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**OPTIONAL VENUES : CAPE TOWN (WESTERN CAPE) OR NELSPRUIT (MPUMALANGA)**  
**SOUTH AFRICA**

# **OMEGA CENTRE FOR MANAGEMENT** **DEVELOPMENT**

## **SKILLS TRAINING AND CAPACITY** **DEVELOPMENT COURSES FOR 2025**

***ANY OF THESE COURSES COULD BE CONDUCTED  
ONLINE***

<b>CODE</b>	<b>COURSE</b>	<b>COURSE DATES 2025</b>	<b>NO. OF WEEKS</b>	<b>CODE</b>	<b>COURSE</b>	<b>COURSE DATES 2025</b>	<b>NO. OF WEEKS</b>
OMG 001	<b>Management Development for Corporate Leaders and Executives</b>	20-31 JAN 03-14 MAR 05-16 MAY 07-18 JUL 01-12 SEPT	2 weeks	OMG 006	<b>Performance Management and Improvement Course</b>	18-22 AUG 22-25 SEPT 06-10 OCT 24-26 NOV 15 -19 DEC	1 week
OMG 182	<b>Executive Stress and Time Management</b>	18-22 AUG 22-25 SEPT 06-10 OCT 24-26 NOV 15 -19 DEC	1 week	OMG 009	<b>Management Development Programme for New and Middle Managers</b>	10-20 FEB 14-25 APR 12-23 MAY 14-25 JUL 15-26 SEP	2 weeks
OMG 003	<b>Occupational Health and Safety in the Workplace</b>	17-28 FEB 19-30 MAY 09-20 JUN 07-18 JUL 18-29 AUG	2 weeks	OMG 011	<b>Management Skills for New Supervisors</b>	12-23 MAY 16-27 JUN 11-22 AUG 20-31 OCT 10-31 NOV	2 weeks
OMG 004	<b>Strategic Leadership Development Programme for Women Managers and Administrators</b>	02-13 JUN 18-29 AUG 15-26 SEPT 17-28 NOV 08-19 DEC	2 weeks	OMG 012	<b>Politics and Governance in Democratic System for Political Party Executives</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks

OMG 017	<b>Public Service Re-engineering Workshop</b>	27-31 JAN 24-28 MAR 19-23 MAY 21-25 JUL 25-29 AUG	1 week	OMG 019	<b>Effective Proposal Writing and Fund Raising Skills</b>	17-24 FEB 14-18 APR 09-13 JUN 11-15 AUG 13-17 OCT	1 week
OMG 023	<b>Organizational Restructuring and Change Management</b>	13-17 JAN 24-28 MAR 16-20 JUN 18-22 AUG 06-10 OCT	1 week	OMG 057	<b>Human Resource Planning, Recruitment and Selection Skills Course</b>	16-27 JUN 14-25 JUL 15-26 SEPT 13-24 OCT 08-19 DEC	2 weeks
OMG 026	<b>Corporate Governance and Directors Responsibilities</b>	17-21 MAR 05-09 MAY 15-22 AUG 06-10 OCT 24-26 NOV	1 week	OMG 072	<b>Management Development Programme for Secretaries and Personal Assistants</b>	24-25 FEB 21-25 APR 21-25 JUL 06-10 OCT 01-05 DEC	1 week
OMG 028	<b>Strategic Planning Skills for Managers: A Result Oriented Approach</b>	24- -28 MAR 26 -30 MAY 07-11 JUL 11-15 AUG 10-14 NOV	1 week	OMG 074	<b>Transport Fleet Operations and Management Course</b>	17-21 MAR 05-09 MAY 15-22 AUG 06-10 OCT 24-26 NOV	1 week
OMG 030	<b>Employee Benefits, Salary &amp; Pension Administration</b>	04-08 AUG 15-19 SEPT 13-17 OCT 10-14 NOV 08-12 DEC	1 week	OMG 075	<b>Information Technology Skills Programme for Secretaries &amp; Personal Assistant</b>	24-26 FEB 21-25 APR 02-06 JUN 11-15 AUG 17-21 NOV	1 week
OMG 054	<b>Managing Redundancies – An Employee Centered Approach</b>	18-22 AUG 22-25 SEPT 06-10 OCT 24-26 NOV 15 -19 DEC	1 week	OMG 095	<b>Advanced Human Resources Management and Development</b>	24- -28 MAR 26 -30 MAY 07-11 JUL 11-15 AUG 10-14 NOV	1 week

