WMTC

WORKERS MANAGEMENT TRAINING CENTRE

"CENTRE FOR PERSONNEL DEVELOPMENT"

TRAINING CALENDAR

2025 - 2026

HEADQUARTER IN ESWATINI
Remainder of portion 19 of Farm 11, Lugaganeni, Manzini, Eswatini
Tel: (+268) 7816 4856,
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OUR LIST OF PROGRAMMES

ENERGY, ENVIRONMENT, OIL AND GAS PROGRAMMES

CODE	COURSE	DATES			DURATION
GSE100	Environmental Impact Assessments (EIA)	27 Mar - 7 Apr	28 Aug - 8 Sept	6 Nov - 17 Nov	2 Weeks
GSE101	Geographic Information System Management (GIS)	1 May - 12 May	11 Sept - 2 Sept	27 Nov - 8 Dec	2 Weeks
GSE102	Natural Resources Management and Sustainability	17 Apr - 21 Apr	28 Aug - 1 Sept	13 Nov - 17 Nov	1 Week
GSE103	Environmental Management and Development	1 May - 5 May	4 Sept - 8 Sept	27 Nov - 1 Dec	1 Week
GSE104	Solid Waste Management	27 Mar - 7 Apr	7 Aug - 18 Aug	20 Nov - 2 Dec	2 Weeks
GSE105	Energy Project Monitoring and Evaluation	10 Apr - 21 Apr	11 Sept - 2 Sept	6 Nov - 17 Nov	2 Weeks
GSE106	Energy Management and Planning	27 Mar - 31 Mar	7 Aug - 11 Aug	13 Nov - 17 Nov	1 Week
GSE107	Understanding Mining Surveying	10 Apr - 14 Apr	4 Sept - 8 Sept	27 Nov - 1 Dec	1 Week
GSE108	Environmental Planning and Management in Urban Design	1 May- 5 May	7 Aug - 25 Aug	20 Nov - 8 Dec	3 Weeks
GSE109	Advanced Petroleum Economics	10 Apr - 28 Apr	11 Sept - 29 Sept	6 Nov - 24 Nov	3 Weeks
GSE110	Oil & Gas Accounting & Performance Measurement	27 Mar - 7 Apr	28 Aug - 8 Sept	27 Nov - 8 Dec	2 Weeks
GSE111	Economics of Crude Oil and Products Transportation	1 May - 12 May	4 Sept - 15 Sept	6 Nov - 17 Nov	2 Weeks
GSE112	Gas Reservoir Engineering & Management	27 Mar - 7 Apr	28 Aug - 8 Sept	30 Oct - 10 Nov	2 Weeks
GSE113	Methods and Techniques for Crude Oil Production Evaluation	10 Apr - 21 Apr	11 Sept - 2 Sept	27 Nov - 8 Dec	2 Weeks
GSE114	Petroleum Business Cash Flow Techniques	1 May- 5 May	7 Aug - 25 Aug	20 Nov - 8 Dec	3 Weeks
GSE115	Crude Oil Emulsion: Problems and Solutions	10 Apr - 28 Apr	11 Sept - 29 Sept	6 Nov - 24 Nov	3 Weeks
GSE116	LNG: Economics and Contracts	27 Mar - 7 Apr	28 Aug - 8 Sept	4 Dec - 15 Dec	2 Weeks
GSE117	Exploration Petroleum Data Management System				
GSE118	Basic Drilling Technology				
GSE119	Negotiation and Conflict Management in Community & protected Areas				
GSE120	Petroleum Technology for the Non-Engineer				

