

# TRAINING CALENDER 2022

Lets Institute Consulting and Training South Africa Pty Ltd  
587 Torien street  
Moreleta Park  
Gauteng, Pretoria  
South Africa, 0044  
+27 12 997 2353  
+27 74 227 6381  
[info@letsinstitute.org](mailto:info@letsinstitute.org)  
[www.letsinstitute.org](http://www.letsinstitute.org)



LETS Institute



# About LETS Institute

Lets Consulting and Training was established in 2006 and has been operating regionally and internationally since its inception delivering high quality training and consulting solutions in the Private and Public sector. All our training and consulting solutions are tailor made to suite our clients' needs. We are inspired and driven to provide in-depth knowledge and world professional development to all our valued clients. All our trainings provide Professionals with high practical oriented educational skills needed for them to perform their duties and responsibilities effectively and efficiently. All our training solutions are designed with an impact analysis model building on delegate practical application of theory.

## Lets Institute Training Calender 2022

02

### Training package

- All our delegates will receive a **brand new laptop** as part of the training package.
- We offer an **exclusive excursion trip** to any chosen site around our training venues.
- Our valued delegates can request any of the courses at their **own preferred dates**.
- We provide airport transfers and excursions around the training venue at NO extra cost.
- Multiple bookings on one course by delegates from the same organization enjoy a negotiable discount.
- Our refresher courses run from a period of 1-2 weeks, depending on the needs of the delegates. For more information, please visit [www.letsinstitute.org](http://www.letsinstitute.org)
- All our trainings are customized to meet your organizational needs and all our facilitators are industry

Lets Institute Consulting and Training South Africa Pty Ltd  
587 Torien street  
Moreleta Park  
Gauteng, Pretoria  
South Africa, 0044  
+27 12 997 2353  
+27 74 227 6381  
[info@letsinstitute.org](mailto:info@letsinstitute.org)  
[www.letsinstitute.org](http://www.letsinstitute.org)



# LETS Institute

## MANAGEMENT AND LEADERSHIP

<i><b>Seminar Title</b></i>	<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Fees</b></i>
Board Leadership skills	06 - 10 Feb 2022	Pretoria	\$
Business Process Optimization	07 - 11 Feb 2022	Pretoria	\$
Business Continuity	07 - 11 Feb 2022	Pretoria	\$
Leadership Mastery	07 - 18 Feb 2022	Pretoria	\$
Business Innovation and competitiveness	07 - 11 Feb 2022	Cape town	\$
Business Process Management	13 - 17 Feb 2022	Cape town	\$
Building a strategic Organizational culture	13 - 17 Feb 2022	Cape town	\$
Effective Corporate Communication	13 - 17 Feb 2022	Cape town	\$
Corporate Governance & Strategic Leadership for Board Effectiveness Best Practices	14 - 18 Feb 2022	Kigali	\$
Corporate Governance and Risk management	14 - 18 Feb 2022	Kigali	\$
Creativity and Innovation Leadership	14 - 18 Feb 2022	Dubai	\$
Development and maintenance of a business IT strategy	14 - 25 Feb 2022	Vic Falls	\$
Development Programme for Top Management & Executives	14 - 18 Feb 2022	Cape town	\$

<i><b>Seminar Title</b></i>	<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Fees</b></i>
Duties & Responsibilities - Director	14 - 18 Feb 2022	Kigali	\$
Effective Audit Committee Oversight in Corporate Governance	14 - 18 Feb 2022	Kigali	\$
Executive Development	20 - 24 Feb 2022	Pretoria	\$
Financial statements analysis and Interpretation	20 - 24 Feb 2022	Dubai	\$
Stakeholder Management	20 - 24 Feb 2022	Dubai	\$
Mergers and acquisitions management	20 - 24 Feb 2022	Dubai	\$
Prevent Disastrous Decisions	20 - 24 Feb 2022	Pretoria	\$
New managers training	20 - 24 Feb 2022	Dubai	\$
Strategy & Strategic Planning	21 - 25 Feb 2022	Accra	\$
Sustainability & CSR	21 - 25 Feb 2022	Pretoria	\$
Results Bases Monitoring and Evaluation for Management	21 - 25 Feb 2022	Pretoria	\$
Business Systems Analysis	21 - 25 Feb 2022	Pretoria	\$
Workforce capability Analysis	21 - 25 Feb 2022	Pretoria	\$
Capital advisory and restructuring services	21 - 25 Feb 2022	Pretoria	\$
Valuation & Business modelling	27 Feb - 10 Mar 2022	Dubai	\$
Leading with Emotional Intelligence	27 Feb -03 Mar 2022	Dubai	\$
Leadership Skills for the 4th Industrial Revolution	14 - 18 Mar 2022	Pretoria	\$
Personal Effectiveness & Influencing Skills	20 - 24 Mar 2022	Dubai	\$
Leading with Emotional Intelligence	20 - 24 Mar 2022	Pretoria	\$
ILM® Endorsed Professional Leader	20 - 24 Mar 2022	Pretoria	\$
Stakeholder Management	20 - 24 Mar 2022	Pretoria	\$
Leading through VUCA (Volatility, Uncertainty, Complexity & Ambiguity)	20 - 24 Mar 2022	Pretoria	\$

