



**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

## 2025 – 2026

Tel: **876 927-1762** | Fax: **876 977-4311**

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

Email: [marketing@mind.edu.jm](mailto:marketing@mind.edu.jm) | Website: [www.mind.edu.jm](http://www.mind.edu.jm)







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## SCHEDULED PROGRAMMES/COURSES APRIL 2025 - MARCH 2026

### 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

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Ref. No.	MIND-807/1/21-BDC/CRM-V1
Issue Date:	March 19, 2025

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## Award Categories

### Certificate

- Audit Foundation
- Audit Field Work & Reporting Process
- 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

### Certificate

- Leading with Emotional Intelligence
- Performance Coaching
- Developing High Performance Teams
- Fundamentals of Leadership
- Strategic Human Resource Management
- Organisational Development
- Quantitative Research for HR Practitioners
- Cultivating Resilience: An Imperative for Leading Self and Others
- 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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PROGRAMMES/ COURSES	LOCA- TION	Cost (J\$)	Hrs	Class Days & Time	APR 2025	MAY 2025	JUNE 2025	JULY 2025	AUG 2025	SEPT 2025	OCT 2025	NOV 2025	DEC 2025	JAN 2026	FEB 2026	MAR 2026
<b>Administrative Management</b>																
<b>Administrative Management: Level 1</b>	Online	95,680	150	Mon. – Thur. (9:00 am – 1:30 pm)			Jun 23 - Sept. 1				Oct 6 - Dec 15				Feb 2 - Apr 13	
<b>Administrative Management: Level 2</b>	Online	124,085	150	Mon. – Thur. (9:00 am – 1:30 pm)	Apr 28 - July 3						Oct 6 - Dec 15					
<b>Administrative Management: Level 3</b>	Online	77,740	96	Mon. – Wed. (9:00 am – 1:30 pm)										Jan 12 - Mar 23		
<b>Administrative Management: Level 4</b>	Online	115,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)										Jan 26 - Mar 23		
<b>Secretarial Qualifying Tutorial</b>	Online	-	6	Fri. (9:00 am – 4:30 pm)		May 22		Jul 18		Sept 19		Nov 21		Jan 23		Mar 20
<b>Secretarial Qualifying Examination</b>	Online	10,000 (cost includes tutorial)	8	Thur. & Fri. (9:00 am – 1:45 pm)		May 29 - 30		Jul 24 – 25		Sept 25 - 26		Nov 27 - 28		Jan 29-30		Mar 26 - 27
<b>Minute Writing</b>	Online	16,000	12	Fridays (9:00 am – 4:30 pm)			Jun 6 - 13			Sept 5 – 12						
<b>Audit</b>																
<b>Audit Foundation</b>	Online	37,000	33	Mon. – Fri. (9:00 am – 12:15 pm)			Jun 16 - 30			Sept 22 - Oct 6						
<b>Audit Field Work &amp; Reporting Process</b>	Online	50,000	42	Mon. – Fri. (9:00 am – 12:15 pm)					Aug 11 - 28							



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<b>Communication Skills</b>																
<b>Public Speaking and Presentation Skills</b>	Online	50,000	30	Wed. & Thur. (5:30 pm – 8:30 pm)						Sept 3 - Oct 2				Jan 28 - Mar 4		
<b>Effective Report Writing</b>	Online	60,000	60	Wed. & Fri. (9:00 am – 4:30 pm)		May 21 - Jun 25					Oct 22 - Nov 21					
<b>Customs Regulations</b>																
<b>Professional Certificate in Customs Regulations, Processes and Brokerage</b>	Online	260,000	357	Mon. – Wed. (5:30 pm – 8:30 pm)										Jan 5 - Dec 16		
<b>Finance and Accounts</b>																
<b>Associate of Science Degree Accounting: Duration: 2 yrs 7 mths</b>	Online	290,000 (Year 1)	405 (Yr 1)	Mon., Wed. & Thur. (5:30 pm – 8:30 pm)												Feb 9, 2026 - Apr 29, 2027
<b>Government Accounting: Level 1 – Module 1</b>	Online	36,500	30	Mon. – Fri. (9:00 am – 12:15 pm)			Jun 2 - 13	Jul 14-25		Sept 15- 26		Nov 24 - Dec 5			Feb 23 - Mar 6	
<b>Government Accounting: Level 1 – Module 2</b>	Online	40,500	30	Mon. – Fri. (9:00 am – 12:15 pm)		May 5 -16				Sept 1 - 12		Nov 17 - Nov 28				Mar 2 - 13