TOURISM MANAGEMENT ROGRAMMES

CODE	COURSE	DATES			DURATION
GST200	Tourism, Leisure Management & Development	30 Jan - 10 Feb	3 Jul - 14 Jul	6 Nov - 17 Nov	2 Weeks
GST201	Tourism & Hotel Management	27 Feb - 10 Mar	24 Jul - 4 Aug	4 Dec - 15 Dec	2 Weeks
GST202	Eco-Tourism Development	30 Jan - 10 Feb	3 Jul - 14 Jul	30 Oct - 10 Nov	2 Weeks
GST203	Heritage and Museum Management	13 Mar - 24 Mar	7 Aug - 18 Aug	27 Nov - 8 Dec	2 Weeks
GST204	E-Tourism Management	30 Jan - 10 Feb	3 Jul - 14 Jul	6 Nov - 17 Nov	2 Weeks
GST205	Sustainable Tourism Management and Development	27 Feb - 10 Mar	24 Jul - 4 Aug	4 Dec - 15 Dec	2 Weeks
GST206	Sustainable Tourism in Protected Areas	6 Feb - 10 Feb	3 Jul - 7 Jul	13 Nov - 17 Nov	1 Week
GST207	Human Resources Management in Tourism & Hospitality	13 Mar - 17 Mar	2 Aug - 6 Aug	20 Nov- 24 Nov	1 Week
GST208	Identifying Heritage and Tourism Sites	30 Jan - 10 Feb	3 Jul - 14 Jul	6 Nov - 10 Nov	1 Week



HEALTH CARE MANAGEMENT PROGRAMMES

CODE	COURSE	DATES			DURATION
GSH300	Public Health Service Management and Administration	27 Mar - 7 Apr	3 Jul - 14 Jul	30 Oct - 10 Nov	2 Weeks
GSH301	Occupational Health and Safety Management	10 Apr - 21 Apr	7 Aug - 18 Aug	27 Nov - 8 Dec	2 Weeks
GSH302	Advanced Leadership Strategies for Health Care Executives	27 Mar - 7 Apr	3 Jul - 14 Jul	6 Nov - 17 Nov	2 Weeks
GSH303	Effective Supervisory Skills for Health Service	1 May - 12 May	24 Jul - 4 Aug	4 Dec - 15 Dec	2 Weeks
GSH304	Delivery System	10 Apr - 14 Apr	10 Jul - 14 Jul	13 Nov - 17 Nov	1 Week
GSH305	Disaster Management	1 May - 5 May	2 Aug - 6 Aug	20 Nov- 24 Nov	1 Week
GSH306	Empowering HIV/AIDS Programme Managers	10 Apr - 14 Apr	3 Jul - 7 Jul	6 Nov - 10 Nov	1 Week
GSH307	Monitoring & Evaluation of HIV and AIDS Programmes	1 May - 5 May	2 Aug - 6 Aug	20 Nov- 24 Nov	1 Week
GSH308	Environmental Health Management	27 Mar - 7 Apr	3 Jul - 14 Jul	6 Nov - 17 Nov	2 Weeks
GSH309	The Management of National HIV/AIDS Delivery	1 May - 12 May	24 Jul - 4 Aug	4 Dec - 15 Dec	2 Weeks
GSH310	Health Information Management	27 Mar - 7 Apr	3 Jul - 14 Jul	30 Oct - 10 Nov	2 Weeks