# MANAGEMENT AND LEADERSHIP

<i><b>Seminar Title</b></i>	<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Fees</b></i>
Mastering People Management & Team Leadership	21 - 25 Mar 2022	Pretoria	\$
Negotiation and Conflict Management in Organisations	21 - 25 Mar 2022	Pretoria	\$
Operational Excellence	21 - 25 Mar 2022	Pretoria	\$
Managing Remote Teams	21 - 25 Mar 2022	Pretoria	\$
Leading through VUCA (Volatility, Uncertainty, Complexity & Ambiguity)	28 Mar - 01 Apr 2022	Pretoria	\$
Feasibility Studies and Business Planning	08 - 12 May 2022	Dubai	\$
Leading High Performing Teams	23 - 27 May 2022	Vic Falls	\$
Negotiation and Conflict Management in Organisations	23 - 27 May 2022	Pretoria	\$
Leading for Organisational Impact	23 - 27 May 2022	Pretoria	\$
Evaluating Truth and Credibility	24 - 26 May 2022	Dubai	\$
Leadership Development	30 May - 03 Jun 2022	Vic Falls	\$
Leadership Mastery	30 May - 10 Jun 2022	Vic Falls	\$
Improving Business Leadership through Technology	30 May - 03 Jun 2022	Vic Falls	\$
Achieving Leadership Excellence	05 - 16 Jun 2022	Dubai	\$
Building Skills for Working in Teams	05 - 09 Jun 2022	Pretoria	\$
Advanced Public Speaking and Presentation Skills	05 - 09 Jun 2022	Vic Falls	\$
Leading with Critical Thinking, Creativity and Innovation	06 - 10 Jun 2022	Pretoria	\$
Leadership & Strategic Thinking in the Oil, Gas & Petrochemicals Industry	06 - 10 Jun 2022	Kigali	\$
Managing Conflict, Decision Making & Empowerment	06 - 10 Jun 2022	Pretoria	\$
Building Personal Leadership Skills	12 - 16 Jun 2022	Pretoria	\$

# ADMINISTRATION PROGRAMMES

<i><b>Seminar Title</b></i>	<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Fees</b></i>
Advanced Excel for Administrators	07 - 18 Feb 2022	Pretoria	\$
Advanced Management Development Programme for Executive Secretary & Personal Assistants)	07 - 11 Feb 2022	Pretoria	\$
Advanced Protocol Etiquette & Event Management	07 - 11 Feb 2022	Pretoria	\$
Assertiveness and Stress Management	14 - 18 Feb 2022	Cape town	\$
Data management for Administrators	14 - 18 Feb 2022	Kigali	\$
Occupational Health and Safety Management	14 - 18 Feb 2022	Kigali	\$
Effective Communication Skills	20 - 24 Feb 2022	Cape town	\$
Effective Conflict Resolution Skills	20 - 24 Feb 2022	Dubai	\$
Effective Negotiation Skills	21 - 25 Feb 2022	Cape town	\$ 5
Effective Report, Minute Writing and Presentation Skills	28 Feb - 04 Mar 2022	Cape town	\$
Electronic Records Management	06 - 10 Mar 2022	Dubai	\$
Enhanced skills for PAs and administrators	06 - 10 Mar 2022	Dubai	\$
Events Managements	07 - 11 Mar 2022	Cape town	\$

<i><b>Seminar Title</b></i>	<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Fees</b></i>
Modern Essential Skills for Executive Secretaries	07 - 11 Mar 2022	Cape town	\$
Office Management and Administration	13 - 17 Mar 2022	Cape town	\$
Professional Switchboard, Reception and Frontline Skills	14 - 25 Mar 2022	Cape town	\$
Report Writing and Presentation Skills	14 - 18 Mar 2022	Cape town	\$
Supervisory Skills for Supervisors / Manager	14 - 18 Mar 2022	Cape town	\$
Time Management	14 - 18 Mar 2022	Pretoria	\$



