

MIND Kingston

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

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













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 2024 - MARCH 2025 (MIND KINGSTON)

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

Hccountability

ervice Excellence





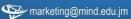


* Course Dates and Costs are subject to change

* 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 2024 - MARCH 2025

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**
- Professional Certificate in Records and Information Management (Levels 1 & 2)
- 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**
- **Developing High Performance Teams**
- Fundamentals of Leadership
- Leadership and Transition
- Strategic Human Resource Management
- Organisational Development
- Research and Quantitative Analysis
- Cultivating Resilience: An Imperative for Leading Self and Others
- Professional Certificate, Protected Disclosures Act 2011: Training for Designated Officers

Diploma

- Administrative Management Levels 1 4
- Government Accounting Levels 1 3
- Supplies Management Modules 1 4

Associate of Science Degree

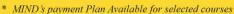
- Accounting
- **Human Resource Management**

Post Graduate Diploma

- General Management
- Human Resource Management







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MIND Pay-As-You-Learn

payment plan







SCHEDULED PROGRAMMES/COURSES APRIL 2024 - MARCH 2025

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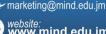
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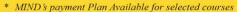
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SCHEDULED PROGRAMMES/COURSES APRIL 2024 - MARCH 2025

PROGRAMMES/ COURSES	LOCA- TION	Cost (J\$)	Hrs	Class Days & Time	APR 2024	MAY 2024	JUNE 2024	JULY 2024	AUG 2024	SEPT 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	FEB 2025	MAR 2025
Administrativ	e Man	agemei	nt													
Administrative Management:	Online	95,680	150	Mon. – Thur. (9:00 am – 1:30 pm)			Jun 24 Sept. 5				Oct 7 - Dec 16				Feb 3 - Apr 16	
Level 1	Online	95,680	150	Mon. – Thur. (5:30 pm – 8:30 pm)											Feb 17 - May 29	
Administrative Management: Level 2	Online	124,085	150	Mon. – Thur. (9:00 am – 1:30 pm)	Apr 29 – July 4						Oct 7 - Dec 12					
	Online	124,085	150	Mon. – Thur. (5:30 pm – 8:30 pm)										Jan 6 - Apr 18		
Administrative Management: Level 3	Online	77,740	96	Mon. – Wed. (9:00 am – 1:30 pm)										Jan 13 - Mar 26		
Administrative Management: Level 4	Online	115,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)										Jan 27 - Apr 16		
Secretarial Qualifying Tutorial	Online	-	6	Fri. (9:00 am – 4:30 pm)		May 24		Jul 19		Sept 20		Nov 22		Jan 24		Mar 21
Secretarial Qualifying Examination	Online	10,000 (cost includes tutorial)	8	Thur. & Fri. (9:00 am – 1:45 pm)		May 30 - 31		Jul 25 – 26		Sept 26 - 27		Nov 28 - 29		Jan 30 - 31		Mar 27 - 28
Minute Writing	Online	16,000	12	Fridays (9:00 am – 4:30 pm)			Jun 7 - 14			Sept 6 – 13						







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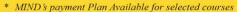


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Communicati	on Ski	lls														
Public Speaking and Presentation Skills	Online	50,000	30	Wed. & Thur. (5:30 pm – 8:30 pm)						Sept 4 - Oct 3				Jan 29 - Feb 27		
Effective Report Writing	Online	60,000	60	Wed. & Fri. (9:00 am – 4:30 pm)		May 22 - Jun 21					Oct 23 - Nov 22					
Customs Reg	ulation	is														
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 7 - Dec 17		
Finance and A	Accour	nts			<u>, </u>											
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)											Feb 3 - Dec 19	
Government Accounting: Level 1 – Module 1	Online	36,500	30	Mon. – Fri. (9:00 am – 12:15 pm)			Jun 3 - 14			Sept 16 - 27		Nov 25 - Dec 6			Feb 24 - Mar 10	
Government Accounting: Level 1 – Module 2	Online	40,500	30	Mon. – Fri. (9:00 am – 12:15 pm)		May 6 -17				Sept 2 - 13		Nov 18 - Nov 29				Mar 3 - 17
Government Accounting: Level 1 – Module 3	Online	40,500	30	Mon. – Fri. (9:00 am – 12:15 pm)			Jun 10 - 21							Jan 6 - 17		