PROCUREMENTS & LOGISTICS PROGRAMMES

CODE	COURSE	DATES			DURATION
GSP400	Tendering and Procurement Contract Management	27 Mar - 7 Apr	11 May - 22 May	30 Oct - 10 Nov	2 Weeks
GSP401	Diploma in Purchasing Management	10 Apr - 21 Apr	8 Jun - 26 Jun	27 Nov - 8 Dec	2 Weeks
GSP402	Strategic Management in Logistics and Supply Chain	27 Mar - 7 Apr	27 Jul - 14 Aug	6 Nov - 17 Nov	2 Weeks
GSP403	Store and Inventory Management	1 May - 12 May	8 Jul - 19 Jul	4 Dec - 15 Dec	2 Weeks
GSP404	E - Procurement	10 Apr - 14 Apr	11 May - 22 May	13 Nov - 17 Nov	1 Week
GSP405	Procurement Fraud Identification, Investigation and Prevention	1 May - 5 May	8 Jun - 26 Jun	20 Nov- 24 Nov	1 Week
GSP406	Tendering for Public Procurement Management	10 Apr - 14 Apr	13 Aug - 24 Aug	6 Nov - 10 Nov	1 Week
GSP407	Procurement of Goods, Works & Services and Consultant	1 May - 5 May	8 Jul - 19 Jul	20 Nov- 24 Nov	1 Week
GSP408	Selection for Donor Financed Projects	27 Mar - 7 Apr	23 Nov - 11 Dec	6 Nov - 17 Nov	2 Weeks
GSP409	Managing Risks and Vulnerabilities in	1 May - 12 May	12 Oct - 30 Oct	4 Dec - 15 Dec	2 Weeks
GSP410	Public Sector Procurement	27 Mar - 7 Apr	5 Oct - 23 Oct	30 Oct - 10 Nov	2 Weeks
GSP411	Procurement for Projects	10 Apr - 21 Apr	26 Oct - 6 Nov	27 Nov - 8 Dec	2 Weeks
GSP412	Public Sector Procurement Management	27 Mar - 7 Apr	9 Nov - 20 Nov	6 Nov - 17 Nov	2 Weeks
GSP413	Supply Chain Management (SCM)	1 May - 12 May	13 Aug - 24 Aug	4 Dec - 15 Dec	2 Weeks
GSP414	Goods and Equipment Procurement	27 Mar - 7 Apr	8 Jul - 19 Jul	6 Nov - 17 Nov	2 Weeks
GSP415	Advanced Contract Management Planning	1 May - 12 May	23 Nov - 11 Dec	4 Dec - 15 Dec	2 Weeks
GSP416	International Procurement Management	27 Mar - 7 Apr	11 May - 22 May	30 Oct - 10 Nov	2 Weeks

PUBLIC SECTOR ADMINISTRATION / CORPORATE GOVERNANCE PROGRAMMES

CODE	COURSE	DATES			DURATION
GSS500	Public Sector Restructuring & Corporate Governance	10 Apr - 21 Apr	4 Sept - 15 Sept	27 Nov - 8 Dec	2 Weeks
GSS501	Management & Implementation of Investment Project	1 May - 12 May	11 Sept - 2 Sept	6 Nov - 17 Nov	2 Weeks
GSS502	Management of Public Service & Administration Course	27 Mar - 7 Apr	28 Aug - 8 Sept	27 Nov - 8 Dec	2 Weeks
GSS503	Public Policy Planning, Analysis & Administration for Public Sector Personnel	1 May - 12 May	4 Sept - 15 Sept	6 Nov - 17 Nov	2 Weeks
GSS504	Change Management & Project Planning Program	27 Mar - 7 Apr	28 Aug - 8 Sept	30 Oct - 10 Nov	2 Weeks
GSS505	Advanced Human Resources Management	10 Apr - 21 Apr	11 Sept - 2 Sept	27 Nov - 8 Dec	2 Weeks
GSS506	Management & Administration Course	27 Mar - 7 Apr	28 Aug - 8 Sept	6 Nov - 17 Nov	2 Weeks
GSS507	City & Town Planning program for Senior Management	1 May - 12 May	4 Sept - 15 Sept	4 Dec - 15 Dec	2 Weeks
GSS508	Strategic Management development Programme	27 Mar - 7 Apr	28 Aug - 8 Sept	30 Oct - 10 Nov	2 Weeks
GSS509	Advanced Train the Trainers, SME's Advisors & Consultants	1 May - 12 May	11 Sept - 2 Sept	6 Nov - 17 Nov	2 Weeks
GSS510	Resource Mobilisation & Fund Management in Civil Society	27 Mar - 7 Apr	28 Aug - 8 Sept	27 Nov - 8 Dec	2 Weeks
GSS511	Management of City & Town Projects Course	1 May - 12 May	4 Sept - 15 Sept	6 Nov - 17 Nov	2 Weeks
GSS512	Management & Implementation of Investment Project	27 Mar - 7 Apr	28 Aug - 8 Sept	30 Oct - 10 Nov	2 Weeks
GSS513	Pension Scheme Management	1 May - 12 May	11 Sept - 2 Sept	6 Nov - 17 Nov	2 Weeks
GSS514	Public Private Partnership Infrastructure Development	27 Mar - 7 Apr	28 Aug - 8 Sept	30 Oct - 10 Nov	2 Weeks
GSS515	Facility & Assets Management	11 May - 22 May	11 Sept - 2 Sept	20 Nov- 24 Nov	1 Week
GSS516	Municipality Administration Programme	2 Mar - 20 Mar	28 Aug - 8 Sept	27 Nov - 8 Dec	1 Week
GSS517	Administration of Collateral Registries	13 Jul - 31 Jul	4 Sept - 15 Sept	6 Nov - 17 Nov	2 Weeks
GSS518	Public Credit Registry and Administration	10 Apr - 21 Apr	4 Sept - 15 Sept	27 Nov - 8 Dec	2 Weeks