OMG 090	<b>Public Enterprise Restructuring and Privatization</b>	16-27 JUN 07 -18 JUL 08-19 SEP 10-21 NOV 01-12 DEC	2 weeks	OMG 100	<b>Conflict Resolution &amp; Peace Building in the Workplace</b>	14-25 JUL 04-15 AUG 08-19 SEPT 13-24 OCT 08-19 DEC	2 weeks
OMG 116	<b>Policy Making and Policy Analysis Workshop</b>	20-31 JAN 10 -21 MAR 11-22 AUG 20-31 OCT 08-19 DEC	2 weeks	OMG 152	<b>Design and Implementation of Performance Management &amp; Strategic Rewards</b>	13-24 JAN 10-21 MAR 19-30 MAY 14-25 JUL 08-19 SEPT	2 weeks
OMG 153	<b>Economic Development &amp; Management</b>	09-20 JUN 07-15 JUL 18-29 AUG 01-12 SEPT 10-21 NOV	2 weeks	OMG 154	<b>Governance, Ethics and Anti-Corruption Reforms</b>	13-24 JAN 10-21 FEB 07-18 APR 13-24 OCT 08-19 DEC	2 weeks
<b>CODE</b>	<b>COURSE</b>	<b>COURSE DATES 2025</b>	<b>NO. OF WEEKS</b>	<b>CODE</b>	<b>COURSE</b>	<b>COURSE DATES 2025</b>	<b>NO. OF WEEKS</b>
OMG 005	<b>Advanced Public Relations Course for Executive Secretaries and Personal Assistants</b>	03-14 FEB 07-18 APR 02-13 JUN 04-15 AUG 06-17 OCT	2 weeks	OMG 065	<b>Public and Corporate Relations Course for Managers</b>	24-26 FEB 21-25 APR 02-06 JUN 11-15 AUG 17-21 NOV	1 week
OMG 059	<b>Customer Services Management</b>	24 -28 MAR 26 -30 MAY 07-11 JUL 11-15 AUG 10-14 NOV	1 week	OMG 070	<b>Information Technology and PR Skills for Secretaries (Level 2)</b>	09-20 JUN 07-15 JUL 18-29 AUG 01-12 SEPT 10-21 NOV	2 weeks
OMG 060	<b>Quality Awareness and Management Course</b>	24-26 FEB 21-25 APR 02-06 JUN 11-15 AUG 17-21 NOV	1 week	OMG 087	<b>Professional Development Course for Secretaries &amp;</b>	13-24 JAN 10-21 FEB 07-18 APR 13-24 OCT 08-19 DEC	2 weeks

					<b>Personal Assistants in Diplomacy and Personal Grooming</b>		
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OMG 007	<b>Advanced Accounting Skills Workshop</b>	16-27 JUN 07 -18 JUL 08-19 SEP 10-21 NOV 01-12 DEC	2 weeks	OMG 025	<b>Fraud Prevention and Dynamics of Debt Collection</b>	19-23 MAY 14 -18 JUL 18-22 AUG 20-24 OCT 15-19 DEC	1 week
WEEK	<b>Loan Disbursement and Debt Servicing</b>	14-25 JUL 04-15 AUG 08-19 SEPT 13-24 OCT 08-19 DEC	2 weeks	OMG 045	<b>Anti-money Laundering Course for Bank and other Finance Officials</b>	17-21 FEB 21-25 APR 19-23 MAY 21-25 JUL 01-05 DEC	1 week
OMG 024	<b>Finance for Non- Finance Executives</b>	16-27 JUN 07 -18 JUL 08-19 SEP 10-21 NOV 01-12 DEC	2 weeks	OMG 047	<b>Investment Analysis and Portfolio Management</b>	20-24 JAN 21-25 APR 16-20 JUN 20-24 OCT 10-14 NOV	1 week
OMG 058	<b>Audit and Internal Review Course</b>	14-25 JUL 04-15 AUG 08-19 SEPT 13-24 OCT 08-19 DEC	2 weeks	OMG 069	<b>Computerized Financial Accounting Course</b>	17-21 MAR 12-16MAY 18-22 AUG 20-24 OCT 15-19 DEC	1 week
OMG 079	<b>Credit Management and Administration</b>	16-27 JUN 14-25 JUL 15-26 SEPT 13-24 OCT 08-19 DEC	2 weeks	OMG 102	<b>Revenue Collection Management</b>	04-08 AUG 15-19 SEPT 27-31OCT 10-14 NOV 15-19DEC	1 week
OMG 088	<b>Financial Management of Donor Funded Projects</b>	14-25 JUL 04-15 AUG 08-19 SEPT 13-24 OCT	2 weeks	OMG 103	<b>Management of Pension Schemes</b>	24-26 FEB 21-25 APR 02-06 JUN 11-15 AUG	1 week

