

MANCOSA SHORT COURSE PROGRAMMES**FIRST QUARTER**

SHORT COURSE PROGRAMME	DATE	VENUE	TIME	DURATION	
PROGRAMME IN LABOUR MARKET INFORMATION ANALYSIS	25 TO 29 JANUARY 2010	JOHANNESBURG	8:30 TO 16:00	5 DAYS	
	8 TO 12 FEBRUARY 2010	POLKWANE	8:30 TO 16:00	5 DAYS	
	15 TO 19 MARCH 2010	DURBAN	8:30 TO 16:00	5 DAYS	
	22 TO 26 FEBRUARY 2010	MOZAMBIQUE	8:30 TO 16:00	5 DAYS	
PROJECT MANAGEMENT	20 TO 21 JANUARY 2010	JOHANNESBURG	8:30 TO 16:00	2 DAYS	
	26 TO 27 JANUARY 2010	DURBAN	8:30 TO 16:00	2 DAYS	
PERFORMANCE MANAGEMENT	19 TO 20 JANUARY 2010	DURBAN	8:30 TO 16:00	2 DAYS	
	27 TO 28 JANUARY 2010	JOHANNESBURG	8:30 TO 16:00	2 DAYS	
RESEARCH METHODOLOGY	3 TO 4 FEBRUARY 2010	JOHANNESBURG	8:30 TO 16:00	2 DAYS	
	10 TO 11 FEBRUARY 2010	DURBAN	8:30 TO 16:00	2 DAYS	
RISK MANAGEMENT	2 TO 3 FEBRUARY 2010	DURBAN	8:30 TO 16:00	2 DAYS	
	9 TO 10 FEBRUARY 2010	JOHANNESBURG	8:30 TO 16:00	2 DAYS	
FINANCE FOR NON-FINANCIAL MANAGERS	17 TO 18 FEBRUARY 2010	JOHANNESBURG	8:30 TO 16:00	2 DAYS	
	24 TO 25 FEBRUARY 2010	DURBAN	8:30 TO 16:00	2 DAYS	
BASIC ECONOMICS	2 TO 3 MARCH 2010	DURBAN	8:30 TO 16:00	2 DAYS	
	9 TO 10 MARCH 2010	JOHANNESBURG	8:30 TO 16:00	2 DAYS	
CUSTOMER SERVICES	17 TO 18 MARCH 2010	JOHANNESBURG	8:30 TO 16:00	2 DAYS	
	24 TO 25 MARCH 2010	DURBAN	8:30 TO 16:00	2 DAYS	
SUPPLY CHAIN MANAGEMENT	16 TO 17 FEBRUARY 2010	DURBAN	8:30 TO 16:00	2 DAYS	
	23 TO 24 FEBRUARY 2010	JOHANNESBURG	8:30 TO 16:00	2 DAYS	
TIME MANAGEMENT	3 TO 4 MARCH 2010	JOHANNESBURG	8:30 TO 16:00	2 DAYS	
	10 TO 11 MARCH 2010	DURBAN	8:30 TO 16:00	2 DAYS	
ETHICS AND GOVERNANCE	16 TO 17 FEBRUARY 2010	DURBAN	8:30 TO 16:00	2 DAYS	
	30 TO 31 MARCH 2010	JOHANNESBURG	8:30 TO 16:00	2 DAYS	
ENTREPRENEURSHIP	6 TO 7 APRIL 2010	JOHANNESBURG	8:30 TO 16:00	2 DAYS	
	14 TO 15 APRIL 2010	DURBAN	8:30 TO 16:00	2 DAYS	
LEADING & MANAGEING EFFECTIVE TEAMS	13 TO 14 APRIL 2010	JOHANNESBURG	8:30 TO 16:00	2 DAYS	
	21 TO 22 APRIL 2010	DURBAN	8:30 TO 16:00	2 DAYS	
OFFICE ADMINSTRATION	20 TO 21 APRIL 2010	JOHANNESBURG	8:30 TO 16:00	2 DAYS	
	28 TO 29 APRIL 2010	DURBAN	8:30 TO 16:00	2 DAYS	
DIVERSITY IN THE WORKPLACE	5 TO 6 MAY 2010	JOHANNESBURG	8:30 TO 16:00	2 DAYS	
	12 TO 13 MAY 2010	DURBAN	8:30 TO 16:00	2 DAYS	

