

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 2026 / 2027

INTRODUCTION

BYTES CONSULTS CENTER (BCC) 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. BTYES 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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Trading AS
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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



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
SS1-011	Management Development for Executive Secretaries	3 Weeks,
SS1-012	Management Development for Personal Assistants	3weeks,
SS1-013	Advanced Management Development for Personal Assistants and Secretaries	3weeks,
SS1-014	Making a Modern Secretary for the 21st Century	3 Weeks,
SS1-015	Conferences for Administrative Assistants	2 Weeks,
SS1-016	Leadership Development Skills for Professional Executive Secretaries	2 Weeks,
SS1-017	Executive and Personal Assistant Symposium & 2009 Personal Assistant Award	

Financial Management and Auditing

COURSE CODE	COURSE DETAILS	COURSE DURATION
SFA-011	Financial Planning and Forecasting	3 Weeks,
SFA-012	Financial Management of Donor Funds	3 weeks
SFA-013	Financial Management	3 Weeks,
SFA-014	Advanced Financial Management	3weeks,
SFA-015	Advanced planning, Budgeting and budgetary control	3weeks,
SFA-016	Internal Auditing	3weeks,
SFA-017	Finance for Non-Financial Managers	3 weeks,
SFA-018	Micro-credit and Community Development	3 weeks,
SFA-019	Micro-finance and SMEs	3 weeks
SFA-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	3weeks,
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	3 weeks,
SPP-005	Procurement for ADB and World Bank funded projects	4 weeks,
SPP-006	Advanced Works Procurement and Selection of Consultants Programme	4 weeks,
SPP-007	Advanced Goods and Equipment Procurement	2 weeks,

General Management

COURSE CODE	COURSE DETAILS	COURSE DURATION
SGM-011	Office Administration and Supervision	3 Weeks,
SGM-012	Logistics Management	3weeks,
SGM-013	Records and Information Management	3weeks,
SGM-014	Advanced Office Administration	4 weeks,
SGM-015	Decentralized Service Delivery	3weeks,
SGM-016	Public Relations	3 weeks,
SGM-017	Public Sector Re-energizing, Re-structuring and Capacity Building	3 Weeks,
SGM-018	Contract Management	3 weeks,
SGM-019	Storekeeping and Stock Control	3 weeks,
SGM-020	Donor Financial Project Management	3 weeks,
SGM-021	Advanced Project Management Monitoring and Evaluation	3 weeks,

Agricultural, Natural Resources and Environmental Management

COURSE CODE	COURSE DETAILS	COURSE DURATION
SAG-011	Natural Resources and Environmental Management	3 Weeks,
SAG-012	Participatory Research in Environment and Natural Resource Management	3 weeks
SAG-013	Environmental Impact Assessment	3 Weeks,
SAG-014	Geographical Information Systems	3weeks,
SAG-015	Management Strategies to Mitigate Drought: Monitoring, Risk Analysis and Contingency Planning	3 weeks,
SAG-016	Drought and Disaster Management	3 weeks,
SAG-017	Agricultural Research Management	3 weeks,
SAG-018	Strategic Irrigation Management	3 weeks
SAG-019	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-011	International Relation	3 Weeks,
SDV-015	Accountability, Probity, Transparency and Good Governance	3weeks,
SDV-016	Policy Analysis and Implementation	3 weeks,
SDV-017	Corporate Governance	3 weeks,
SDV-018	Trade Negotiation Skills	3 weeks
SDV-019	Urban, City and Rural Development Strategies and Management	3 weeks
SDV-020	Tourism and Hospitality Management	3 weeks
SDV-021	Trade Negotiation Skills	3 weeks
SDV-022	Urban, City and Rural Development Strategies and Management	3 weeks
SDV-023	Tourism and Hospitality Management	3 weeks
SDV-024	Bureaucracy and Capacity Building Management	3 weeks
SDV-025	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
SFC-001	CIMA FUNDAMENTAL PAPERS	4 WEEKS,
SFC-002	CIMA STRATEGIC PAPERS	5 WEEKS,
SFC-003	CIMA INTERMEDIARY PAPERS	4 WEEKS,

