - Auditing Fundamentals Module 3	Online	37,000	30	Mon. – Fri. (9:00 am – 12:15 pm)											Feb 13 - 24	
Level 3 - Information Technology (IT) Audit Modules 1 – 7	Online	100,000	80	Mon. – Fri. (9:00 am – 12:15 pm)						Sept 12 - Oct 19						
<b>Communication Skills</b>																
Public Speaking and Presentation Skills	Online	50,000	30	Wed. & Thur. (5:30 pm – 8:30 pm)						Sept 7 - Oct 6						
Effective Report Writing	Online	60,000	60	Wed. & Fri. (9:00 am – 4:30 pm)							Oct 26 - Nov 25					





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<b>Customs Regulations</b>																
<b>Professional Certificate in Customs Regulations, Processes and Brokerage</b>	Online	260,000	357	Tue., Wed. (5:30 pm – 8:30 pm) & Sat. (9:00 am – 12:30 pm)										Jan 10 - Dec 13		
<b>Finance and Accounts</b>																
<b>Associate of Science Degree Accounting: Duration: 2 yrs 7 mths</b>	Online	290,000 (Year 1)	405	Thur. (9:00 am – 8:30 pm)										Jan 6 - Dec 22 (Year 1)		
<b>Government Accounting: Level 1 – Module 1</b>	Online	36,500	30	Mon. – Fri. (9:00 am – 12:15 pm)		May 2 - 13			Aug 15 - 26			Nov 28 - Dec 9			Feb 27 - Mar 10	
<b>Government Accounting: Level 1 – Module 2</b>	Online	40,500	30	Mon. – Fri. (9:00 am – 12:15 pm)		May 9 - 20			Aug 2 - 15			Nov 21 - Dec 2				Mar 6 - 17
<b>Government Accounting: Level 1 – Module 3</b>	Online	40,500	30	Mon. – Fri. (9:00 am – 12:15 pm)						Sept 12 - 23						
<b>Government Accounting: Level 1 – Module 4</b>	Online	47,500	30	Mon. – Fri. (9:00 am – 12:15 pm)			Jun 27 - Jul 8							Jan 30 - Feb 10		
<b>Government Accounting: Level 1 – Module 5</b>	Online	44,500	30	Mon. – Fri. (9:00 am – 12:15 pm)					Aug 8 - 19							
<b>Government Accounting: Level 1 – Module 6</b>	Online	51,000	30	Mon. – Mon. (9:00 am – 12:15 pm)							Oct 10 - 24					



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<b>Finance and Accounts</b>																
<b>Government Accounting: Level 2 – Module 1</b>	Online	51,000	30	Mon. – Mon. (9:00 am – 12:15 pm)								Nov 7 - 21				
<b>Government Accounting: Level 2 – Module 2</b>	Online	42,000	30	Mon. – Fri. (9:00 am – 12:15 pm)			Jun 6 - 17									
<b>Government Accounting: Level 2 – Module 3</b>	Online	47,500	30	Mon. – Fri. (9:00 am – 12:15 pm)					Aug 29 - Sept 9							
<b>Government Accounting: Level 2 – Module 4</b>	Online	47,500	30	Mon. – Fri. (9:00 am – 12:15 pm)										Jan 16 - 27		
<b>Government Accounting: Level 3</b>	Online	52,500	30	Mon. – Fri. (9:00 am – 12:15 pm)												Mar 13 - 24
<b>Budget Preparation and Management</b>	Online	31,250	18	Mon. – Wed (9:00 am – 12:15 pm)				Jul 4 - 13								
<b>Finance for Non-Financial Managers</b>	Online	48,750	30	Fri. (9:00 am – 4:30 pm)										Jan 27 - Feb 24		
<b>Receivables Management</b>	Online	22,500	12	Tue. & Wed. (9:00 am – 4:30 pm)							Oct 18 – 19					
<b>General Management</b>																
<b>Strategic &amp; Corporate Planning</b>	Online	47,500	36	Tue. & Fri. (9:00 am – 1:30 pm)			Jun 14 - Jul 12				Oct 11 - Nov 8					
<b>Supervisory Management</b>	Online	95,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)			Jun 6 - Sept 5								Jan 30 - May 1	