SECOND QUARTER

<u>SHORT COURSE PROGRAMME</u>	<u>DATE</u>	<u>VENUE</u>	<u>TIME</u>	<u>DURATION</u>	
PROGRAMME IN LABOUR MARKET INFORMATION ANALYSIS	19 TO 23 APRIL 2010	CAPE TOWN	8:30 TO 16:00	5 DAYS	
	17 TO 21 MAY 2010	JOHANNESBURG	8:30 TO 16:00	5 DAYS	
	19 TO 23 JULY 2010	DURBAN	8:30 TO 16:00	5 DAYS	
				8:30 TO 16:00	5 DAYS
PROJECT MANAGEMENT	25 TO 26 MAY 2010	CAPE TOWN	8:30 TO 16:00	2 DAYS	
	1 TO 2 JUNE 2010	JOHANNESBURG	8:30 TO 16:00	2 DAYS	
PERFORMANCE MANAGEMENT	8 TO 9 JUNE 2010	CAPE TOWN	8:30 TO 16:00	2 DAYS	
			8:30 TO 16:00	2 DAYS	
RESEARCH METHODOLOGY	8 TO 9 SEPTEMBER 2010	JOHANNESBURG	8:30 TO 16:00	2 DAYS	
	14 TO 15 SEPTEMBER 2010	DURBAN	8:30 TO 16:00	2 DAYS	
RISK MANAGEMENT	2 TO 3 JUNE 2010	JOHANNESBURG	8:30 TO 16:00	2 DAYS	
	4 TO 5 AUGUST 2010	CAPE TOWN	8:30 TO 16:00	2 DAYS	
	11 TO 12 AUGUST 2010	DURBAN	8:30 TO 16:00	2 DAYS	
FINANCE FOR NON-FINANCIAL MANAGERS	1 TO 2 SEPTEMBER 2010	JOHANNESBURG	8:30 TO 16:00	2 DAYS	
	31 AUGUST TO 1 SEPTEMBER	CAPE TOWN	8:30 TO 16:00	2 DAYS	
BASIC ECONOMICS	24 TO 25 AUGUST 2010	CAPE TOWN	8:30 TO 16:00	2 DAYS	
			8:30 TO 16:00	2 DAYS	
CUSTOMER SERVICES	22 TO 23 JUNE 2010	CAPE TOWN	8:30 TO 16:00	2 DAYS	
			8:30 TO 16:00	2 DAYS	
SUPPLY CHAIN MANAGEMENT	29 TO 30 JUNE 2010	JOHANNESBURG	8:30 TO 16:00	2 DAYS	
			8:30 TO 16:00	2 DAYS	
TIME MANAGEMENT	29 TO 30 JULY 2010	DURBAN	8:30 TO 16:00	2 DAYS	
			8:30 TO 16:00	2 DAYS	
ETHICS AND GOVERNANCE	28 TO 29 SEPTEMBER 2010	CAPE TOWN	8:30 TO 16:00	2 DAYS	
	28 TO 29 SEPTEMBER 2010	JOHANNESBURG	8:30 TO 16:00	2 DAYS	
LEADING & MANAGEING EFFECTIVE TEAMS	7 TO 8 JULY 2010	JOHANNESBURG	8:30 TO 16:00	2 DAYS	
	13 TO 14 JULY 2010	DURBAN	8:30 TO 16:00	2 DAYS	
	28 TO 29 JULY 2010	CAPE TOWN	8:30 TO 16:00	2 DAYS	
OFFICE ADMINISTRATION	6 TO 7 OCTOBER 2010	DURBAN	8:30 TO 16:00	2 DAYS	
	2 TO 3 NOVEMBER 2010	CAPE TOWN	8:30 TO 16:00	2 DAYS	
DIVERSITY IN THE WORKPLACE	19 TO 20 OCTOBER 2010	CAPE TOWN	8:30 TO 16:00	2 DAYS	
	3 TO 4 NOVEMBER 2010	JOHANNESBURG	8:30 TO 16:00	2 DAYS	