		08-19 DEC				17-21 NOV	
OMG 096	<b>Advanced Financial Management for Non-Finance Managers</b>	16-27 JUN 07 -18 JUL 08-19 SEP 10-21 NOV 01-12 DEC	2 weeks	OMG 141	<b>International Accounting Principles</b>	16-27 JUN 14-25 JUL 15-26 SEPT 13-24 OCT 08-19 DEC	2 weeks
0 OMG 137	<b>Financial Planning and Control</b>	10-20 FEB 14-25 APR 12-23 MAY 14-25 JUL 15-26 SEP	2 weeks	OMG 142	<b>Auditing for Internal Auditors</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks
OMG 138	<b>Public Finance Management Course</b>	24-26 FEB 21-25 APR 02-06 JUN 11-15 AUG 17-21 NOV	1 week	OMG 146	<b>Financial risk Management In Banking</b>	24-26 FEB 21-25 APR 02-06 JUN 11-15 AUG 17-21 NOV	1week
OMG 139	<b>Governance Issues in Finance and Accounting</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks	OMG 150	<b>Advanced Cash and Treasury Management</b>	14-25 JUL 04-15 AUG 08-19 SEPT 13-24 OCT 08-19 DEC	2 weeks
<b>CODE</b>	<b>COURSE</b>	<b>COURSE DATES 2025</b>	<b>NO.OF WEEKS</b>	<b>CODE</b>	<b>COURSE</b>	<b>COURSE DATES 2025</b>	<b>NO.OF WEEKS</b>
OMG 008	<b>Project Management Course</b>	24-26 FEB 21-25 APR 02-06 JUN 11-15 AUG 17-21 NOV	1 week	OMG 022	<b>Participatory Project Planning &amp; Implementation</b>	10-20 FEB 14-25 APR 12-23 MAY 14-25 JUL 15-26 SEP	2 weeks
OMG 015	<b>Impact Assessment and Sustainable Resource Management</b>	18-22 AUG 22-25 SEPT 06-10 OCT 24-26 NOV 15 -19 DEC	1week	OMG 033	<b>Outcome Based Project and Programme Management</b>	17-21 MAR 12-16MAY 18-22 AUG 20-24 OCT 15-19 DEC	1 week

OMG 018	<b>Advanced Monitoring and Evaluation of Projects</b>	16-27 JUN 07 -18 JUL 08-19 SEP 10-21 NOV 01-12 DEC	2 weeks	OMG 034	<b>Project Proposal ,Fund Raising and Report Writing</b>	16-27 JUN 14-25 JUL 15-26 SEPT 13-24 OCT 08-19 DEC	2 weeks
OMG 050	<b>Management Training for Project Steering Committees</b>	10 -20 FEB 14-25 APR 12-23 MAY 14-25 JUL 15-26 SEP	2 weeks	OMG 064	<b>Log Frame in Project Cycle Management</b>	10-20 FEB 14-25 APR 12-23 MAY 14-25 JUL 15-26 SEP	2 weeks
OMG 081	<b>Project Formulation and Feasibilities Study Analysis</b>	13-24 SEPT 16-27 JUN 14-25 JUL 06-17 OCT 08-19 DEC	2 weeks	OMG 118	<b>Monitoring and Evaluation of Projects</b>	10 - 20 FEB 14-25 APR 12-23 MAY 14-25 JUL 15-26 SEP	2 weeks
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OMG 027	<b>Cloud Computing Course (Level 1)</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks	OMG 078	<b>Data Administration &amp; Data Security in Computerized Information System</b>	16-27 JUN 14-25 JUL 15-26 SEPT 13-24 OCT 08-19 DEC	2 weeks
OMG 071	<b>Information Technology Skills Programme for Secretaries</b>	24-26 FEB 21-25 APR 02-06 JUN 11-15 AUG 17-21 NOV	1 week	OMG 083	<b>Database System Design, Implementation and Management</b>	16-27 JUN 14-25 JUL 15-26 SEPT 13-24 OCT 08-19 DEC	2 weeks