# Human Resources and Labour Relations Leadership Programmes

<b><i>Seminar Title</i></b>	<b><i>Date</i></b>	<b><i>Venue</i></b>	<b><i>Fees</i></b>
Advanced Human Resource Management (Policy & Strategy)	21 - 25 Feb 2022	Accra	\$
HR transformation	28 Feb - 04 Mar 2022	Pretoria	\$
Change Management for Human Resource Practitioners and Managers	13 - 17 Mar 2022	Pretoria	\$
Business Process Redesign and Re-Engineering	20 - 24 Mar 2022	Pretoria	\$
Effective and Dynamic Role of Modern Trade Union	30 May - 03 Jun 2022	Pretoria	\$
Effective Supervision skills in Modern Workplace Environment	05 - 09 Jun 2022	Pretoria	\$
Effective, Coaching, Counselling and mentoring Supervisors	12 - 16 Jun 2022	Dubai	\$
Employee Relations and Engagement	22 - 26 Aug 2022	Kigali	\$
HR as a Strategic Partner	11 - 15 Sep 2022	Dubai	\$
Human Resources Development	25 - 29 Sep 2022	Dubai	\$
Human Resources Information systems-Computerised	03 - 07 Oct 2022	Pretoria	\$
Business Process Analysis and Modelling	23 - 27 Oct 2022	Dubai	\$
Job Evaluation and Salary Structure Design	23 - 27 Oct 2022	Pretoria	\$
Labour Market Information Systems	24 - 28 Oct 2022	Accra	\$
Labour relations and Law	13 - 17 Nov 2022	Pretoria	\$
Leadership Management and Development	13 - 17 Nov 2022	Dubai	\$
Leadership/Development Management	27 Nov - 01 Dec 2022	Dubai	\$
Pension and Social Security Planning & Administration	19 - 23 Dec 2022	Pretoria	\$
Performance Management and Performance appraisal Strategies	19 - 23 Dec 2022	Kigali	\$



# Risk Management

<i><b>Seminar Title</b></i>	<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Fees</b></i>
Personnel management	07 - 11 Feb 2022	Pretoria	\$
Projects Human Resource Management	07 - 11 Feb 2022	Pretoria	\$
Public Relations and Personnel Management	07 - 11 Feb 2022	Pretoria	\$
ROI Seminar for Learning and Development Professionals	13 - 17 Feb 2022	Dubai	\$
Risk Management for Human Resources	21 - 25 Feb 2022	Pretoria	\$
Strategic Human Resources Management	27 Feb - 03 Mar 2022	Pretoria	\$
Strategic Management Development	27 Feb - 10 Mar 2022	Dubai	\$
Strategic Performance Management	28 Feb - 04 Mar 2022	Pretoria	\$
Strategic Workforce Planning Master class	28 Feb - 04 Mar 2022	Accra	\$
Staff Welfare Planning and Management	06 - 10 Mar 2022	Dubai	\$
Training Management and training needs analysis	06 - 10 Mar 2022	Dubai	\$
Employee Welfare, Wellness and Motivation	13 - 17 Mar 2022	Dubai	\$

# Economics Management Programmes

<i><b>Seminar Title</b></i>	<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Fees</b></i>
Applied Research Methodology in Economic Analysis	20 - 24 Feb 2022	Dubai	\$
Balance of Payment Statistics	21 - 25 Feb 2022	Pretoria	\$
Economic Modelling & Forecasting	21 - 25 Feb 2022	Pretoria	\$
Labour Market Information Systems	28 Feb - 04 Mar 2022	Pretoria	\$
Macroeconomic Forecasting & Projections	28 Feb - 04 Mar 2022	Pretoria	\$
Macroeconomic Management & Policies for Senior Officials	06 - 10 Mar 2022	Dubai	\$
Macroeconomic Policy Management	13 - 15 Mar 2022	Dubai	\$
Policy Formulation and Implementation	13 - 17 Mar 2022	Pretoria	\$
Tax Policy and Tax Administration	20 - 24 Mar 2022	Pretoria	\$

# Sales, Marketing and PR Programmes

<i><b>Seminar Title</b></i>	<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Fees</b></i>
Advertising and Brand Management	07 - 11 Feb 2022	Pretoria	\$
Consumer Behavior	07 - 11 Feb 2022	Pretoria	\$
Customer focused marketing	07 - 11 Feb 2022	Pretoria	\$
Developing and Managing Customer Base	13 - 17 Feb 2022	Pretoria	\$
Essential Skills For Marketing Staff	14 - 18 Feb 2022	Pretoria	\$
International Marketing	14 - 18 Feb 2022	Pretoria	\$
Market research and Product development	14 - 18 Feb 2022	Pretoria	\$
New Product Development and Marketing management	14 - 18 Feb 2022	Kigali	\$
Public Relations and Corporate Social Investment	20 - 24 Feb 2022	Dubai	\$
Public Relations and customer care	20 - 24 Feb 2022	Dubai	\$
Public Relations, Communication and Organisational Reputation Management	21 - 25 Feb 2022	Pretoria	\$
Sales & Marketing Management	28 Feb - 04 Mar 2022	Nairobi	\$

