

BYTES CONSULTS CENTER

MANAGEMENT TRAINING



The course could be run in the following places, Pretoria, Durban and Cape Town in South Africa, Ghana, Rwanda, Swaziland, Malaysia, Dubai and Republic of Seychelles

CALENDAR 2024 / 2025

INTRODUCTION

Project Management

COURSE CODE	COURSE DETAILS	COURSE DURATION
SPM-001	Monitoring and Evaluation of Projects	4 weeks,
SPM-002	Methodologies in Participatory Project Planning and Management	4 weeks,
SPM-003	Management Consulting Skills Development	3 weeks
SPM-004	Investment Analysis and Management of Projects	4 weeks,
SPM-005	Management of Public Relations and Customer Care	4 weeks,
SPM-006	Advanced Projects Management	3 weeks
SPM-007	Project Planning and Implementation Programme	4 weeks,
SPM-008	Advanced Public Relations and Customer Care	3 weeks,
SPM-009	Project Formulation, Feasibility Studies and Analysis	3 week
SPM-010	Logistics and Supply Chain Management	4weeks

Environmental Management

COURSE CODE	COURSE DETAILS	COURSE DURATION
SEM-001	Environmental Impact Assessment	4weeks,
SEM-002	Environmental Management	4 weeks,
SEM-003	Environmental Audit Programme	4 weeks,

Finance and Banking

COURSE CODE	COURSE DETAILS	COURSE DURATION
SFM-001	Financial Management in the Public Sector	4 Weeks,
SFM-002	Financial Planning and Control	4 Weeks,
SFM-003	Auditing for Internal Auditors	4 Weeks,
SFM-004	Computer Assisted Financial Management	4 weeks,
SFM-005	Finance and E-commerce	3 weeks,
SFM-006	Performance Auditing	4 weeks,
SFM-007	Financial Management Programme	4 weeks,
SFM-008	Trade Financing	3 weeks,
SFM-009	Performance Auditing	3 weeks,
SFM-010	Public Expenditure Management	4 weeks,
SFM-011	Audit of Computerized Accounting Systems	4 weeks,
SFM-012	Internal Audit Management	2 week, -
SFM-013	Cash and Treasury Management	2 weeks,
SFM-014	Auditing for Internal Auditors	4 Weeks,
SFM-015	Financial Risk Management Programme	3 weeks,
SFM-016	Financial Management of Donor Funded Projects	4 weeks,
SFM-017	Governance Issues in Finance and Accounting	2 weeks, -
SFM-018	Financial Management in the Public Sector	4 weeks,
SFM-019	Advanced Financial Management	4 weeks,
SFM-020	Auditing-Account	3 weeks,

Public Budgeting and Finance

COURSE CODE	COURSE DETAILS	COURSE DURATION
SPB-001	Public Budgeting, Procurement and Budgetary control	4 weeks,
SPB-002	Advanced Public Sector Financial Management	4 Weeks,
SPB-003	Advanced Accounting	4 weeks,
SPB-004	Advanced Auditing	3 weeks,
SPB-005	Credit Management	3 weeks,
SPB-006	Monitoring the Internal Audit Function	4 weeks,

Gender Development & Management Programmes

COURSE CODE	COURSE DETAILS	COURSE DURATION
SGD-001	Gender in the Public Sector	2 weeks,
SGD-002	Gender Mainstreaming	3 weeks,
SGD-003	Training the Gender Trainers	3 weeks,
SGD-004	Gender and Development	3 weeks,
SGD-005	Gender and HIV/AIDS	3 weeks,
SGD-006	Women Management and Leadership	3 weeks,
SGD-007	Women Empowerment, Gender Issues & Sustainable Development	2 weeks,
SGD-008	Women in the boardroom	2 WEEKS,

Governance & Public Sector Management Programmes

COURSE CODE	COURSE DETAILS	COURSE DURATION
SGP-001	Design and Implementation of Performance Systems	4 weeks,
SGP-002	Strategic Management	4 weeks,
SGP-003	Leadership Skills Development	2 weeks,
SGP-004	Result Oriented Management	2 WEEKS,
SGP-005	Policy Analysis, Formulation and Management	2 weeks,
SGP-006	Macroeconomic Policy Management	3 weeks,
SGP-007	Governance, Gender and Change Management	3 weeks
SGP-008	Leadership Development and Change Management	2 weeks,
SGP-009	The Executive Assistants' Role in Management and Leadership	4 weeks,