OMG 084	<b>Internet and Electronic Business</b>	17-21 MAR 12-16MAY 18-22 AUG 20-24 OCT 15-19 DEC	1 week	OMG 126	<b>Web Designing &amp; Internet Studies</b>	10-20 FEB 14-25 APR 12-23 MAY 14-25 JUL 15-26 SEP	2 weeks
OMG 140	<b>Advanced Electronic Records Management Course</b>	16-27 JUN 14-25 JUL 15-26 SEPT 13-24 OCT 08-19 DEC	2 weeks	OMG 127	<b>Internet Studies &amp; Electronic Banking</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks
OMG 085	<b>Information, Communication and Records Management</b>	18-22 AUG 22-25 SEPT 06-10 OCT 24-26 NOV 15 -19 DEC	1 week	OMG 128	<b>Database System Design, Implementation and Management Using ORACLE</b>	10-20 FEB 14-25 APR 12-23 MAY 14-25 JUL 15-26 SEP	2 weeks
OMG 091	<b>Planning, Designing and Managing Corporate Computer Networks</b>	10-20 FEB 14-25 APR 12-23 MAY 14-25 JUL 15-26 SEP	2 weeks	OMG 130	<b>Cybersecurity &amp; Risk Management Course</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks
OMG 129	<b>Fundamentals of Computer Engineering</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks	OMG 119	<b>Information Technology Skills for Senior Managers</b>	17-21 MAR 12-16MAY 18-22 AUG 20-24 OCT 15-19 DEC	1 week
OMG 131	<b>Data Capturing Skills</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks	OMG 147	<b>Advanced IT Control and Security Programme</b>	10-20 FEB 14-25 APR 12-23 MAY 14-25 JUL 15-26 SEP	2 weeks

OMG 175	<b>Advanced Information Technology Skills for Senior Secretaries and Personal Assistants</b>	16-27 JUN 14-25 JUL 15-26 SEPT 13-24 OCT 08-19 DEC	2 weeks	OMG 176	<b>Managing Electronic Records</b>	17-21 MAR 12-16MAY 18-22 AUG 20-24 OCT 15-19 DEC	1 week
<b>CODE</b>	<b>COURSE</b>	<b>COURSE DATES 2025</b>		<b>CODE</b>	<b>COURSE</b>	<b>COURSE DATES 2025</b>	<b>NO. OF WEEKS</b>
OMG 029	<b>Logistics and Distribution Management</b>	10-20 FEB 14-25 APR 12-23 MAY 14-25 JUL 15-26 SEP	2 weeks	OMG 101	<b>World Bank Goods &amp; Equipment Procurement</b>	18-22 AUG 22-25 SEPT 06-10 OCT 24-26 NOV 15 -19 DEC	1 week
OMG 082	<b>Advanced Goods and Equipment Procurement</b>	16-27 JUN 07 -18 JUL 08-19 SEP 10-21 NOV 01-12 DEC	2 weeks	OMG 114	<b>Purchasing And Supply Management</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks
OMG 120	<b>Procurement and Storage Management</b>	17-21 MAR 12-16MAY 18-22 AUG 20-24 OCT 15-19 DEC	1week	OMG 149	<b>Strategic Works Performance and Selection of Consultants</b>	17-21 MAR 12-16MAY 18-22 AUG 20-24 OCT 15-19 DEC	1 week
<b>CODE</b>	<b>COURSE</b>	<b>COURSE DATES 2025</b>	<b>NO.OF WEEKS</b>	<b>CODE</b>	<b>COURSE</b>	<b>COURSE DATES 2025</b>	<b>NO.OF WEEKS</b>
OMG 046	<b>Building Effective Sales Team</b>	17-21 MAR 12-16MAY 18-22 AUG 20-24 OCT 15-19 DEC	1 week	<b>OMG 181</b>	<b>Effective Business Writing and Presentation Skills</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks
OMG 048	<b>Tourism and Hospitality Management</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT	2 weeks	<b>OMG 182</b>	<b>Effective Business English and Communication</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 week