# Information Technology programmes

<i><b>Seminar Title</b></i>	<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Fees</b></i>
Cloud Management and Security: Principles and Best Practice	07 - 11 Mar 2022	Kuala Lumpur	\$
Computer Fraud and Security/ IT Audit	07 - 11 Mar 2022	Pretoria	\$
Computer Networks Administration & Management	14 - 18 Mar 2022	Pretoria	\$
Cyber Security Training	21 - 25 Mar 2022	Pretoria	\$
Data Mining and Analytics	21 Mar - 01 Apr 2022	Pretoria	\$
Digital Currency and Ethical Hacking and Cybercrime Prevention	28 Mar - 01 Apr 2022	Pretoria	\$
Digital Forensics and Cyber Investigations	15 - 19 May 2022	Pretoria	\$
Electronic Records Management	05 - 09 Jun 2022	Pretoria	\$
Human Resource Information Systems	26 - 30 Jun 2022	Pretoria	\$
IT security and Cybercrime Prevention	03 - 07 Jul 2022	Pretoria	\$
IT Customer Service and Network Support With Linux	04 - 08 Jul 2022	Pretoria	\$
IT Security Infrastructure and Data Recovery	04 - 08 Jul 2022	Pretoria	\$



<b><i>Seminar Title</i></b>	<b><i>Date</i></b>	<b><i>Venue</i></b>	<b><i>Fees</i></b>
IT Strategy & Strategic Information Management	04 - 15 Jul 2022	Pretoria	\$
Java Script	11 - 15 Jul 2022	Pretoria	\$
Oracle Database Security	01 - 05 Aug 2022	Pretoria	\$
Organizational Design for Digital Transformation	28 Aug - 01 Sep 2022	Dubai	\$
Effective Corporate Communication for the Oil and Gas Industries	26 - 30 Sep 2022	Pretoria	\$
Social Media for Information Dissemination and E-Commerce	07 - 11 Nov 2022	Kuala Lumpur	\$
Systems Analysis and Design	13 - 17 Nov 2022	Cairo	\$
Website design & Publishing	14 - 18 Nov 2022	Pretoria	\$

# Energy, Oil, & Gas Programmes

<i><b>Seminar Title</b></i>	<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Fees</b></i>
Energy Management and Sustainable Development	13 - 17 Feb 2022	Dubai	\$
Managing Petroleum Projects	06 - 10 Mar 2022	Dubai	\$
Petroleum Data Management	14 - 18 Mar 2022	Pretoria	\$
Advanced Social Media Training	20 - 24 Mar 2022	Dubai	\$
Petroleum Industry Analysis	09 - 13 May 2022	Pretoria	\$
Oil refinery cost management	05 - 09 Jun 2022	Pretoria	\$
Negotiation skills in the oil and gas industry	26 - 30 Jun 2022	Pretoria	\$
Risk management in the oil and Gas industry	17 - 21 Jul 2022	Dubai	\$
Occupational Health and Safety in the oil and Gas Industry	24 - 28 Jul 2022	Dubai	\$
Effective Government Relations for the Oil & Gas Sector	08 - 12 Aug 2022	Pretoria	\$

# Tourism, Hospitality and conservation programmes

<i><b>Seminar Title</b></i>	<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Fees</b></i>
Applied anti-poaching Strategies	06 - 10 Mar 2022	Dubai	\$
Applied Sustainable Tourism Management	21 - 25 Mar 2022	Pretoria	\$
Collaborative Environmental Governance	27 - 31 Mar 2022	Dubai	\$
Community Based Natural Resources Management	15 - 19 May 2022	Dubai	\$
Conservation conflict management	22 - 26 May 2022	Dubai	\$
Ecotourism venturing	06 - 10 Jun 2022	Pretoria	\$
Hotel Management	13 - 17 Jun 2022	Pretoria	\$
Fundamentals of Marketing	19 - 23 Jun 2022	Dubai	\$
Housekeeping Procedures	17 - 21 Jul 2022	Dubai	\$
Sales Manager Training	24 - 28 Jul 2022	Pretoria	\$
Quality Customer Service Management	01 - 05 Aug 2022	Pretoria	\$
Strategic Brand Management	07 - 11 Aug 2022	Dubai	\$





# Media, Communications and Journalism Programmes



<i><b>Seminar Title</b></i>	<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Fees</b></i>
Effective Communication Skills	06 - 10 Feb 2022	Dubai	\$
Media Advocacy	07 - 11 Feb 2022	Pretoria	\$
Media Communication and Advocacy	07 - 18 Feb 2022	Pretoria	\$
Parliamentary Reporting and Editing	13 - 17 Feb 2022	Dubai	\$
Print Media and Broadcasting Management	20 - 24 Feb 2022	Dubai	\$
Public Relations, Communications and Organisation Reputation Management	21 - 25 Feb 2022	Pretoria	\$



# Environmental Management Programmes

<i><b>Seminar Title</b></i>	<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Fees</b></i>
Advanced Emergency Preparedness & Disaster Management	20 - 24 Feb 2022	Dubai	\$
Advanced Environmental Management Programme	21 - 25 Feb 2022	Pretoria	\$
Assessing Environmental Impact of Industrialisation	06 - 10 Mar 2022	Dubai	\$
Climate Change Adaptation & Mitigation	13 - 17 Mar 2022	Pretoria	\$
Community Based Natural Resources Planning and Management	13 - 15 Mar 2022	Pretoria	\$
Developing a Community Environmental plan	13 - 17 Mar 2022	Dubai	\$
Emergency Preparedness and Disaster Management	14 - 18 Mar 2022	Pretoria	\$
Energy Management & Sustainable Development	20 - 24 Mar 2022	Dubai	\$
Environmental Impact Assessment (EIA)	21 - 25 Mar 2022	Pretoria	\$
Environmental Law Analysis	27 - 31 Mar 2022	Dubai	\$
Environmental Management Strategies	09 - 13 May 2022	Pretoria	\$
Environmental Management Systems & Auditing Programme	23 - 27 May 2022	Pretoria	\$
Integrated Environmental Management.	05 - 07 Jun 2022	Dubai	\$
Integrated Waste Management	20 - 24 Jun 2022	Pretoria	\$