Human Resource Management Programmes

COURSE CODE	COURSE DETAILS	COURSE DURATION
SHR-001	Administration Development Programme	3 weeks,
SHR-002	Management Development Programme For Executive Assistants	4 weeks,
SHR-003	Management/Labour Relations	2 weeks,
SHR-004	Managing the Training and Development Function	3 weeks,
SHR-005	Management of stores and inventory	3 weeks,
SHR-006	Effective Report Writing Techniques	3 weeks,
SHR-007	Administration Development Programme	3 weeks,
SHR-008	Management Development Programme For Executive Assistants	4 Weeks,
SHR-009	Human Resources Management and Development Programme	4weeks,
SHR-010	Management Development Programme for Administrative Officers	4 weeks,
SHR-011	Strategic Human Resources Planning	3 weeks,
SHR-012	Customer Service Management	2 weeks,
SHR-013	Managing Intellectual Capital: Talent Management	2 weeks,
SHR-014	Advanced Programme on Management of Training and Development	3 weeks,
SHR-015	Conflict Management Programme	2 weeks,
SHR-016	Advanced Human Resources Management and Development	4 weeks,
SHR-017	Managing the Training and Development Function	3 weeks,

Information Technology

COURSE CODE	COURSE DETAILS	COURSE DURATION
SIT-011	IT Programme For Executive Assistants	4 Weeks,
SIT-012	InformationTech, Principles of Effective com and Records Mgt	4weeks,
SIT-013	Computer User Support Programme	4 weeks,
SIT-014	Information Systems Development and Implementation	4 weeks,
SIT-015	Information Technology for Auditors and Accountants	4 weeks,
SIT-016	IT gning Change, Uncertainty, and Complexity	4 weeks,
SIT-017	Advanced IT Programme for Executive Assistants	4 weeks,
SIT-018	Records Management	4 weeks,
SIT-019	Analysis and Design of Information Systems	4 weeks,
SIT-020	Advanced IT Control and Security	3 weeks,
SIT-021	E-crime Investigation and Management	4 weeks,
SIT-022	Advanced Records Management	3 weeks,
SIT-023	Computer Assisted Human Resources Management	4 weeks,
SIT-024	Hardware and Software Procurement	5 weeks,
SIT-025	Communication, Information, Knowledge and Records Management	5 weeks,
SIT-026	Planning, Designing and Managing Information Systems Projects	4 weeks,
SIT-027	Database System Design, Implementation and Management	4 weeks,
SIT-028	Information, Communication and Records Management	3 weeks,
SIT-029	Managing and Leading the IS Function	3 weeks,
SIT-030	ICT and Preparing Financial Statements	4 weeks,
SIT-031	IT Programme For Executive Assistants	4weeks,
SIT-032	Managing Libraries and Documentation Centre	3 weeks,
SIT-033	Computer – Based Materials Management Information Systems	3 weeks,
SIT-034	IT Control and Security Programme	3 weeks,
SIT-035	Managing Electronic Records	3 weeks,
SIT-036	Legal and Regulatory Aspects of Internet	3 weeks,

Health Management Programmes

COURSE CODE	COURSE DETAILS	COURSE DURATION
SHH-001	Management and Administration of HIV/AIDS Projects	3 weeks,
SHH-002	Health Services Management and Administration	3 weeks,
SHH-003	HIV/AIDS Training of Trainers	2 weeks,
SHH-004	Medical Waste Management Workshop	2 weeks,
SHH-005	Occupational Health and Safety in the Workplace	3 weeks,
SHH-006	Hospital Supplies Management	2 weeks,

Professional Qualification Programmes (ACCA)