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<b>Finance and Accounts</b>																
Government Accounting: <i>Level 1 – Module 3</i>	Online	40,500	30	Mon. – Fri. (9:00 am – 12:15 pm)			Jun 9 - 20							Jan 5 - 16		
Government Accounting: <i>Level 1 – Module 4</i>	Online	47,500	30	Mon. – Fri. (9:00 am – 12:15 pm)			Jun 23 - Jul 4							Jan 26 - Feb 6		
Government Accounting: <i>Level 1 – Module 5</i>	Online	44,500	30	Mon. – Fri. (9:00 am – 12:15 pm)					Aug 11 - 22							Mar 9- 20
Government Accounting: <i>Level 1 – Module 6</i>	Online	51,000	30	Mon. – Mon. (9:00 am – 12:15 pm)							Oct 6 - 17				Feb 2 - 13	
Government Accounting: <i>Level 2 – Module 1</i>	Online	51,000	30	Mon. – Mon. (9:00 am – 12:15 pm)	Apr 28 - May 9											
Government Accounting: <i>Level 2 – Module 2</i>	Online	42,000	30	Mon. – Fri. (9:00 am – 12:15 pm)			Jun 2 - 13									
Government Accounting: <i>Level 2 – Module 3</i>	Online	47,500	30	Mon. – Fri. (9:00 am – 12:15 pm)							Oct 27 - Nov 7					
Government Accounting: <i>Level 2 – Module 4</i>	Online	47,500	30	Mon. – Fri. (9:00 am – 12:15 pm)										Jan 19 - 30		
Government Accounting: <i>Level 3</i>	Online	52,500	30	Mon. – Fri. (9:00 am – 12:15 pm)												Mar 19 - 20



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<b>Finance and Accounts</b>																
Budget Preparation and Management	Online	31,250	18	Mon. – Wed (9:00 am – 12:15 pm)			Jun 30 - Jul 9				Oct 27 - Nov 5					
Receivables Management	Online	22,500	12	Tue. & Wed. (5:30 pm – 8:30 pm)							Oct 14– 22					
Finance for Non-Financial Managers	Online	48,750	30	Fri. (9:00 am – 4:30 pm)										Jan 23 - Feb 20		
<b>General Management</b>																
Strategic & Corporate Planning	Online	47,500	36	Tue. & Fri. (9:00 am – 1:30 pm)				Jul 1 - Jul 29						Jan 13 - Feb 10		
Supervisory Management	Online	95,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)			Jun 2 - Aug 28							Jan 26 - Apr 27		
Supervisory Management	Online	95,000	114	Mon. & Wed. (9:00 am – 4:30 pm)		May 5 - Jul 9					Oct 6 - Dec 15					
Post Graduate Diploma General Management	Online	357,000	450	Mon., Tues. & Thur. (5:30 pm – 8:30 pm)						Sept 30 - Nov 26, 2026						
<b>Governance</b>																
Effective Corporate Governance	Online	38,500	12	Fri. (9:00 am – 4:30 pm)											Feb 13 - 20	