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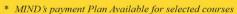


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Finance and A	Accour	nts														
Government Accounting: Level 1 – Module 4	Online	47,500	30	Mon. – Fri. (9:00 am – 12:15 pm)			Jun 24 - Jul 5							Jan 27 - Feb 7		
Government Accounting: Level 1 – Module 5	Online	44,500	30	Mon. – Fri. (9:00 am – 12:15 pm)					Aug 12 - 23							Mar 10- 21
Government Accounting: Level 1 – Module 6	Online	51,000	30	Mon. – Mon. (9:00 am – 12:15 pm)							Oct 7 - 18				Feb 3 - 14	
Government Accounting: Level 2 – Module 1	Online	51,000	30	Mon. – Mon. (9:00 am – 12:15 pm)												Mar 3 - 14
Government Accounting: Level 2 – Module 2	Online	42,000	30	Mon. – Fri. (9:00 am – 12:15 pm)			Jun 3 - 14									
Government Accounting: Level 2 – Module 3	Online	47,500	30	Mon. – Fri. (9:00 am – 12:15 pm)							Oct 28 - Nov 8					
Government Accounting: Level 2 – Module 4	Online	47,500	30	Mon. – Fri. (9:00 am – 12:15 pm)										Jan 20 - 31		
Government Accounting: Level 3	Online	52,500	30	Mon. – Fri. (9:00 am – 12:15 pm)												Mar 10 - 21
Budget Preparation and Management	Online	31,250	18	Mon. – Wed (9:00 am – 12:15 pm)				Jul 1 - 10								
Finance for Non- Financial Managers	Online	48,750	30	Fri. (9:00 am – 4:30 pm)										Jan 24 - Feb 21		







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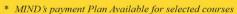


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Finance and A	Accour	nts														
Receivables Management	Online	22,500	12	Tue. & Wed. (5:30 pm – 8:30 pm)							Oct 15– 23					
General Man	ageme	nt														
Strategic & Corporate Planning	Online	47,500	36	Tue. & Fri. (9:00 am – 1:30 pm)				Jul 2 - Jul 30						Jan 14 - Feb 11		
Supervisory Management	Online	95,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)			Jun 3 - Sept 2							Jan 27 - Apr 24		
Supervisory Management	Online	95,000	114	Mon. & Wed. (9:00 am – 4:30 pm)		May 1 - Jul 3					Oct 2 - Dec 9					
Post Graduate Diploma General Management	Online	357,000	450	Mon., Tues. & Thur. (5:30 pm – 8:30 pm)						Sept 30 Dec 4, 2025						
Governance																
Effective Corporate Governance	Online	38,500	12	Fri. (9:00 am – 4:30 pm)											Feb 14 - 21	
Human Resou	ırce M	anagen	nent													
Strategic Human Resource Management	Online	40,000	30	Tue. & Thur. (9:00 am – 12:15 pm)		May 7 - Jun 11										







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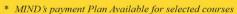