COURSE CODE	COURSE DETAILS	COURSE DURATION
SPA001	ACCA FUNDAMENTAL LEVEL P1	4 WEEKS,
SPA002	ACCA FUNDAMENTAL LEVEL P2	4 WEEKS,
SPA003	ACCA FUNDAMENTAL LEVEL P3	4 WEEKS,
SPA004	ACCA FUNDAMENTAL LEVEL P4	4 WEEKS,
SPA005	ACCA FUNDAMENTAL LEVEL P5	4 WEEKS,
SPA006	ACCA FUNDAMENTAL LEVEL P6	4 WEEKS,
SPA007	ACCA FUNDAMENTAL LEVEL P7	4 WEEKS,
SPA008	ACCA FUNDAMENTAL LEVEL P8	4 WEEKS,
SPA009	ACCA FUNDAMENTAL LEVEL P9	4 WEEKS,
SPA010	ACCA PROFESSIONAL LEVEL P1	4 WEEKS,
SPA011	ACCA PROFESSIONAL LEVEL P2	4 WEEKS,
SPA012	ACCA PROFESSIONAL LEVEL P3	4 WEEKS,
SPA013	ACCA PROFESSIONAL LEVEL P4	4 WEEKS,
SPA014	ACCA PROFESSIONAL LEVEL P5	4 WEEKS,
SPA015	ACCA PROFESSIONAL LEVEL P6	4 WEEKS,
SPA016	ACCA PROFESSIONAL LEVEL P7	4 WEEKS,

TRAVEL AND VISA

Participants are responsible for visa applications and transports and personal insurance while in Eswatini or in the country where the course is being conducted. Participants must ensure that they have valid passports and visas. Participants are responsible for the costs of visas, airport taxes, luggage, private travels, medical expenses, private telephone calls and internet services while in Eswatini or in the country where the course is being conducted.

General Management

COURSE CODE	COURSE DETAILS	COURSE DURATION
SGM-001	Office Administration and Supervision	3 Weeks,
SGM-002	Logistics Management	3 weeks
SGM-003	Records and Information Management	3weeks,
SGM-004	Advanced Office Administration	4 weeks,
SGM-005	Decentralized Service Delivery	3weeks,
SGM-006	Public Relations	3 weeks,
SGM-007	Public Sector Re-energizing, Re-structuring and Capacity Building	3 Weeks,
SGM-008	Conflict Management	3 weeks,
SGM-009	Storekeeping and Stock Control	3 weeks,
SGM-020	Donor Financed Project Management	3 weeks,
SGM-021	Advanced Project Management Monitoring and Evaluation	3 weeks, 1

Agricultural, Natural Resources and Environmental Management

COURSE CODE	COURSE DETAILS	COURSE DURATION
SAG-001	Natural Resources and Environmental Management	3 Weeks,
SAG-002	Participatory Research in Environment and Natural Resource Management	3 weeks
SAG-003	Environmental Impact Assessment	3 Weeks,
SAG-004	Geographical Information Systems	3weeks,
SAG-005	Management Strategies to Mitigate Drought: Monitoring, Risk Analysis and Contingency Planning	3 weeks,
SAG-006	Drought and Disaster Management	3 weeks,
SAG-007	Agricultural Research Management	3 weeks,
SAG-008	Strategic Irrigation Management	3 weeks
SAG-009	Rural and Urban Water Development	3 weeks
SAG-020	Fisheries and Marine Management	3 weeks
SAG-021	Disaster Prevention, Preparedness, Relief and Rehabilitation	3 weeks

Development

COURSE CODE	COURSE DETAILS	COURSE DURATION
SDV-001	International Relation	3 Weeks,
SDV-002	Accountability, Probity, Transparency and Good Governance	3weeks,
SDV-003	Policy Analysis and Implementation	3 weeks,
SDV-004	Corporate Governance	3 weeks,
SDV-005	Trade Negotiation Skills	3 weeks,
SDV-006	Urban, City and Rural Development Strategies and Management	3 weeks,
SDV-007	Tourism and Hospitality Management	3 weeks,
SDV-008	Trade Negotiation Skills	3 weeks,
SDV-009	Urban, City and Rural Development Strategies and Management	3 weeks,
SDV-010	Tourism and Hospitality Management	3 weeks,
SDV-011	Bureaucracy and Capacity Building Management	3 weeks,
SDV-012	Road Traffic Management	3 weeks,
SDV-026	Strategic Planning for Rural and Urban Community Development	3 weeks

Professional Qualification Programmes (CIMA)

COURSE CODE	COURSE DETAILS	COURSE DURATION
SPC-001	CIMA FUNDAMENTAL PAPERS	4 WEEKS,
SPC-002	CIMA STRATEGIC PAPERS	5 WEEKS,
SPC-003	CIMA INTERMEDIARY PAPERS	4 WEEKS,

Human Resources Management Programmes

COURSE CODE	COURSE DETAILS	COURSE DURATION
STI-001	Transportation Management	4 Weeks,
STI-002	Advanced Transportation Management	3 weeks,
STI-003	Disaster Management	3 weeks,
STI-004	Transport Economics and Policy	3 weeks,
STI-005	Road Fleet Operations, Maintenance and Management	3 weeks,

NOTE: All courses are available at every quarters of the calendar year.