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<b>General Management</b>																
<b>Supervisory Management</b>	Online	95,000	114	Mon. & Wed. (9:00 am – 4:30 pm)		May 2 - Jul 11				Sept 12 - Nov 16						
<b>Post Graduate Diploma General Management</b>	Online	357,000	510	Mon. & Wed. (5:30 pm – 8:30 pm) & Sat. (9:00 am – 4:30 pm)						Sept 5 - Sept 18, 2023						
<b>Governance</b>																
<b>Effective Corporate Governance</b>	Online	38,500	12	Fri. (9:00 am – 4:30 pm)			Jun 17 - 24									
<b>Human Resource Management</b>																
<b>Strategic Human Resource Management</b>	Online	40,000	30	Tue. & Thur. (9:00 am – 12:15 pm)		May 10 - Jun 9										
<b>Organisational Development</b>	Online	40,000	30	Wed. & Fri. (9:00 am – 12:15 pm)					Aug 17 - Sept 16							
<b>Research and Quantitative Analysis</b>	Online	25,000	18	Tue. & Thur. (9:00 am – 12:15 pm)											Feb 7 - 23	
<b>Train the Trainer</b>	Online	65,000	51	Tue. & Fri. (9:00 am – 4:30 pm)							Oct 4 - Nov 1					

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<b>Human Resource Management</b>																
<b>Associate of Science Degree Human Resource Management</b> Duration: 2 yrs 7mths	Online	290,000 (Year 1)	405 Yr. 1	Mon. & Wed. (5:30 pm – 8:30 pm) & Alternate Sat. (9:00 am – 4:30 pm)										Jan 9 – Dec 16 (Year 1)		
<b>Post Graduate Diploma Human Resource Management</b>	Online	320,000	453	Mon. & Wed. (5:30 pm – 8:30 pm) & Alternate Sat. (9:00 am – 4:30 pm)						Sept 5 – Oct 23, 2023						
<b>Industrial Relations</b>																
<b>Professional Certificate in Industrial Relations</b>	Online	100,000	120	Mon. & Wed. (5:30 pm – 8:30 pm)					Aug 31 – Feb 22							Mar 20 – Aug 23
<b>Leadership Development</b>																
<b>Unleash the Leader in You</b>	Online	\$29,512	12	Tue. & Thur. (9:00 am – 12:15pm)			Jun 14 - 23								Feb 28 – Mar 8	
<b>Leading with Emotional Intelligence</b>	Online	\$29,512	12	Tue. & Wed. (9:00 am – 12:15pm)					Aug 16 - 24							
<b>Performance Coaching</b>	Online	\$29,512	12	Tue. & Wed. (9:00 am – 12:15pm)				Jul 12 - 20							Feb 7 - 15	

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<b>Leadership Development</b>																
<b>Leading High Performance Teams</b>	Online	\$85,000	36	Mon. & Fri. (9:00 am – 12:15pm)						Sept 26 - Nov 7						
<b>Fundamentals of Leadership</b>	Online	\$73,779	30	Mon. – Fri. (9:00 am – 12:15pm)								Nov 14 - 25				
<b>Leadership and Transition</b>	Kgn	\$100,000	30	Mon. – Fri. (9:00am – 4:30pm)												Mar 13 - 17
<b>Project Management</b>																
<b>Fundamentals of Project Management</b>	Online	90,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)			Jun 27 - Sept 7									
<b>Public Sector Management</b>																
<b>Preparing Cabinet Submissions</b>	Online	32,750	18	Fri. (9:00 am – 4:30 pm)							Oct 21 - Nov 4					
<b>Making Effective Public Policy</b>	Online	49,500	36	Tue. (9:00 am – 1:30 pm)											Feb 28 - Apr 18	
<b>Supplies and Inventory Management</b>																
<b>Supplies Management Module 1</b>	Online	90,000	90	Mon. & Wed. (12:30 pm – 5:30 pm)			Apr 25 - Jun 29									





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<b>Supplies and Inventory Management</b>																
<b>Supplies Management Module 2</b>	Online	90,000	90	Mon. & Wed. (12:30 pm – 5:30 pm)				<b>Jul 11 - Sept 14</b>								
<b>Supplies Management Module 3</b>	Online	80,000	78	Mon. & Wed. (12:30 pm – 5:30 pm)						<b>Sept 26 - Nov 16</b>						
<b>Supplies Management Module 4</b>	Online	71,000	72	Mon. & Wed. (12:30 pm – 5:30 pm)										<b>Jan 9 - Mar 1</b>		
<b>Inventory Management</b>	Online	31,250	18	Thur. (9:00 am – 4:30 pm)							<b>Oct 6 - 20</b>					
<b>Professional Development Courses</b>																
<b>State Protocol &amp; Business Etiquette</b>	Online	51,000	24	Tue. & Wed. (9:00am – 4:30 pm)			<b>Jun 21 - Jul 6</b>									
<b>Service Skills for Ancillary Workers</b>	Online	16,000	16	Tue. & Thur. (1:00 pm – 5:00 pm)	<b>Apr 26 - May 5</b>				<b>Aug 9 - 18</b>							



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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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