MANAGEMENT AND ADMINISTRATION PROGRAMMES

CODE	COURSE	DATES			DURATION
GSA600	Talent Management	27 Mar - 7 Apr	28 Aug - 8 Sept	27 Nov - 8 Dec	2 Weeks
GSA601	Management Development Programme For Executive Secretary & Personal Assistants	1 May - 12 May	4 Sept - 15 Sept	6 Nov - 17 Nov	2 Weeks
GSA602	Integrated Management Development Programme For Professional Staff	27 Mar - 7 Apr	28 Aug - 8 Sept	30 Oct - 10 Nov	2 Weeks
GSA603	Empowering Secretaries to Become Overall Office Manager	1 May - 12 May	11 Sept - 2 Sept	6 Nov - 17 Nov	2 Weeks
GSA604	Leadership and Strategic Management	27 Mar - 7 Apr	28 Aug - 8 Sept	30 Oct - 10 Nov	2 Weeks
GSA605	Essential Skills For Writing Proposal For Funding	1 May - 5 May	4 Sept - 8 Sept	20 Nov- 24 Nov	1 Week
GSA606	Computer And Information Management Skills For Secretaries	10 Apr - 14 Apr	28 Aug - 1 Sept	6 Nov - 10 Nov	1 Week
GSA607	Integrated Management Development Programme For Secretaries	27 Mar - 7 Apr	28 Aug - 8 Sept	30 Oct - 10 Nov	2 Weeks
GSA608	Succession Planning And Strategy	10 Apr - 21 Apr	4 Sept - 15 Sept	27 Nov - 8 Dec	2 Weeks
GSA609	Organizational Change Management And Strategy	1 May - 12 May	11 Sept - 2 Sept	30 Oct - 10 Nov	2 Weeks
GSA610	Effective Communication And Interpersonal Skills	27 Mar - 7 Apr	28 Aug - 8 Sept	4 Dec - 15 Dec	2 Weeks
GSA611	Public Management And Corporate Governance	27 Mar - 7 Apr	28 Aug - 8 Sept	30 Oct - 10 Nov	2 Weeks
GSA612	Advanced Management & Policy Development	1 May - 12 May	4 Sept - 15 Sept	4 Dec - 15 Dec	2 Weeks
GSA613	Public Relations Management	27 Mar - 7 Apr	28 Aug - 8 Sept	27 Nov - 8 Dec	2 Weeks