QUARTER 1: JANUARY - MARCH
QUARTER 2: APRIL --- JUNE
QUARTER 3: JULY --- SEPTEMBER
QUARTER 4: OCTOBER - DECEMBER

Marketing Management

COURSE CODE	COURSE DETAILS	COURSE DURATION
SDV-011	Marketing Management	3 Weeks,
SDV-015	Internal and External Trade Management	3weeks,
SDV-016	Cooperatives and Marketing Management	3 weeks,

Secretariat

COURSE CODE	COURSE DETAILS	COURSE DURATION
SST-011	Management Development for Executive Secretaries	3 Weeks,
SST-012	Management Development for Personal Assistants	3weeks,
SST-013	Advanced Management Development for Personal Assistants and Secretaries	3weeks,
SST-014	Making a Modern Secretary for the 21st Century	3 Weeks,
SST-015	Conference for Administrative Assistants	2 weeks,
SST-016	Leadership Development Skills for Professional Executive Secretaries	2 Weeks,
SST-017	Executive and Personal Assistant Symposium & 2009 Personal Assistant Award	3 weeks,

Financial Management and Auditing

COURSE CODE	COURSE DETAILS	COURSE DURATION
SFM-011	Financial Planning and Forecasting	3 Weeks,
SFM-012	Financial Management of Donor Funds	3 weeks
SFM-013	Financial Management	3 Weeks,
SFM-014	Advanced Financial Management	3weeks,
SFM-015	Advanced planning, Budgeting and budgetary control	3 weeks,
SFM-016	Internal Auditing	3 weeks,
SFM-017	Finance for Non-Financial Managers	3 weeks,
SFM-018	Micro-credit and Community Development	3 weeks,
SFM-019	Micro-finance and SMEs	3 weeks
SFM-020	Banking and Credit Administration	3 weeks

Social Work

COURSE CODE	COURSE DETAILS	COURSE DURATION
SDV-011	Advocacy, Lobbying and Fundraising	3 Weeks,
SDV-015	Gender Mainstreaming	2weeks,
SDV-016	Advocacy, Behaviour Change Communication, Education and HIV/AIDS	3 weeks,
SDV-017	Advanced NGO Leadership and Management	4 weeks,
SDV-018	Gender and Sustainable Development	3 weeks,
SDV-019	Youth Empowerment and Community Development	3 weeks,
SDV-020	Training of Trainers and Training Materials Development	3 weeks

Procurement Programmes

COURSE CODE	COURSE DETAILS	COURSE DURATION
SPP-001	Management and Selection of Consultants (Worldbank / ADB Projects)	2 weeks,
SPP-002	Works Procurement and Selection of Consultants Programme	4weeks,
SPP-003	Strategic Purchasing and Supplies Chain Management	3 weeks,
SPP-004	Goods and Equipment Procurement	4 weeks,
SPP-005	Procurement for ADB and World Bank funded projects	3 weeks,
SPP-006	Advanced Works Procurement and Selection of Consultants Programme	4 weeks,
SPP-007	Advanced Goods and Equipment Procurement	2 weeks,

BYTES CONSULTS CENTER (BOC) is an Eswatini (Swaziland) registered company that provide an education and training in capacity building & training sector, which also provides management consulting services to its client. It is also regulated by The ESWATINI HIGHER EDUCATION COUNCIL (ESHEC), responsible for further education & training. BYTES CONSULTS CENTER provides training services on capacity development to public sector organizations, private organizations and non-governmental agency all over the world, most especially Africa.

ORGANIZATION INFORMATION

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Our vision
To be a leader in capacity development and organization restructuring. To improve the managerial position by providing both the existing and aspiring managers with opportunities for self-improvement and development of leadership skills, values and behaviors.

Strategic Intent
Consultancy and research
Career Development
Organisational Restructuring
Capacity Building

TUITION FEES

One week Course	\$ 1,500.00
Two weeks course	\$ 2,750.00
Three weeks course	\$ 3,750.00
Four weeks course	\$ 4,250.00
Five weeks course	\$ 4,950.00
Six weeks course	\$ 5,550.00