		17-26 NOV			<b>Course</b>		
OMG 053	<b>Small and Medium (SME) Enterprise Development Course</b>	16-27 JUN 14-25 JUL 15-26 SEPT 13-24 OCT 08-19 DEC	2 weeks	<b>OMG 183</b>	<b>Marketing &amp; Sales Management for Executives</b>	17-21 MAR 12-16MAY 18-22 AUG 20-24 OCT 15-19 DEC	1 week
<b>CODE</b>	<b>COURSE</b>	<b>COURSE DATES 2025</b>		<b>CODE</b>	<b>COURE</b>	<b>COURSE DATES 2025</b>	<b>NO. OF WEEKS</b>
OMG 051	<b>Political Leadership and Team Building Training for L.G. Politicians</b>	16-27 JUN 14-25 JUL 15-26 SEPT 13-24 OCT 08-19 DEC	2 weeks	OMG 111	<b>Budgeting and Budgetary Skills for Local Government Councilors</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks
OMG 052	<b>Effective Communications and Presentations Skills for Councilors</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks	OMG 112	<b>Finance Management Skills for Local Government Councilors</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks
OMG 110	<b>Project Managing Skills for Councillors, Politicians and Trade Unionists</b>	16-27 JUN 14-25 JUL 15-26 SEPT 13-24 OCT 08-19 DEC	2 weeks	OMG 113	<b>Management Development Programme for Local Government and Municipal Heads</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks
<b>CODE</b>	<b>COURSE</b>	<b>COURSE DATES 2025</b>	<b>NO. OF WEEKS</b>	<b>CODE</b>	<b>COURSE</b>	<b>COURSE DATES 2025</b>	<b>NO. OF WEEKS</b>
OMG 055	<b>Strategic Negotiation and Dispute Resolution Skills</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks	OMG 184	<b>Conflict Resolution and Peace Building Skills</b>	17-21 MAR 12-16MAY 18-22 AUG 20-24 OCT 15-19 DEC	1 week

CODE	COURSE	COURSE DATES 2025	NO.OF WEEKS		COURSE	COURSE DATES 2025	NO.OF WEEKS
OMG 061	<b>Environmental Pollution Control and Management</b>	19-23 MAY 14 -18 JUL 18-22 AUG 20-24 OCT 15-19 DEC	1 week	<b>OMG 185</b>	<b>Water Resources Management and Development</b>	19-23 MAY 14 -18 JUL 18-22 AUG 20-24 OCT 15-19 DEC	1 week
OMG 093	<b>Municipal Waste Management</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks	<b>OMG 186</b>	<b>Rural Energy Planning and Water Supply Management</b>	16-27 JUN 14-25 JUL 15-26 SEPT 13-24 OCT 08-19 DEC	2 weeks
OMG 098	<b>Management of Sustainable Natural Resources</b>	18-22 AUG 22-25 SEPT 06-10 OCT 24-26 NOV 15 -19 DEC	1 week	<b>OMG 187</b>	<b>Management of Irrigation Projects</b>	19-23 MAY 14 -18 JUL 18-22 AUG 20-24 OCT 15-19 DEC	2 weeks
OMG 134	<b>Environmental Management in Development</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks	<b>OMG 188</b>	<b>Renewable and Environmentally Compatible Energy Development</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks
CODE	COURSE	COURSE DATES 2025	NO. OF WEEKS	CODE	COURSE	COURSE DATES 2025	NO. OF WEEKS
OMG 062	Social Media Skills for Improved Communication & Job Performance	10-20 FEB 14-25 APR 12-23 MAY 14-25 JUL 15-26 SEP	2 weeks	OMG 189	Digital Advertising & Marketing	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks
OMG 155	<b>Principles &amp; Practices of Effective Journalism</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks	<b>OMG 190</b>	<b>Public Relations &amp; Services Marketing</b>	16-27 JUN 14-25 JUL 15-26 SEPT 13-24 OCT 08-19 DEC	2 weeks