FINANCIAL MANAGEMENT & ACCOUNTING PROGRAMMES

CODE	COURSE	DATES			DURATION
GSF700	Budgeting For Government Ministries	1 May - 12 May	24 Jul - 4 Aug	16 Oct - 27 Oct	2 Weeks
GSF701	Financial Management For Project Accountants	27 Mar - 7 Apr	3 Jul - 14 Jul	25 Sept - 6 Oct	2 Weeks
GSF702	Fund Raising And Accounting Strategies	1 May - 12 May	24 Jul - 4 Aug	16 Oct - 27 Oct	2 Weeks
GSF703	Money Laundering: Tracking And Prevention Strategies	10 Apr - 21 Apr	7 Aug - 18 Aug	9 Oct - 20 Oct	2 Weeks
GSF704	Retirement and Planning	1 May - 12 May	24 Jul - 4 Aug	16 Oct - 27 Oct	2 Weeks
GSF705	Government Accounting And Budgeting	27 Mar - 7 Apr	3 Jul - 14 Jul	2 Oct - 13 Oct	2 Weeks
GSF706	Financial Management Of Donor Funded Projects	1 May - 12 May	24 Jul - 4 Aug	16 Oct - 27 Oct	2 Weeks
GSF707	Budgetary And Public Expenditure Management	27 Mar - 7 Apr	3 Jul - 14 Jul	25 Sept - 6 Oct	2 Weeks
GSF708	Financial Planning	10 Apr - 21 Apr	7 Aug - 18 Aug	9 Oct - 20 Oct	2 Weeks
GSF709	Computerized Financial Management	27 Mar - 7 Apr	3 Jul - 14 Jul	2 Oct - 13 Oct	2 Weeks
GSF710	Finance Risk Management	1 May - 12 May	24 Jul - 4 Aug	16 Oct - 27 Oct	2 Weeks
GSF711	International Public Sector Accounting Standards (IPSAS)	27 Mar - 7 Apr	3 Jul - 14 Jul	25 Sept - 6 Oct	2 Weeks
GSF712	Donor Fund Credit Monitoring, Evaluation And Reporting	1 May - 12 May	24 Jul - 4 Aug	16 Oct - 27 Oct	2 Weeks
GSF713	Audit Of Computer Based Accounting System	27 Mar - 7 Apr	3 Jul - 14 Jul	25 Sept - 6 Oct	2 Weeks
GSF714	Financial Management And Internal Auditing	27 Mar - 7 Apr	3 Jul - 14 Jul	25 Sept - 6 Oct	2 Weeks
GSF715	Government Accounting And Financial Reporting	10 Apr - 21 Apr	7 Aug - 18 Aug	9 Oct - 20 Oct	2 Weeks
GSF716	Local Government Financial Management And Administration	1 May - 12 May	24 Jul - 4 Aug	16 Oct - 27 Oct	2 Weeks
GSF717	Medium Term Expenditure Framework	27 Mar - 7 Apr	3 Jul - 14 Jul	2 Oct - 13 Oct	2 Weeks
GSF718	Financial Management For NGO's And Public Schools	1 May - 12 May	24 Jul - 4 Aug	16 Oct - 27 Oct	2 Weeks
GSF719	Management Of Foreign Aid (World Bank, EU, AfDB, etc)	27 Mar - 7 Apr	3 Jul - 14 Jul	25 Sept - 6 Oct	2 Weeks
GSF720	Debt Management	1 May - 12 May	24 Jul - 4 Aug	16 Oct - 27 Oct	2 Weeks
GSF721	Micro Finance Strategic Management	27 Mar - 7 Apr	3 Jul - 14 Jul	25 Sept - 6 Oct	2 Weeks

OUR MISSION

To provide quality management training and development to private, NGO's and public sector organizations throughout Africa and beyond, incorporating cross-cultural and regional integration, by offering an international perspective and exposure in enabling environment and resource development in Eswatini, Africa and beyond.

OUR VISION

To be the gold standard of excellence in organizational management and human resource development in Swaziland, Africa and beyond.

OUR VALUES

1. *Having character of integrity is the basis of*
2. *Excellence in our work. That if we are*
3. *Honest with our clients then they will trust us and be honest with us.*

