

Staff Development Institute



The Director
 Staff Development Institute
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2019 TRAINING PROGRAMME: THIRD QUARTER

CODE	COURSE TITLE	DATES	WEEKS	VENUE	TUITION	LODGE
SDI/19/63	Public Sector Customer Excellence	9 – 13 July	1	Mponela	180,000	Self
SDI/19/71	Front Office Mgt for Telephone & Switchboard Operators	15 – 19 Jul	1	SDI	110,000	24,000
SDI/19/72	ICT Training for Copy Typists	15 – 19 Jul	1	Mponela	180,000	Self
SDI/19/73	Procurement and Inventory Management	15 – 26 Jul	2	SDI	150,000	52,000
SDI/19/74	Induction for Purchasing and Stores Clerks	15 Jul – 6 Sept	6	SDI	310,000	168,000
SDI/19/75	Secretarial Skills Training	22 – 26 July	1	Mzuzu	250,000	Self
SDI/19/76	Effective Records Mgt Skills for CO's and Registry Clerks	5 – 9 Aug	1	SDI	110,000	24,000
SDI/19/77	Effective Records Management Skills Training for Messengers and Office Assistants	5 – 9 Aug	1	SDI	110,000	24,000
SDI/19/78	Induction for Assistant Accountants	5 Aug – 20 Sept	6	SDI	310,000	168,000
SDI/19/80	Management of Deceased Estates	19 – 23 Aug	1	Mponela	180,000	Self
SDI/19/81	Monitoring and Evaluation	19 – 23 Aug	1	Mponela	180,000	Self
SDI/19/82	Public Sector Human Resource Planning	19 – 23 Aug	1	Mponela	180,000	Self
SDI/19/83	Fixed Assets Management	19 – 23 Aug	1	Mponela	180,000	Self
SDI/19/84	Public Sector Performance and Staff Appraisal	26 – 30 Aug	1	SDI	110,000	24,000
SDI/19/85	Induction for Assistant Human Resource Mgt Officers	26 Aug – 5 Oct	6	SDI	310,000	168,000
SDI/19/86	Project Management Orientation	2 – 6 Sept	1	Mponela	180,000	Self
SDI/19/87	Retirement Planning	2 – 6 Sept	1	SDI	110,000	24,000
SDI/19/88	Induction for Human Resource Management Officers	2 Sept – 12 Oct	6	SDI	310,000	168,000
SDI/19/89	Credit Management and Administration	9 – 13 Sept	1	Mponela	180,000	Self
SDI/19/90	Skills Development for Chauffeurs	9 – 13 Sept	1	SDI	110,000	24,000
SDI/19/91	Secretarial Skills Training	9 – 13 Sept	1	Mangochi	250,000	Self
SDI/19/92	Community Development and Management	9 – 27 Sept	3	SDI	180,000	84,000
SDI/19/94	Effective Public Sector Leadership	16 – 20 Sept	1	SDI	110,000	24,000
SDI/19/95	Electronic Records Management	16 – 27 Sept	2	SDI	150,000	52,000
SDI/19/96	Induction for Economists	16 Sept – 27 Oct	6	SDI	310,000	168,000
SDI/19/97	Basic ICT Training for Office Assistants /Messengers	23 – 27 Sept	1	SDI	110,000	24,000
SDI/19/98	Induction for Accountants (PO)	23 Sept – 1 Nov	6	SDI	310,00	168,000
SDI/19/99	Performance Contracting in the Public Sector: Planning,		1			24,000

	Documentation & Management	23 – 27 Sept		SDI	110,000	
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STAFF DEVELOPMENT INSTITUTE SERVICES INCLUDE:

Hosting <i>client-delivered training programmes, workshops and seminars.</i>
Conducting <i>research in organizational development</i>
Designing and delivering <i>tailor-made programmes to address client specific performance needs</i>
Providing <i>facilitation services to client in-house and outreach programmes</i>

Meals – SDI outsourced its catering services therefore meals will be bought separately from the cafeteria.

Fees – all fees quoted are subject to revision without prior notice.

Business success is in staff development