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Human Resou	ırce M	anagen	nent													
Organisational Development	Online	40,000	30	Wed. & Fri. (9:00 am – 12:15 pm)					Aug 14 Sept 13							
Quantitative Research for HR Practitioners	Online	25,000	18	Tue. & Thur. (9:00 am – 12:15 pm)											Feb 4- 20	
Train the Trainer	Online	65,000	51	Tue. Wed. & Fri. (9:00 am – 1:30 pm)							Oct 1 - 29					
Associate of Science Degree Human Resource Management 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)											Feb 3 Dec 19	
Post Graduate Diploma Human Resource Management	Online	320,000	450	Mon., Wed. & Thurs. (5:30 pm – 8:30 pm)						Sept 30 — Dec 4, 2025						
Industrial Rel	ations															
Professional Certificate in Industrial Relations	Online	100,000	120	Mon. & Wed. (5:30 pm – 8:30 pm)					Aug 26 - Feb 26							Mar 17 - Aug 20
Leadership D	evelop	ment														
Unleash the Leader in You	Online	37,000	12	Tue. & Thur. (9:00 am – 12:15 pm)			Jun 11 - 20									







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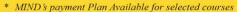


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Leadership D	evelop	ment														
Leading with Emotional Intelligence	Online	37,000	12	Tue. & Wed. (9:00 am – 12:15 pm)		May 21 – 29			Aug 13 - 21							Mar 11 - 19
Performance Coaching	Online	37,000	12	Tue. & Wed. (9:00 am – 12:15 pm)				Jul 9 - 17							Feb 18 - 26	
Developing High Performance Teams	Online	100,000	36	Mon. & Fri. (9:00 am – 12:15 pm)						Sep 23 - Nov 4						
Fundamentals of Leadership	Online	82,000	30	Mon. – Fri. (9:00 am – 12:15 pm)								Nov 11 - 22				
Leadership and Transition	Kgn	150,000	30	Mon. – Fri. (9:00 am – 4:30 pm)							Oct 28 - Nov 1					
Cultivating Resilience: An Imperative for Leading Self and Others	Online	37,000	12	Tue. & Wed. (9:00 am – 12:15 pm)										Jan 14 - 22		
Project Mana	gemer	nt														
Fundamentals of Project Management	Online	90,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)			Jun 24 - Sept 4									







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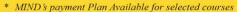


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Public Sector	Mana	gement														
Preparing Cabinet Submissions	Online	32,750	18	Fri. (9:00 am – 4:30 pm)			Jun 7 - 21				Oct 25 - Nov 8					
Making Effective Public Policy	Online	49,500	36	Tue. (9:00 am – 1:30 pm)											Feb 25 - Apr 22	
Records and I	nform	ation M	lanag	ement												
Records and Information Management Level 1	Hybrid (Face- to-face & Online)	60,000	45	Tue. & Thurs. (9:00 am – 12:30 pm)			Jun 4 - Jul 23									
Records and Information Management Level 2	Hybrid (Face- to-face & Online)	75,000	63	Tue. & Thurs. (9:00 am – 12:30 pm)										Jan 14 - Mar 25		
Supplies and	Invent	ory Ma	nager	nent												
Supplies Management Module 1	Online	90,000	90	Mon. & Wed. (12:30 pm – 5:30 pm)	Apr 22 - Jun 26											
Supplies Management Module 2	Online	90,000	90	Mon. & Wed. (12:30 pm – 5:30 pm)				Jul 8 - Sept 9								







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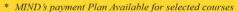


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Supplies and	Invent	ory Ma	nager	ment												
Supplies Management Module 3	Online	80,000	78	Mon. & Wed. (12:30 pm – 5:30 pm)						Sept 23 - Nov 18						
Supplies Management Module 4	Online	71,000	72	Mon. & Wed. (12:30 pm – 5:30 pm)										Jan 6 - Feb 26		
Inventory Management	Online	31,250	18	Thur. (9:00 am – 4:30 pm)		May 2 - 16					Oct 3 - 17					
Professional I	Develo	pment	Cours	ses												
State Protocol & Business Etiquette	Online	51,000	24	Tue. & Wed. (9:00am – 4:30 pm)			Jun 18 - 26				Oct 22 - Nov 6					
Service Skills for Ancillary Workers	Online	16,000	16	Tue. & Thur. (1:00 pm – 5:00 pm)	Apr 23 - May 2				Aug 20 - 29							







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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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