# Health Management Programmes



<i>Seminar Title</i>	<i>Date</i>	<i>Venue</i>	<i>Fees</i>
Advocacy, Communication & Behavioral Change (HIV/AIDS)	28 Feb - 04 Mar 2022	Pretoria	\$
Disaster Management	05 - 09 Jun 2022	Dubai	\$
HIV/AIDS Treatment Management	24 - 28 Jul 2022	Pretoria	\$
Managing Sustainable Primary Health Care	18 - 22 Sep 2022	Pretoria	\$
Occupational Health and Safety Management	16 - 20 Oct 2022	Dubai	\$
Occupational Hygiene	07 - 11 Nov 2022	Pretoria	\$
Palliative Care for HIV/AIDS Management	20 - 24 Nov 2022	Dubai	\$
Public Health Service Management and Administration	11 - 15 Dec 2022	Dubai	\$



# Mining Programmes

<i><b>Seminar Title</b></i>	<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Fees</b></i>
Advanced Crushing and Grinding Techniques	20 - 24 Feb 2022	Dubai	\$
Analysis of Mining Financials	20 - 24 Feb 2022	Dubai	\$
Applied Ethics in Exploration and Mining	15 - 19 May 2022	Pretoria	\$
Blast Design and Assessment for surface mines and quarries	22 - 26 May 2022	Pretoria	\$
Effective Mining Operations	19 - 23 Jun 2022	Pretoria	\$
Exploitation Management	03 - 07 Jul 2022	Pretoria	\$
Geographical Information Systems (GIS) and Concepts	31 Jul - 04 Aug 2022	Dubai	\$
Good Governance and CSR in Mining	07 - 11 Aug 2022	Pretoria	\$
Health and Safety in the mining industry	11 - 15 Sep 2022	Dubai	\$
Mining Law	02 - 06 Oct 2022	Pretoria	\$
Mining Surveying	09 - 13 Oct 2022	Pretoria	\$

<i><b>Seminar Title</b></i>	<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Fees</b></i>
Mining Sustainable Development	16 - 20 Oct 2022	Dubai	\$
Risk management in mining	13 - 17 Nov 2022	Pretoria	\$
Stream sediment Sampling	13 - 24 Nov 2022	Pretoria	\$
Surface Mapping Management	20 - 24 Nov 2022	Pretoria	\$
Surface Mining Analysis	20 - 24 Nov 2022	Pretoria	\$
Wire Logging and Interpretation	27 Nov - 01 Dec 2022	Pretoria	\$




# Financial Management Programmes





<i><b>Seminar Title</b></i>	<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Fees</b></i>
Accounting for Derivatives and other Financial Instruments	14 - 18 Feb 2022	Pretoria	\$
Audit & Quality management	20 - 24 Feb 2022	Pretoria	\$
Auditing Financial Statements in Banks	21 - 25 Feb 2022	Accra	\$
Auditing Techniques for Senior Auditors	21 - 25 Feb 2022	Accra	\$
Advanced Financial Management in Excel	06 - 10 Mar 2022	Pretoria	\$
Banking & Financial Regulation	13 - 17 Mar 2022	Pretoria	\$
Budget Planning & Forecasting	14 - 18 Mar 2022	Pretoria	\$
Budgeting Forecasting & Modelling	20 - 24 Mar 2022	Pretoria	\$
Budgeting, Financial Strategy & Business Value	27 - 31 Mar 2022	Pretoria	\$
Cash Flow Management & Working Capital Optimization	28 Mar - 01 Apr 2022	London	\$
Central Banks supervision and anti-money laundering strategies	08 - 12 May 2022	Pretoria	\$
Credit Control and Debt Management	15 - 19 May 2022	Pretoria	\$
Financial Modeling	16 - 20 May 2022	Pretoria	\$
Financial Aspects of Procurement	23 - 27 May 2022	Pretoria	\$

