



Building Capability for Public Service Excellence

ISO 9001: 2015 CERTIFIED

SCHEDULED PROGRAMMES/ **COURSES**

2023-2024

MIND Kingston

235A Old Hope Road, Kingston 6, Jamaica W.I. Phone: 876 927-1761 | Fax: 876 977-4311







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Management Institute for National Development

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

Building Capability for Public Service Excellence

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SCHEDULED PROGRAMMES/COURSES APRIL 2023 - MARCH 2024



















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

Sccountability

ervice Excellence





- 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 2023- MARCH 2024

Award Categories

Certificate

- **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
- **Performance Coaching**

Certificate

- **Developing 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
- 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 2023- MARCH 2024

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PROGRAMMES/ COURSES	LOCA -TION	Cost (J\$)	Hrs	Class Days & Time	APR 2023	MAY 2023	JUNE 2023	JULY 2023	AUG 2023	SEPT 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024
Administrativ	e Mar	nageme	ent													
Administrative Management:	Online	95,680	150	Mon. – Thur. (9:00 am – 1:30 pm)			Jun 26 - Sept. 5				Oct 2 - Dec 11				Feb 5 - Apr 11	
Level 1	Online	95,680	150	Mon. – Thur. (5:30 pm – 8:30 pm)											Feb 19 - May 30	
Administrative Management: Level 2	Online	124,085	150	Mon. – Thur. (9:00 am – 1:30 pm)		May 1 - Jul 6					Oct 9 - Dec 14				•	
	Online	124,085	150	Mon. – Thur. (5:30 pm – 8:30 pm)										Jan 8 - Apr 18		
Administrative Management: Level 3	Online	77,740	96	Mon. – Wed. (9:00 am – 1:30 pm)										Jan 15 - Mar 27		
Administrative Management: Level 4	Online	115,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)										Jan 29 - Apr 17		
Secretarial Qualifying Tutorial	Online	-	6	Fri. (9:00 am – 4:30 pm)		May 19		Jul 21		Sept 22		Nov 24		Jan 19		Mar 22
Secretarial Qualifying Examination	Online	10,000 (cost includes tutorial)	8	Thur. & Fri. (9:00 am – 1:45 pm)		May 25 - 26		Jul 27 – 28		Sept 28 - 29		Nov 30 - Dec 1		Jan 25 - 26		Mar 27 - 28
Minute Writing	Online	16,000	12	Fridays (9:00 am – 4:30 pm)			Jun 2 -9			Sept 8 – 15						
Communicati	ion Ski	ills														
Public Speaking and Presentation Skills	Online	50,000	30	Wed. & Thur. (5:30 pm – 8:30 pm)						Sept 6 - Oct 5				Jan 31 - Mar 6		







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Communicati	on Sk	ills														
Effective Report Writing	Online	60,000	60	Wed. & Fri. (9:00 am – 4:30 pm)		May 24 - Jun 23					Oct 25 - Nov 24					
Customs Reg	ulatio	ns														
Professional Certificate in Customs Regulations, Processes and Brokerage	Online	260,000	357	Tue., Wed. (5:30 pm – 8:30 pm) & Sat. (9:00 am – 12:30 pm)										Jan 9 - Dec 18		
Finance and A	Accou	nts												·		
Associate of Science Degree Accounting: Duration: 2 yrs 7 mths	Online	290,000 (Year 1)	405 (Yr 1)	Thur. (9:00 am – 8:30 pm)										Jan 4 - Dec 19 (Year 1)		
Government Accounting: Level 1 – Module 1	Online	36,500	30	Mon. – Fri. (9:00 am – 12:15 pm)			Jun 5 - 16			Sept 18 - 29		Nov 27 Dec 8			Feb 26 - Mar 8	
Government Accounting: Level 1 – Module 2	Online	40,500	30	Mon. – Fri. (9:00 am – 12:15 pm)		May 8 -19				Sept 4 - 15		Nov 20 - Dec 1				Mar 4 - 15
Government Accounting: Level 1 – Module 3	Online	40,500	30	Mon. – Fri. (9:00 am – 12:15 pm)			Jun 12 - 23							Jan 8 - 19		
Government Accounting: Level 1 – Module 4	Online	47,500	30	Mon. – Fri. (9:00 am – 12:15 pm)			Jun 26 - Jul 7							Jan 29 - Feb 9		







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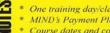
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Finance and A	Accou	nts														
Government Accounting: Level 1 – Module 5	Online	44,500	30	Mon. – Fri. (9:00 am – 12:15 pm)					Aug 14 - 25							Mar 11- 22
Government Accounting: Level 1 – Module 6	Online	51,000	30	Mon. – Mon. (9:00 am – 12:15 pm)							Oct 9 - 23				Feb 5 - 19	
Government Accounting: Level 2 – Module 1	Online	51,000	30	Mon. – Mon. (9:00 am – 12:15 pm)												Mar 11 - 22
Government Accounting: Level 2 – Module 2	Online	42,000	30	Mon. – Fri. (9:00 am – 12:15 pm)			Jun 5 - 16									
Government Accounting: Level 2 – Module 3	Online	47,500	30	Mon. – Fri. (9:00 am – 12:15 pm)							Oct 23 Nov. 3					
Government Accounting: Level 2 – Module 4	Online	47,500	30	Mon. – Fri. (9:00 am – 12:15 pm)										Jan 15 - 26		
Government Accounting: Level 3	Online	52,500	30	Mon. – Fri. (9:00 am – 12:15 pm)												Mar 11 - 22
Budget Preparation and Management	Online	31,250	18	Mon. – Wed (9:00 am – 12:15 pm)				Jul 3 - 12								
Finance for Non- Financial Managers	Online	48,750	30	Fri. (9:00 am – 4:30 pm)										Jan 26 - Feb 23		
Receivables Management	Online	22,500	12	Tue. & Wed. (5:30 pm – 8:30 pm)							Oct 17 – 25					







