



**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

## 2023 – 2024

### **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





# 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 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

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

#### 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





## 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



#### 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







## SCHEDULED PROGRAMMES/COURSES APRIL 2023- MARCH 2024

### Table of Contents

Administrative Management .....	5
Communication Skills .....	6
Customs Regulations .....	6
Finance and Accounts .....	6
General Management.....	8
Governance .....	8
Human Resource Management.....	8
Industrial Relations.....	9
Leadership Development.....	9
Project Management.....	10
Public Sector Management .....	10
Supplies and Inventory Management .....	10
Professional Development Courses .....	11



#### 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

#### 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





## SCHEDULED PROGRAMMES/COURSES APRIL 2023- MARCH 2024

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
<b>Administrative Management</b>																
<b>Administrative Management: Level 1</b>	Online	95,680	150	Mon. – Thur. (9:00 am – 1:30 pm)			Jun 26 - Sept. 5				Oct 2 - Dec 11				Feb 5 - Apr 11	
	Online	95,680	150	Mon. – Thur. (5:30 pm – 8:30 pm)											Feb 19 - May 30	
<b>Administrative Management: Level 2</b>	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		
<b>Administrative Management: Level 3</b>	Online	77,740	96	Mon. – Wed. (9:00 am – 1:30 pm)										Jan 15 - Mar 27		
<b>Administrative Management: Level 4</b>	Online	115,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)										Jan 29 - Apr 17		
<b>Secretarial Qualifying Tutorial</b>	Online	-	6	Fri. (9:00 am – 4:30 pm)		May 19		Jul 21		Sept 22		Nov 24		Jan 19		Mar 22
<b>Secretarial Qualifying Examination</b>	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
<b>Minute Writing</b>	Online	16,000	12	Fridays (9:00 am – 4:30 pm)			Jun 2 -9			Sept 8 – 15						
<b>Communication Skills</b>																
<b>Public Speaking and Presentation Skills</b>	Online	50,000	30	Wed. & Thur. (5:30 pm – 8:30 pm)						Sept 6 - Oct 5				Jan 31 - Mar 6		



**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

**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





## SCHEDULED PROGRAMMES/COURSES APRIL 2023- MARCH 2024

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
<b>Communication Skills</b>																
Effective Report Writing	Online	60,000	60	Wed. & Fri. (9:00 am – 4:30 pm)		May 24 - Jun 23					Oct 25 - Nov 24					
<b>Customs Regulations</b>																
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		
<b>Finance and Accounts</b>																
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		



**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

**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







## SCHEDULED PROGRAMMES/COURSES APRIL 2023- MARCH 2024

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



**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

**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





## SCHEDULED PROGRAMMES/COURSES APRIL 2023- MARCH 2024

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
<b>General Management</b>																
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						
<b>Governance</b>																
Effective Corporate Governance	Online	38,500	12	Fri. (9:00 am – 4:30 pm)											Feb 16 - 23	
<b>Human Resource Management</b>																
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	



**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

**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







## SCHEDULED PROGRAMMES/COURSES APRIL 2023- MARCH 2024

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
<b>Human Resource Management</b>																
<b>Train the Trainer</b>	Online	65,000	51	Tue. Wed. & Fri. (9:00 am – 1:30 pm)							Oct 3 - 31					
<b>Associate of Science Degree Human Resource Management</b> 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)		
<b>Post Graduate Diploma Human Resource Management</b>	Online	320,000	450	Mon., Wed. & Thurs. (5:30 pm – 8:30 pm)						Sept 4 – Nov 14, 2024						
<b>Industrial Relations</b>																
<b>Professional Certificate in Industrial Relations</b>	Online	100,000	120	Mon. & Wed. (5:30 pm – 8:30 pm)					Aug 30 – Feb 28							Mar 20 – Aug 14
<b>Leadership Development</b>																
<b>Unleash the Leader in You</b>	Online	\$29,512	12	Tue. & Thur. (9:00 am – 12:15pm)			Jun 13 - 22									
<b>Leading with Emotional Intelligence</b>	Online	\$29,512	12	Tue. & Wed. (9:00 am – 12:15pm)					Aug 15 - 23							Mar 19 - 27
<b>Performance Coaching</b>	Online	\$29,512	12	Tue. & Wed. (9:00 am – 12:15pm)				Jul 11 - 19							Feb 27 - Mar 6	



**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

**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





## SCHEDULED PROGRAMMES/COURSES APRIL 2023- MARCH 2024

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
<b>Leadership Development</b>																
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	
<b>Project Management</b>																
Fundamentals of Project Management	Online	90,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)			Jun 26 - Sept 6									
<b>Public Sector Management</b>																
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	
<b>Supplies and Inventory Management</b>																
Supplies Management Module 1	Online	90,000	90	Mon. & Wed. (12:30 pm – 5:30 pm)	Apr 24 - Jun 28											



**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

**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





## SCHEDULED PROGRAMMES/COURSES APRIL 2023- MARCH 2024

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
<b>Supplies and Inventory Management</b>																
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					
<b>Professional Development Courses</b>																
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.



**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

**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







# Management Institute for National Development

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

*Building Capability for Public Service Excellence*

## ASK About...



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



MIND 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.

### 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)