<b><i>Seminar Title</i></b>	<b><i>Date</i></b>	<b><i>Venue</i></b>	<b><i>Fees</i></b>
Financial Control and Accountability in State Owned Enterprises	05 - 09 Jun 2022	Pretoria	\$
Financial crimes and anti-money laundering strategies	06 - 10 Jun 2022	Pretoria	\$
Financial Forensic Investigation Techniques and Procedures for SOEs	12 - 16 Jun 2022	Pretoria	\$
Blockchain and other Emerging Technologies	12 - 16 Jun 2022	Pretoria	\$
Financial Management of Donor Funded Projects	19 - 23 Jun 2022	Pretoria	\$
Forensic Investigation & Financial Audit	26 - 30 Jun 2022	Pretoria	\$
Internal Audit Functions for State Owned Enterprises	03 - 07 Jul 2022	Pretoria	\$
Internal Auditing, Compliance and Risk Management	24 - 28 Jul 2022	Pretoria	\$
International Financial Reporting Standards (IFRS)	24 - 28 Jul 2022	Pretoria	\$
International Public Sector Accounting Standards (IPSAS)	25 - 29 Jul 2022	Pretoria	\$
International Tax Aspects of Mergers, Acquisitions and Corporate Finance	31 Jul - 04 Aug 2022	Dubai	\$
Investment Fund Operations	21 - 25 Aug 2022	Dubai	\$
Monetary Policy Formulation and Implementation	28 Aug - 01 Sep 2022	Pretoria	\$
Pension Funds Management	05 - 09 Sep 2022	Accra	\$
Analytical and Auditing Skills	11 - 15 Sep 2022	Pretoria	\$
Data Analysis Techniques	12 - 16 Sep 2022	Kigali	\$
Artificial Intelligence in Banking	12 - 16 Sep 2022	Pretoria	\$
Public Private Partnership Financial Modelling	18 - 22 Sep 2022	Dubai	\$
Public Sector Financial Management	26 - 30 Sep 2022	Pretoria	\$
Risk Based Approach to Financial Auditing	02 - 06 Oct 2022	Pretoria	\$

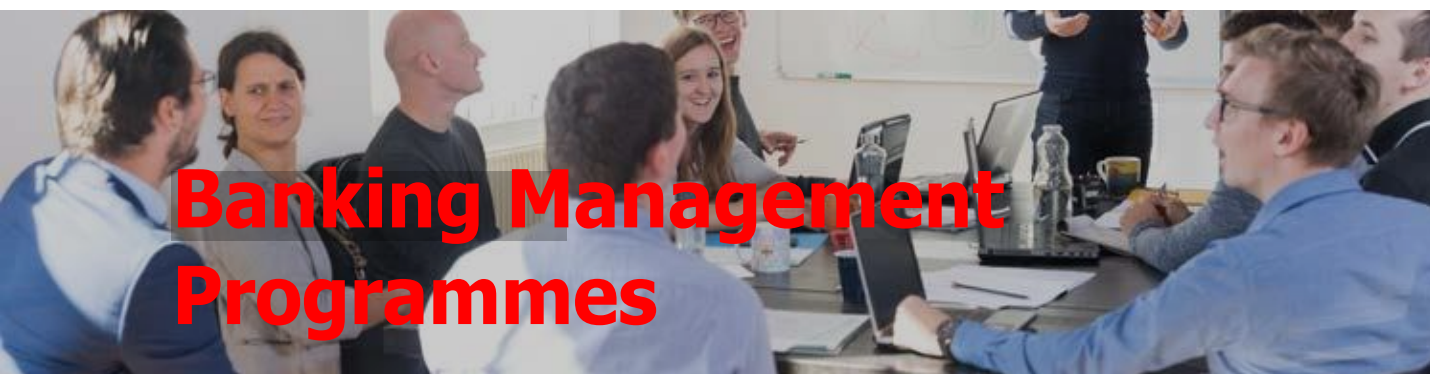






<b><i>Seminar Title</i></b>	<b><i>Date</i></b>	 <b><i>Venue Fees</i></b>
Risk Management and Financial Analysis in the Central Banks	09 - 13 Oct 2022	Dubai \$
Risk Management Strategy in State Owned Enterprise (SOEs)	10 - 14 Oct 2022	Acca \$
Spreadsheet Skills for Finance Personnel	16 - 20 Oct 2022	Pretoria \$
Data Management Professional Certification	16 - 20 Oct 2022	Pretoria \$
Strategic Planning, Effective Budgeting & Cost Control	23 - 27 Oct 2022	Pretoria \$
Tax and Revenue management	30 Oct - 03 Nov 2022	Pretoria \$
Taxation Methodologies and Analysis	06 - 10 Nov 2022	Pretoria \$
Treasury Management	13 - 17 Nov 2022	Pretoria \$


# Project Management Programmes

 Seminar Title	 Date	 Venue	 Fees
Advanced Project Management	07 - 11 Feb 2022	Pretoria	\$
Advanced Project Planning and Implementation	20 - 24 Feb 2022	Pretoria	\$
Computer Application For Project Management	20 - 24 Feb 2022	Pretoria	\$
Decision making in Projects	27 Feb - 03 Mar 2022	Pretoria	\$
Managing Microfinance Project	06 - 10 Mar 2022	Pretoria	\$
Managing Project Teams	06 - 10 Mar 2022	Pretoria	\$
Managing Projects contracts	06 - 10 Mar 2022	Pretoria	\$
Monitoring and Evaluation of Developmental Projects	07 - 11 Mar 2022	Pretoria	\$
Project Costing	13 - 17 Mar 2022	Pretoria	\$
Project Formulation and Feasibility Study Analysis	20 - 24 Mar 2022	Pretoria	\$
Project Management	21 - 25 Mar 2022	Kigali	\$