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<b>Human Resource Management</b>																
Strategic Human Resource Management	Online	40,000	30	Tue. & Thur. (9:00 am – 12:15 pm)		May 6 - Jun 17										
Organisational Development	Online	40,000	30	Wed. & Fri. (9:00 am – 12:15 pm)					Aug 13 - Sept 12							
Quantitative Research for HR Practitioners	Online	25,000	18	Tue. & Thur. (9:00 am – 12:15 pm)											Feb 3- 19	
Train the Trainer	Online	65,000	51	Tue. Wed. & Fri. (9:00 am – 1:30 pm)							Oct 7 - Nov 4					
Associate of Science Degree Human Resource Management Duration: 2 yrs 7mths	Online	290,000 (Year 1)	405 (Yr 1)	Tues., Wed. & Thurs. (5:30 pm – 8:30 pm)											Feb 10, 2026 - Apr 29, 2027	
Post Graduate Diploma Human Resource Management	Online	320,000	450	Mon., Wed. & Thurs. (5:30 pm – 8:30 pm)						Sept 30, 2025 - Nov 26, 2026						
<b>Industrial Relations</b>																
Professional Certificate in Industrial Relations	Online	100,000	120	Mon. & Wed. (5:30 pm – 8:30 pm)					Aug 25 - Feb 25							Mar 16 - Aug 19



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<b>Leadership Development</b>																
Unleash the Leader in You	Online	37,000	12	Tue. & Thur. (9:00 am – 12:15 pm)			Jun 10 - 19									
Leading with Emotional Intelligence	Online	37,000	12	Tue. & Wed. (9:00 am – 12:15 pm)		May 20 – 28			Aug 12 - 20							Mar 10 - 18
Performance Coaching	Online	37,000	12	Tue. & Wed. (9:00 am – 12:15 pm)				Jul 8 - 16							Feb 17 - Mar 3	
Developing High Performance Teams	Online	100,000	36	Mon. & Fri. (9:00 am – 12:15 pm)						Sep 22 - Nov 3						
Fundamentals of Leadership	Online	82,000	30	Mon. – Fri. (9:00 am – 12:15 pm)								Nov 10 - 21				
Cultivating Resilience: An Imperative for Leading Self and Others	Online	37,000	12	Tue. & Wed. (9:00 am – 12:15 pm)										Jan 13 - 21		
<b>Project Management</b>																
Fundamentals of Project Management	Online	90,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)			Jun 23 - Sept 3									Feb 23 - May 6



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<b>Public Sector Management</b>																
Preparing Cabinet Submissions	Online	32,750	18	Fri. (9:00 am – 4:30 pm)			Jun 6 - 20				Oct 24 - Nov 7					
Making Effective Public Policy	Online	49,500	36	Tue. (9:00 am – 1:30 pm)											Feb 24 - Apr 21	
<b>Records and Information Management</b>																
Records and Information Management Level 1	Hybrid (Live & Asynchronous)	60,000	45	Tue. (Live Sessions) (5:30 pm – 7:30 pm)  (Orientation on the first Monday)			Jun 2 - Aug 5				Oct 6 - Dec 4					
Records and Information Management Level 2	Hybrid (Live & Asynchronous)	75,000	63	Tue. (Live Sessions) (5:30 pm – 7:30 pm)  (Orientation on the first Monday)										Jan 12 - Apr 21		
<b>Supplies and Inventory Management</b>																
Supplies Management Module 1	Online	90,000	90	Mon. & Wed. (12:30 pm – 5:30 pm)	Apr 28 - Jul 2											
Supplies Management Module 2	Online	90,000	90	Mon. & Wed. (12:30 pm – 5:30 pm)				Jul 14 - Sept 9								
Supplies Management Module 3	Online	80,000	78	Mon. & Wed. (12:30 pm – 5:30 pm)						Sept 29 - Nov 26						



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<b>Supplies and Inventory Management</b>																
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 1 - 15					Oct 2 - 16					
<b>Professional Development Courses</b>																
State Protocol & Business Etiquette	Online	51,000	24	Tue. & Wed. (9:00 am – 4:30 pm)			Jun 17 - 25				Oct 21 - Oct 29					
Service Skills for Ancillary Workers	Online	16,000	16	Tue. & Thur. (1:00 pm – 5:00 pm)	Apr 22 - May 1				Aug 5 - 14							
Protected Disclosure Act 2011: Training for Designated Officers	Online	50,000	30	Mon, Tue. & Wed. (9:00am – 12:30 pm)				Jul 7 - 30		Sept 22 - Oct 15				Jan 12 - Feb 4		



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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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