PROJECT MANAGEMENT PROGRAMMES

CODE	COURSE	DATES			DURATION
GSG800	Project Management For Donor Funded Projects	27 Mar - 7 Apr	2 Oct - 13 Oct	30 Oct - 10 Nov	2 Weeks
GSG801	Research Methodology And Feasibility Study For Donor Funded Projects	10 Apr - 21 Apr	16 Oct - 27 Oct	27 Nov - 8 Dec	2 Weeks
GSG802	Planning, Investment Appraisal And Management Techniques For Projects	1 May - 12 May	3 Jul - 14 Jul	30 Oct - 10 Nov	2 Weeks
GSG803	Monitoring And Evaluation Of Development Projects	27 Mar - 7 Apr	7 Aug - 18 Aug	4 Dec - 15 Dec	2 Weeks
GSG804	Computerized Project Management For NGO's	27 Mar - 7 Apr	24 Jul - 4 Aug	30 Oct - 10 Nov	2 Weeks
GSG805	Computerized Project Planning, Implementation And Management	1 May - 12 May	3 Jul - 14 Jul	4 Dec - 15 Dec	2 Weeks
GSG806	Retirement Planning And Business Development	27 Mar - 7 Apr	3 Jul - 14 Jul	4 Dec - 15 Dec	2 Weeks
GSG807	Project Appraisal Techniques And Financing Strategy	1 May - 12 May	24 Jul - 4 Aug	6 Nov - 17 Nov	2 Weeks
GSG808	Integrated Project Planning, Project Mgt. and Monitoring & Evaluation	10 Apr - 21 Apr	3 Jul - 14 Jul	27 Nov - 8 Dec	2 Weeks
GSG809	Community Based Project Formation And Appraisal, including Proposal Writing Skills	1 May - 12 May	24 Jul - 4 Aug	6 Nov - 17 Nov	2 Weeks
GSG810	Project Monitoring And Evaluation Strategies	27 Mar - 7 Apr	7 Aug - 18 Aug	27 Nov - 8 Dec	2 Weeks
GSG811	Project Management Information System	1 May - 12 May	24 Jul - 4 Aug	6 Nov - 17 Nov	2 Weeks
GSG812	Strategic Casino Management	27 Mar - 7 Apr	3 Jul - 14 Jul	30 Oct - 10 Nov	2 Weeks
GSG813	Result - Based Monitoring And Evaluation	10 Apr - 21 Apr	24 Jul - 4 Aug	27 Nov - 8 Dec	2 Weeks
GSG814	Management & Administration Of Small Holder Project	27 Mar - 7 Apr	3 Jul - 14 Jul	6 Nov - 17 Nov	2 Weeks
GSG815	Project Fundraising And Resources Mobilization Strategy	10 Apr - 14 Apr	7 Aug - 18 Aug	2 Oct - 6 Oct	1 Week
GSG816	Casino Audits and Accounting	1 May - 5 May	3 Jul - 14 Jul	9 Oct - 13 Oct	1 Week
GSG817	Project Implementation (Procedures, Policies & Strategies)	27 Mar - 7 Apr	3 Jul - 7 Jul	25 Sept - 6 Oct	2 Weeks
GSG818	Participatory Monitoring & Evaluation (PPME)	10 Apr - 21 Apr	10 Jul - 14 Jul	9 Oct - 20 Oct	2 Weeks
GSG819	Project Financial & Cost Management	27 Mar - 7 Apr	2 Oct - 13 Oct	30 Oct - 10 Nov	2 Weeks



TRANSPORT MANAGEMENT PROGRAMMES

CODE	COURSE	DATES			DURATION
GSG900	Transportation Management System	10 Apr - 14 Apr	3 Jul - 7 Jul	2 Oct - 6 Oct	1 Week
GSG901	Transport And Logistics Management	1 May - 5 May	10 Jul - 14 Jul	9 Oct - 13 Oct	1 Week
GSG902	Environmental Programme For Road Maintenance Management	27 Mar - 7 Apr	3 Jul - 14 Jul	25 Sept - 6 Oct	2 Weeks
GSG903	Retirement Schemes & Insurance Management	10 Apr - 21 Apr	7 Aug - 18 Aug	9 Oct - 20 Oct	2 Weeks
GSG904	Transport Investment And Operations Management	27 Mar - 7 Apr	3 Jul - 14 Jul	2 Oct - 13 Oct	2 Weeks
GSG905	Fleet Management And Route Planning	1 May - 12 May	24 Jul - 4 Aug	16 Oct - 27 Oct	2 Weeks