 Seminar Title	 Date	 Venue	 Fees
Project Management for Donor Funded Projects	24 - 28 Apr 2022	Dubai	\$
Project Planning and Implementation	08 - 12 May 2022	Pretoria	\$
Project Stakeholder management	08 - 12 May 2022	Pretoria	\$
Public Works Project Management	09 - 13 May 2022	Pretoria	\$



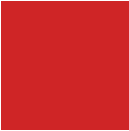
 Seminar Title	 Date	 Venue	 Fees
<i>Banking Policy Formulation and management</i>	<i>07 - 11 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Central Banks supervision and anti-money laundering strategies</i>	<i>20 - 24 Feb 2022</i>	<i>Dubai</i>	<i>\$</i>
<i>Central Bank and Monetary Policy Management</i>	<i>21 Feb - 04 Mar 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Challenges of Banks Failures and alignment to Central Banks</i>	<i>21 - 25 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>E-Banking Products Analysis</i>	<i>28 Feb - 04 Mar 2022</i>	<i>Nairobi</i>	<i>\$</i>
<i>Financial crimes and anti-money laundering strategies</i>	<i>07 - 18 Mar 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Policy Auditing in Central Banks</i>	<i>07 - 18 Mar 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Fraud Detection and Prevention in Banks</i>	<i>28 Mar - 01 Apr 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Human Resources Management in Development in Banks</i>	<i>08 - 12 May 2022</i>	<i>Dubai</i>	<i>\$</i>
<i>Managing Securities and Capital Markets</i>	<i>16 - 27 May 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Monetary Policy Formulation and Implementation</i>	<i>16 - 27 May 2022</i>	<i>Pretoria</i>	<i>\$</i>







# Governance and Legislative Programmes

<i>Seminar Title</i>	<i>Date</i>	<i>Venue</i>	<i>Fees</i>
<i>Anti-Corruption, Bribery &amp; Fraud</i>	<i>06 - 10 Feb 2022</i>	<i>Dubai</i>	<i>\$</i>
<i>Anti-Corruption, Integrity &amp; Corporate Governance</i>	<i>06 - 10 Feb 2022</i>	<i>Dubai</i>	<i>\$</i>
<i>Anti-Money Laundering Strategies</i>	<i>07 - 11 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Conflict Management, Conciliation &amp; Mediation</i>	<i>07 - 11 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Court Management and Judiciary Administration</i>	<i>13 - 17 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Drafting Legal Documents</i>	<i>13 - 17 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Effective Public Policy and Delivery</i>	<i>14 - 18 Feb 2022</i>	<i>Nairobi</i>	<i>\$</i>
<i>Ethical Issues in the Judiciary systems</i>	<i>20 - 24 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>In-House Legal Department Management</i>	<i>20 - 24 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Key Skills for Effective Government</i>	<i>21 - 25 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Legal Compliance Monitoring</i>	<i>21 Feb - 04 Mar 2022</i>	<i>Pretoria</i>	<i>\$</i>





 Seminar Title	 Date	 Venue	 Fees
<i>Litigation and Arbitration</i>	<i>21 - 25 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Management of Deceased Estates and Trust</i>	<i>27 Feb - 03 Mar 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Parliamentary Administration</i>	<i>27 Feb - 10 Mar 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Policy Analysis &amp; Strategic Implementation</i>	<i>28 Feb - 04 Mar 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Policy Analysis for Parliamentarians &amp; Policy makers</i>	<i>28 Feb - 04 Mar 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Public Policy and Administrative Governance</i>	<i>28 Feb - 04 Mar 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Strategic Corruption Control and Organizational Integrity</i>	<i>06 - 10 Mar 2022</i>	<i>Pretoria</i>	<i>\$</i>