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General Man	agemo	ent														
Strategic & Corporate Planning	Online	47,500	36	Tue. & Fri. (9:00 am – 1:30 pm)				Jul 4 - Aug 4						Jan 16 - Feb 13		
Supervisory Management	Online	95,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)			Jun 5 - Sept 4								Jan 29 - May 2	
Supervisory Management	Online	95,000	114	Mon. & Wed. (9:00 am – 4:30 pm)		May 1 - Jul 10				Sept 11 - Nov 15						
Post Graduate Diploma General Management	Online	357,000	450	Mon., Tues. & Thur. (5:30 pm – 8:30 pm)						Sept 4 - Nov 14, 2024						
Governance																
Effective Corporate Governance	Online	38,500	12	Fri. (9:00 am – 4:30 pm)											Feb 16 - 23	
Human Reso	urce N	/lanage	ment													
Strategic Human Resource Management	Online	40,000	30	Tue. & Thur. (9:00 am – 12:15 pm)		May 9 - Jun 13										
Organisational Development	Online	40,000	30	Wed. & Fri. (9:00 am – 12:15 pm)					Aug 16 - Sept 15							
Quantitative Research for HR Practitioners	Online	25,000	18	Tue. & Thur. (9:00 am – 12:15 pm)											Feb 6 - 22	





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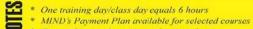
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Human Resou	ırce M	1anage	ment													
Train the Trainer	Online	65,000	51	Tue. Wed. & Fri. (9:00 am – 1:30 pm)							Oct 3 - 31					
Associate of Science Degree Human Resource Management Duration: 2 yrs 7mths	Online	290,000 (Year 1)	405 (Yr 1)	Tue. & Thur. (5:30 pm – 8:30 pm) & Alternate Sat. (9:00 am – 4:30 pm)										Jan 8 - Dec 19 (Year 1)		
Post Graduate Diploma Human Resource Management	Online	320,000	450	Mon., Wed. & Thurs. (5:30 pm – 8:30 pm)						Sept 4 - Nov 14, 2024						
Industrial Rela	ations											1				
Professional Certificate in Industrial Relations	Online	100,000	120	Mon. & Wed. (5:30 pm – 8:30 pm)					Aug 30 Feb 28							Mar 20 - Aug 14
Leadership De	evelop	oment														
Unleash the Leader in You	Online	\$29,512	12	Tue. & Thur. (9:00 am – 12:15pm)			Jun 13 - 22									
Leading with Emotional Intelligence	Online	\$29,512	12	Tue. & Wed. (9:00 am – 12:15pm)					Aug 15 - 23							Mar 19 - 27
Performance Coaching	Online	\$29,512	12	Tue. & Wed. (9:00 am – 12:15pm)				Jul 11 - 19							Feb 27 - Mar 6	





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Leadership Do	evelop	oment														
Developing High Performance Teams	Online	\$85,000	36	Mon. & Fri. (9:00 am – 12:15pm)						Sept 25 - Nov 6						
Fundamentals of Leadership	Online	\$73,779	30	Mon. – Fri. (9:00 am – 12:15pm)								Nov 13 - 24				
Leadership and Transition	Kgn	\$100,000	30	Mon. – Fri. (9:00am – 4:30pm)											Feb 12 - 16	
Project Mana	geme	nt														
Fundamentals of Project Management	Online	90,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)			Jun 26 - Sept 6									
Public Sector	Mana	gemen	t													
Preparing Cabinet Submissions	Online	32,750	18	Fri. (9:00 am – 4:30 pm)							Oct 20 - Nov 3					
Making Effective Public Policy	Online	49,500	36	Tue. (9:00 am – 1:30 pm)											Feb 27 - Apr 23	
Supplies and	Inven	tory Ma	nage	ement												
Supplies Management Module 1	Online	90,000	90	Mon. & Wed. (12:30 pm – 5:30 pm)	Apr 24 - Jun 28											







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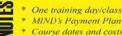
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Supplies and	upplies and Inventory Management															
Supplies Management Module 2	Online	90,000	90	Mon. & Wed. (12:30 pm – 5:30 pm)				Jul 10 - Sept 13								
Supplies Management Module 3	Online	80,000	78	Mon. & Wed. (12:30 pm – 5:30 pm)						Sept 25 Dec 4						
Supplies Management Module 4	Online	71,000	72	Mon. & Wed. (12:30 pm – 5:30 pm)										Jan 8 - Mar 20		
Inventory Management	Online	31,250	18	Thur. (9:00 am – 4:30 pm)							Oct 5 - 19					
Professional [Develo	pment	Cou	rses												
State Protocol & Business Etiquette	Online	51,000	24	Tue. & Wed. (9:00am – 4:30 pm)			Jun 20 - 28									
Service Skills for Ancillary Workers	Online	16,000	16	Tue. & Thur. (1:00 pm – 5:00 pm)	Apr 25 - May 4				Aug 8 - 17							

Important Note:

The Diploma Auditing is currently being reviewed, the dates for delivery will be announced on completion.







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