Human Resources Management Programmes

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

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

Human Resources 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 week,
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	Information Tech, Principles of Effective com and Records Mgt	3 weeks,
SIT-013	Computer User Support Programme	4weeks,
SIT-014	Information Systems Development and Implementation	4 weeks,
SIT-015	Information Technology for Auditors and Accountants	4 weeks,
SIT-016	IT ging Change, Uncertainty, and Complexity	3 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	4weeks,
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	IT Programme For Executive Assistants	4 Weeks,
SIT-031	ICT and Preparing Financial Statements	4weeks,
SIT-032	Managing Libraries and Documentation Centre	3 weeks,
SIT-033	Computer – Based Materials Management Information Systems	2 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
SHM-001	Management Administration of HIV/AIDS Projects	3 weeks,
SHM-002	Health Services Management and Administration	3 weeks,
SHM-003	HIV/AIDS Training of Trainers	2 weeks,
SHM-004	Medical Waste Management Workshop	2 weeks,
SHM-005	Occupational Health and Safety in the Workplace	3 weeks,
SHM-006	Hospital Supplies Management	2 weeks,

Professional Qualification Programmes (ACCA)

COURSE CODE	COURSE DETAILS	COURSE DURATION
AP001	ACCA FUNDAMENTAL LEVEL P1	4 WEEKS,
AP002	ACCA FUNDAMENTAL LEVEL P2	4 WEEKS,
AP003	ACCA FUNDAMENTAL LEVEL P3	4 WEEKS,
AP004	ACCA FUNDAMENTAL LEVEL P4	4 WEEKS,
AP005	ACCA FUNDAMENTAL LEVEL P5	4 WEEKS,
AP006	ACCA FUNDAMENTAL LEVEL P6	4 WEEKS,
AP007	ACCA FUNDAMENTAL LEVEL P7	4 WEEKS,
AP008	ACCA FUNDAMENTAL LEVEL P8	4 WEEKS,
AP009	ACCA FUNDAMENTAL LEVEL P9	4 WEEKS,
AP010	ACCA PROFESSIONAL LEVEL P1	4 WEEKS,
AP011	ACCA PROFESSIONAL LEVEL P2	4 WEEKS,
AP012	ACCA PROFESSIONAL LEVEL P3	4 WEEKS,
AP013	ACCA PROFESSIONAL LEVEL P4	4 WEEKS,
AP014	ACCA PROFESSIONAL LEVEL P5	4 WEEKS,
AP015	ACCA PROFESSIONAL LEVEL P6	4 WEEKS,
AP016	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.

ACCOMMODATION

The organisation has limited accommodation at affordable rates. Rooms are suite style, providing three to four bedrooms. Suites have an equipped kitchen with basic utensils and a refrigerator. A common lounge area in each suite is furnished with a television set. Should one need an alternative accommodation, the institute has negotiated a range of hotel facilities close to the institution, cost between US\$ 40TO US\$ 250 daily.

TOURS

During the study there are at least two tours. The first tour is within the host country. The second tour is within in one of the neighbouring countries/cities/towns. In this tour the institute would provides transportation only, all other cost would be bear by the participants.

Project Management

COURSE CODE	COURSE DETAILS	COURSE DURATION
PPM-001	Monitoring and Evaluation of Projects	4 weeks,
PPM-002	Methodologies in Participatory Project Planning and Management	4 weeks,
PPM-003	Management Consulting Skills Development	3 weeks,
PPM-004	Investment Analysis and Management of Projects	4 weeks,
PPM-005	Management of Public Relations and Customer Care	3 weeks,
PPM-006	Advanced Projects Management	4 weeks,
PPM-007	Project Planning and Implementation Programme	4 weeks,
PPM-008	Advanced Public Relations and Customer Care	3 weeks,
PPM-009	Project Formulation, Feasibility Studies and Analysis	3 weeks,
PPM-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	4 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	Finance 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	Managing 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	4 weeks,
SGP-009	The Executive Assistants' Role in Management and Leadership	4 weeks,

TUITION FEES

One week Course	\$ 2,500.00
Two weeks course	\$ 3,750.00
Three weeks course	\$ 5,000.00
Four weeks course	\$ 5,950.00
Five weeks course	\$ 6,950.00
Six weeks course	\$ 7,500.00