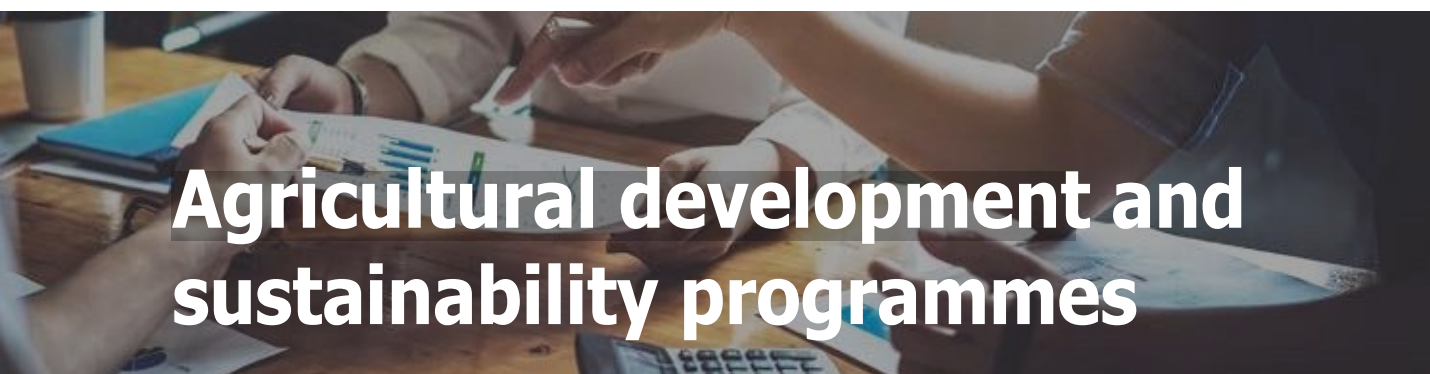


# Procurement and Logistics programmes





 Seminar Title	 Date	 Venue	 Fees
<i>Asset Management and Maintenance</i>	<i>06 - 10 Feb 2022</i>	<i>Dubai</i>	<i>\$</i>
<i>Contracts Management</i>	<i>07 - 11 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Effective Tender Preparation and Evaluation Techniques</i>	<i>13 - 17 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>E-Procurement &amp; EPC Contract Management</i>	<i>14 - 18 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Financial Aspects of Procurement</i>	<i>20 - 24 Feb 2022</i>	<i>Dubai</i>	<i>\$</i>
<i>Fleet Management</i>	<i>20 - 24 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Fundamentals of Procurement</i>	<i>21 Feb - 04 Mar 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Managing the Procurement Process</i>	<i>21 - 25 Feb 2022</i>	<i>Pretoria</i>	
<i>International logistics and management</i>	<i>21 - 25 Feb 2022</i>	<i>Kigali</i>	<i>\$</i>
<i>Inventory and Warehouse Management</i>	<i>21 - 25 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Procurement Fraud Identification, Investigation and Prevention</i>	<i>21 - 25 Feb 2022</i>	<i>Nairobi</i>	<i>\$</i>
<i>Procurement Fraud Prevention</i>	<i>27 Feb - 03 Mar 2022</i>	<i>Pretoria</i>	<i>\$</i>



 Seminar Title	 Date	 Venue	 Fees
<i>Procurement Monitoring and Evaluation</i>	<i>27 Feb - 10 Mar 2022</i>	<i>Dubai</i>	<i>\$</i>
<i>Procurement of Consultants (World Bank/ AfDB)</i>	<i>27 Feb - 03 Mar 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Production and Inventory Management</i>	<i>28 Feb - 04 Mar 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Managing and Supervising Projects, Consultants and Contractors</i>	<i>28 Feb - 04 Mar 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Public Procurement, Supply Chain and Contracts Management</i>	<i>06 - 10 Mar 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Security Coordination &amp; Management for Field Officers</i>	<i>06 - 17 Mar 2022</i>	<i>Dubai</i>	<i>\$</i>
<i>Supply Chain Management</i>	<i>06 - 10 Mar 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Supply Market Analysis</i>	<i>06 - 10 Mar 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Tender Management Procedures</i>	<i>13 - 17 Mar 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Transport and Logistics Management</i>	<i>13 - 17 Mar 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Warehouse and Distribution Management</i>	<i>13 - 17 Mar 2022</i>	<i>Pretoria</i>	<i>\$</i>



# Agricultural development and sustainability programmes

 Seminar Title	 Date	 Venue	 Fees
<i>Advanced Agricultural project management Strategies</i>	<i>06 - 10 Feb 2022</i>	<i>Dubai</i>	<i>\$</i>
<i>Agricultural Development Management</i>	<i>07 - 11 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Decentralisation and Community Driven Development</i>	<i>07 - 11 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Decentralisation and Urban Infrastructure Management</i>	<i>13 - 17 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Integrated Natural Resource Management</i>	<i>14 - 18 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Land Governance for Sustainable Development</i>	<i>14 - 18 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Managing Sustainable Rural Development</i>	<i>14 - 18 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Participatory Planning, Monitoring and Evaluation</i>	<i>20 - 24 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Poverty Alleviation: Challenges, Policies and Strategies</i>	<i>20 - 24 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Public Policies and Rural Development in Africa</i>	<i>21 - 25 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>
<i>Rural Development and Extension Management</i>	<i>21 - 25 Feb 2022</i>	<i>Pretoria</i>	<i>\$</i>

Lets Institute Consulting and  
Training South Africa Pty Ltd  
587 Torien street  
Moreleta Park  
Gauteng, Pretoria  
South Africa, 0044  
+27 12 997 2353  
+27 74 227 6381  
[info@letsinstitute.org](mailto:info@letsinstitute.org)  
[www.letsinstitute.org](http://www.letsinstitute.org)