	Community Health & Development	16-27 JUN 14-25 JUL 15-26 SEPT 13-24 OCT 08-19 DEC	2 weeks	<b>OMG 201</b>	<b>Management of Rural Development</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks
OMG 159	<b>Partnership and Networking in Development</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks	<b>OMG 202</b>	<b>Creative Facilitation Skills for Development Workers</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks
OMG 161	<b>Community Profiling and Mapping Skills</b>	18-22 AUG 22-25 SEPT 06-10 OCT 24-26 NOV 15 -19 DEC	2 weeks	OMG 203	<b>Governance, Politics and Community Action</b>	16-27 JUN 14-25 JUL 15-26 SEPT 13-24 OCT 08-19 DEC	2 weeks
OMG 164	<b>Participatory Project Planning, Implementation, Monitoring and Evaluation</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks	OMG 204	<b>Gender, Human Rights and Development</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks
OMG 165	<b>Gender Mainstreaming and Community Development</b>	16-27 JUN 14-25 JUL 15-26 SEPT 13-24 OCT 08-19 DEC	2 weeks	OMG 205	<b>Advocacy and Lobbying in Managing Community Development Projects</b>	16-27 JUN 14-25 JUL 15-26 SEPT 13-24 OCT 08-19 DEC	2 weeks
OMG 167	<b>Management of NGOs in the Era of Global Economic Meltdown</b>	18-22 AUG 22-25 SEPT 06-10 OCT 24-26 NOV 15 -19 DEC	1 week	OMG 206	<b>Fund Raising Skills for NGOs &amp; CSOs</b>	18-22 AUG 22-25 SEPT 06-10 OCT 24-26 NOV 15 -19 DEC	1 week
<b>CODE</b>	<b>COURSE</b>	<b>COURSE DATES 2025</b>	<b>NO. OF WEEKS</b>	<b>CODE</b>	<b>COURSE</b>	<b>COURSE DATES 2025</b>	<b>NO. OF WEEKS</b>

OMG 077	<b>Animal Husbandry and Agricultural Management</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks	OMG 105	<b>Marketing and Management of Agriculture Cooperatives</b>	18-22 AUG 22-25 SEPT 06-10 OCT 24-26 NOV 15 -19 DEC	1 Week
OMG 097	<b>Management of Agricultural Research</b>	16-27 JUN 14-25 JUL 15-26 SEPT 13-24 OCT 08-19 DEC	2 weeks	OMG 107	<b>Management of Extension Services</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks
CODE	COURSE	COURSE DATES 2025	NO. OF WEEKS	CODE	COURSE	COURSE DATES 2025	NO. OF WEEKS
OMG 002	<b>Management Development Programme for Secretaries and Personal Assistants (Level 1)</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks	<b>OMG 191</b>	<b>Management Development Programme for Secretaries and Personal Assistants (Level 2)</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks
OMG 171	<b>Office Management Skills Course for Senior Secretaries</b>	18-22 AUG 22-25 SEPT 06-10 OCT 24-26 NOV 15 -19 DEC	1 week	<b>OMG 192</b>	<b>Management Development Programme for Secretaries and Personal Assistants (Level 3)</b>	16-27 JUN 14-25 JUL 15-26 SEPT 13-24 OCT 08-19 DEC	2 weeks
OMG 172	<b>Skills Development Course for Telephone Operators &amp; Receptionists</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks	<b>OMG 193</b>	<b>Advanced Office Procedures Skills Course for Secretaries and Administrative Officers</b>	19-23 MAY 14 -18 JUL 18-22 AUG 20-24 OCT 15-19 DEC	1 week