INFORMATION TECHNOLOGY & COMPUTERS PROGRAMMES

CODE	COURSE	DATES			DURATION
GSI906	Intergrated Computer Application for Education Management and Administration	27 Mar - 7 Apr	3 Jul - 14 Jul	30 Oct - 10 Nov	2 Weeks
GSL907	Project Monitoring and Evalutation with Computer Modeling	10 Apr - 21 Apr	7 Aug - 18 Aug	27 Nov - 8 Dec	2 Weeks
GSL908	Website Design And Network Management	1 May - 12 May	24 Jul - 4 Aug	30 Oct - 10 Nov	2 Weeks
GSL909	Certificate in Integrated Records And Registry Management	27 Mar - 7 Apr	3 Jul - 14 Jul	4 Dec - 15 Dec	2 Weeks
GSL910	(With Electronics Registry/Records Management System)	27 Mar - 7 Apr	3 Jul - 14 Jul	30 Oct - 10 Nov	2 Weeks
GSL911	Essential ICT Competencies For Chief Executives And Senior Managers	1 May - 12 May	24 Jul - 4 Aug	4 Dec - 15 Dec	2 Weeks
GSL912	Computerized Application in Project Management	27 Mar - 7 Apr	3 Jul - 14 Jul	4 Dec - 15 Dec	2 Weeks
GSL913	ICT Policy Formulation And Development Strategy	1 May - 12 May	24 Jul - 4 Aug	6 Nov - 17 Nov	2 Weeks
GSL914	PC Hardware And Software Management	10 Apr - 21 Apr	7 Aug - 18 Aug	27 Nov - 8 Dec	2 Weeks
GSL915	Computerised Application in Finance And Accounting	1 May - 12 May	24 Jul - 4 Aug	6 Nov - 17 Nov	2 Weeks
GSL916	Computer Skills for Data and Records Management	27 Mar - 7 Apr	3 Jul - 14 Jul	27 Nov - 8 Dec	2 Weeks

GENERAL INFORMATION AND PROGRAM SUPPORT

HOW TO APPLY

Visit our website at www.wmtc.co.za and fill in the form attached and send. If your application is accepted, a letter of admission will be sent straight away to you, followed by detailed joining instruction and an invoice. Course fees should be paid, if possible, prior to arrival. If that is not possible, payment by cash, bank draft or traveler's cheque on arrival is acceptable.

TRAVELER ARRANGEMENT AND ACCOMMODATION

Your should arrive at WMTC at least a day before the start of the course. Remember to start making preparation for passport, visa, air tickets, health and any clearance you may need in advance, as procedures are often slow. Participants from yellow fever endemics will require valid health certificates. Your local Swaziland Embassy/High Commission can advise and assist your visa requirements.

Once in Swaziland we will assist in confirming your return trip home.

PROGRAM SUPPORT/INCENTIVES

- *We provide our participants with gadgets to support their learning during the course of our training with the exception of INDIA.*
- *We offer a free full body medical health check up to all our participants attending our programs in India.*

VISA REQUIREMENT

- *All course delegates are to ensure that they obtain a valid entry visa for the country they choose as venue for the training. The visa should cover the duration of the course.*
- *In cases where there is no country office, the delegate should contact us for proper guidance.*

COURSE DURATION AND FEE

1 Week Course	***$2,500***
2 Weeks Course	***$3,500***
3 Weeks Course	***$3,950***
4 Weeks Course	***$4,200***

Register for our international courses on-line and get a

FREE 15.6 Laptop **OR** *FREE Tablet PC*





***Note**: Participants trained in India will undergo free medical health check up*



OUR TRAINING VENUES

ESWATINI / SOUTH AFRICA / INDIA / RWANDA / UGANDA / DUBAI (UAE) / TANZANIA/ SINGAPORE AND MANY MORE



TRAINING OFFERED AT OTHER VENUES ON REQUEST WITH DIFFERENT COSTS

WE OFFER TAILOR MADE COURSES ON RE QUEST AND DIFFERENT COSTS APPLY