



**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

2024 – 2025

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

Ref. No.	MIND-807/1/13-CRM-V2
Issue Date:	November 26, 2024



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 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

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 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



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: 876 977-4312

marketing@mind.edu.jm
website: www.mind.edu.jm



SCHEDULED PROGRAMMES/COURSES APRIL 2024 - MARCH 2025

Table of Contents

Administrative Management	5
Communication Skills	6
Customs Regulations	6
Finance and Accounts	6
Finance and Accounts	7
General Management	8
Governance.....	8
Human Resource Management.....	8
Industrial Relations	9
Leadership Development.....	9
Leadership Development.....	10
Project Management.....	10
Public Sector Management	11
Records and Information Management.....	11
Supplies and Inventory Management.....	11
Professional Development Courses	12

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

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
Administrative Management																
Administrative Management: Level 1	Online	95,680	150	Mon. – Thur. (9:00 am – 1:30 pm)			Jun 24 - Sept. 5				Oct 7 - Dec 16				Feb 3 - Apr 16	
	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						

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

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
Communication Skills																
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 Regulations																
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 Accounts																
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		

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

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
Finance and Accounts																
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		

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

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
Finance and Accounts																
Receivables Management	Online	22,500	12	Tue. & Wed. (5:30 pm – 8:30 pm)							Oct 15– 23					
General Management																
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 Resource Management																
Strategic Human Resource Management	Online	40,000	30	Tue. & Thur. (9:00 am – 12:15 pm)		May 7 - Jun 11										



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: 876 977-4312

marketing@mind.edu.jm
website:
www.mind.edu.jm



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
Human Resource Management																
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 Relations																
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 Development																
Unleash the Leader in You	Online	37,000	12	Tue. & Thur. (9:00 am – 12:15 pm)			Jun 11 - 20									

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
Leadership Development																
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 Management																
Fundamentals of Project Management	Online	90,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)				Jun 24 - Sept 4								

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

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
Public Sector Management																
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 Information Management																
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 Inventory Management																
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								

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

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
Supplies and Inventory Management																
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 Development Courses																
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							



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