OMG 173	<b>Advanced Information Technology Skills for Secretaries and Personal Assistants</b>	18-22 AUG 22-25 SEPT 06-10 OCT 24-26 NOV 15 -19 DEC	1 week	<b>OMG 194</b>	<b>Advanced Level in Secretarial Duties, PR and Computing Skills</b>	16-27 JUN 14-25 JUL 15-26 SEPT 13-24 OCT 08-19 DEC	2 weeks
<b>CODE</b>	<b>COURSE</b>	<b>COURSE DATES 2025</b>	<b>NO. OF WEEKS</b>	<b>CODE</b>	<b>COURSE</b>	<b>COURSE DATES 2025</b>	<b>NO. OF WEEKS</b>
OMG 010	<b>Managing the Training Function</b>	19-23 MAY 14 -18 JUL 18-22 AUG 20-24 OCT 15-19 DEC	1 week	OMG 195	<b>Managing Libraries and Documentation Centers</b>	17-21 MAR 12-16MAY 18-22 AUG 20-24 OCT 15-19 DEC	1 week
OMG 014	<b>Financial Risk Management in Banking</b>	20-31 JAN 17-28 FEB 01-12 SEPT 13-24 OCT 17-26 NOV	2 weeks	OMG 196	<b>Goods, Materials and Equipment Procurement</b>	19-23 MAY 14 -18 JUL 18-22 AUG 20-24 OCT 15-19 DEC	2 weeks
OMG 020	<b>Disaster Preparedness and Intervention Training Workshop</b>	19-23 MAY 14 -18 JUL 18-22 AUG 20-24 OCT 15-19 DEC	1 week	OMG 198	<b>Management Strategies for Non- governmental Organizations</b>	17-21 MAR 12-16MAY 18-22 AUG 20-24 OCT 15-19 DEC	1 week
OMG 039	<b>Essential Skills in Electronic Procurement</b>	17-21 MAR 12-16MAY 18-22 AUG 20-24 OCT	1 week	OMG 199	<b>Strategic Intervention and Integration</b>	19-23 MAY 14 -18 JUL 18-22 AUG 20-24 OCT	1 week

		15-19 DEC			<b>of Refugees</b>	15-19 DEC	
OMG 049	<b>Medium Term Sector Strategy Budgeting Course (MTSS)</b>	19-23 MAY 14 -18 JUL 18-22 AUG 20-24 OCT 15-19 DEC	1 week	OMG 200	<b>Advanced Management of the Training Function</b>	17-21 MAR 12-16 MAY 18-22 AUG 20-24 OCT 15-19 DEC	1 week

## **(OTHER COURSES ARE AVAILABLE ON REQUEST)**

### *Kindly Note That:*

OCMD has the capacity to design and offer a wide range of tailor-made courses and other management development programmes. All our courses have components of computer training, as well as the attraction of a TABLET OR LAPTOP, given to each trainee as part of the learning materials.

Tuition Fees are subject to change without prior notice.

***THE DURATION AND FEE FOR EACH COURSE COULD BE ADJUSTED TO SUIT THE NEEDS OF EACH DELEGATE.***

### **TRAINING COURSE ENHANCEMENTS**

- **Computer-enhanced Learning**
- **Training Videos, CD's, DVDs**
- **Forum for Interparticipant's Exchange of Ideas and Experiences**
- **Availability of Specialists in Various Fields as Guest Lecturers**
- **Facility Visits and Learning Excursions**
- **Various Modern Facilitation Techniques**
- **Recreational Visits to International Tourist sites like the Kruger National Park ,Sudwala Cave , etc**

- Free Transportation to and from the Airport

***ANY OF THESE COURSES COULD BE CONDUCTED  
ONLINE***

**ALL THE ABOVE COURSES WILL BE HELD IN NELSPRUIT – SOUTH AFRICA (ABOUT 55 MINUTES BY AIR FROM JOHANNESBURG INTERNATIONAL AIRPORT)**

**STUDY TOURS AND BENCHMARKING VISITS TO INSTITUTIONS &  
ESTABLISHMENTS FOR PRACTICAL LEARNING AND SKILLS TRANSFER ARE  
AVAILABLE ON REQUEST**

For More Information Contact:

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