

**LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)**  
**2015 TRAINING CALENDAR: LONG-TERM PROFESSIONAL DEVELOPMENT COURSES**

S/N	Course	Admission Fee & Tuition	Hrs./ Day	Day	Weeks	Time	Training Terms: April 06 – December 11, 2015						Entry Requirement
							Term One		Term Two		Term Three		
							Date	Status	Date	Status	Date	Status	
A.	<b>CSA Induction Training</b> <i>(Each batch of the Induction Training will last one (1) week for 4 hours each day).</i>	110.00	4 hrs.	M-F	1 wk.	09:00-01:00	Mar. 02 - 27	Open	Jun 08 – Jul 03	Open	Sept 14 – Oct 09	Open	Determined by Class & Grade
The CSA Orientation or Induction Training Course is designed for all Government employees. The intent is to ensure that all GoL employees are given basic orientation, or are re-orientated. Each Orientation Training term, as indicated above, comes between intervals of each regular training term. There will be four (4) training batches during each term, each batch covering five (5) hours a day for five training days, totaling twenty-five (25) training hours.													
B.	<b>Certificate Level - (Primarily for GoL nominated employees):</b> LIPA and CSA are in agreement for all GoL nominated employees to attend training between the hours 10AM to 4:30PM on the scheduled dates. The indication is that the nominating ministry or agency will grant its employees training leave for the scheduled time. <i>No GoL nominated employee will be admitted in the evening sessions.</i> Private candidates may also apply for classes run between 10:00am – 04:30pm												
1a)	Public Procurement Management	320.00	3 hrs.	MW	8 wks.	10:00-01:00	Apr 06 – May 29	Open	Sept 14 – Oct 09	Open	Oct 19 – Dec 11	Open	First Degree
1b)	Public Procurement Management	320.00	3 hrs.	TTH	8 wks.	01:30-04:30	Apr 06 – May 29	Open	Sept 14 – Oct 09	Open	Oct 19 – Dec 11	Open	First Degree
1.	Project Planning & Management	320.00	3 hrs.	TTH	8 wks.	10:00-01:00	Apr 06 – May 29	Open	Sept 14 – Oct 09	Open	Oct 19 – Dec 11	Open	First Degree
2a)	Monitoring & Evaluation	320.00	3 hrs.	MW	8 wks.	10:00-01:00	Apr 06 – May 29	Closed	Sept 14 – Oct 09	Open	Oct 19 – Dec 11	Open	First Degree
3.	Internal Audit & Control	320.00	3 hrs.	MW	8 wks.	10:00-01:00	Apr 06 – May 29	Open	Sept 14 – Oct 09	Open	Oct 19 – Dec 11	Open	First Degree
4a)	HR & Performance Management	320.00	3 hrs.	MW	8 wks.	01:30-04:30	Apr 06 – May 29	Closed	Sept 14 – Oct 09	Open	Oct 19 – Dec 11	Open	First Degree
4b)	HR & Performance Management	320.00	3 hrs.	TTH	8 wks.	10:00-01:00	Apr 06 – May 29	Open	Sept 14 – Oct 09	Open	Oct 19 – Dec 11	Open	First Degree
5	Public Financial Management <i>Level 1</i>	320.00	3 hrs.	TTH	8 wks.	10:00-01:00	Apr 06 – May 29	Open	Sept 14 – Oct 09	Open	Oct 19 – Dec 11	Open	First Degree
7.	Public Sector Budgeting	320.00	3 hrs.	MW	8 wks.	10:00-01:00	Apr 06 – May 29	Open	Sept 14 – Oct 09	Open	Oct 19 – Dec 11	Open	First Degree
8.	Public Sector Management	320.00	3 hrs.	TTH	8 wks.	01:30-04:30	Apr 06 – May 29	Open	Sept 14 – Oct 09	Open	Oct 19 – Dec 11	Open	First Degree
9.	Public Policy Analysis	320.00	3 hrs.	TTH	8 wks.	01:30-04:30	Apr 06 – May 29	Open	Sept 14 – Oct 09	Open	Oct 19 – Dec 11	Open	First Degree
10.	Strategic Management	320.00	3 hrs.	TTH	8 wks.	01:30-04:30	Apr 06 – May 29	Open	Sept 14 – Oct 09	Open	Oct 19 – Dec 11	Open	First Degree
11.	Women in Management/Leadership	320.00	3 hrs.	MW	8 wks.	10:00-01:00	Apr 06 – May 29	Open	Sept 14 – Oct 09	Open	Oct 19 – Dec 11	Open	First Degree
12.	Gender and Development	320.00	3 hrs.	MW	8 wks.	01:30-04:30	Apr 06 – May 29	Open	Sept 14 – Oct 09	Open	Oct 19 – Dec 11	Open	First Degree
C.	<b>Certificate Level: Evening Sessions (For private candidates only).</b> The evening sessions are primarily created for private sector candidates, private individuals, and perhaps GoL employees who, for some reasons are not nominated by their MACs, but have decided to enroll as private fee-paying candidates).												
1.	Public Procurement Management	320.00	3 hrs.	MW	8 wks.	05:00-08:00	Apr 06 – May 29	Closed	Sept 14 – Oct 09	Open	Oct 19 – Dec 11	Open	First Degree
2.	Project Planning & Management	320.00	3 hrs.	TTH	8 wks.	05:00-08:00	Apr 06 – May 29	Closed	Sept 14 – Oct 09	Open	Oct 19 – Dec 11	Open	First Degree
3.	Monitoring & Evaluation	320.00	3 hrs.	MW	8 wks.	05:00-08:00	Apr 06 – May 29	Closed	Sept 14 – Oct 09	Open	Oct 19 – Dec 11	Open	First Degree
4.	Internal Audit & Control	320.00	3 hrs.	MW	8 wks.	05:00-08:00	Apr 06 – May 29	Closed	Sept 14 – Oct 09	Open	Oct 19 – Dec 11	Open	First Degree
5.	Banking & Finance	320.00	3 hrs.	TTH	8 wks.	05:00-08:00	Apr 06 – May 29	Open	Sept 14 – Oct 09	Open	Oct 19 – Dec 11	Open	First Degree
6.	NGO Management	320.00	3 hrs.	MW	8 wks.	05:00-08:00	Apr 06 – May 29	Open	Sept 14 – Oct 09	Open	Oct 19 – Dec 11	Open	First Degree
7.	Hospitality Management	320.00	3 hrs.	MW	8 wks.	05:00-08:00	Apr 06 – May 29	Open	Sept 14 – Oct 09	Open	Oct 19 – Dec 11	Open	First Degree
D.	<b>Diploma Level: Evening Sessions – Public and Private Sector:</b> (These are advance-level training courses; to be admitted into any, one must have completed the required Certificate-level.												
1.	Public Procurement Management	520.00	3 hrs.	TTH	16 wks.	05:00-08:00	Apr 06 – Jul 24	Open	Aug 24 – Dec 11	Open	Oct 19 – Dec 11	Open	First Degree
2.	Monitoring & Evaluation	520.00	3 hrs.		16 wks.	05:00-08:00	Not offered	N/A	Aug 24 – Dec 11	Open	Oct 19 – Dec 11	Open	First Degree
3.	Public Financial Management	520.00	3 hrs.		16 wks.	05:00-08:00	Not offered	N/A	Aug 24 – Dec 11	Open	Oct 19 – Dec 11	Open	First Degree
4.	HR & Performance Management	520.00	3 hrs.		16 wks.	05:00-08:00	Not offered	N/A	Aug 24 – Dec 11	Open	Oct 19 – Dec 11	Open	First Degree
5.	Banking & Finance	520.00	3 hrs.		16 wks.	05:00-08:00	Not offered	N/A	Aug 24 – Dec 11	Open	Oct 19 – Dec 11	Open	First Degree
6.	Development Management*	520.00	3 hrs.		16 wks.	05:00-08:00	Apr 06 – Jul 24	Open	Aug 24 – Dec 11				

**LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)**  
**2015 TRAINING CALENDAR: SHORT-TERM COMPETENCY-BASED REGULAR & CUSTOMIZED TRAININGS**

S/N	Course	Admission Fee & Tuition	Hrs./ Day	Day	Weeks	Time	Training Terms: March 02 – October 09, 2015						Entry Requirement
							Term One		Term Two		Term Three		
							Date	Status	Date	Status	Date	Status	
		<b>110.00</b>	<b>4 hrs.</b>	<b>M-F</b>	<b>2 wks.</b>	<b>09:00-01:00</b>	<b>Mar. 02 - 27</b>	<b>Open</b>	<b>Jun 08 – Jul 03</b>	<b>Open</b>	<b>Sept 14 – Oct 09</b>	<b>Open</b>	
<b>A.</b>	<b><u>SHORT-TERM COMPETENCY REGULAR COURSES:</u></b> The short-term competency courses are open to both GoL employees and private sector candidates. Most courses have two batches, each covering two weeks in a given training term.												
1.	Basic Report Writing (Batch 1)	120.00	3 hrs.	M-F	2 wks.	01:30-04:30	Mar. 02 – 13	Open	Jun 08 – 19	Open	Sept 14 – 25	Open	One needs not hold a university degree to be admitted in any of the short-term courses. However, a good high education and years of experience count.
2.	Records Management (Batch 1)	120.00	3 hrs.	M-F	2 wks.	01:30-04:30	Mar. 02 – 13	Open	Jun 08 – 19	Open	Sept 14 – 25	Open	
3.	Work Planning (Batch 1)	120.00	3 hrs.	M-F	2 wks.	01:30-04:30	Mar. 02 – 13	Open	Jun 08 – 19	Open	Sept 14 – 25	Open	
4.	Performance Management (Batch 1)	120.00	3 hrs.	M-F	2 wks.	01:30-04:30	Mar. 02 – 13	Open	Jun 08 – 19	Open	Sept 14 – 25	Open	
5.	Basic Report Writing (Batch 2)	120.00	3 hrs.	M-F	2 wks.	01:30-04:30	Mar. 16 - 27	Open	Jun 22 – Jul 03	Open	Sept 28 – Oct. 09	Open	
6.	Records Management (Batch 2)	120.00	3 hrs.	M-F	2 wks.	01:30-04:30	Mar. 16 - 27	Open	Jun 22 – Jul 03	Open	Sept 28 – Oct. 09	Open	
7.	Work Planning (Batch 2)	120.00	3 hrs.	M-F	2 wks.	01:30-04:30	Mar. 16 - 27	Open	Jun 22 – Jul 03	Open	Sept 28 – Oct. 09	Open	
8.	Performance Management (Batch 2)	120.00	3 hrs.	M-F	2 wks.	01:30-04:30	Mar. 16 - 27	Open	Jun 22 – Jul 03	Open	Sept 28 – Oct. 09	Open	
9.	Customer Service	120.00	3 hrs.	M-F	2 wks.	01:30-04:30	Mar. 02 – 13	Open	Jun 08 – 19	Open	Sept 14 – 25	Open	
10.	Advance Report Writing	120.00	3 hrs.	M-F	2 wks.	01:30-04:30	Mar. 16 - 27	Open	Jun 22 – Jul 03	Open	Sept 28 – Oct. 09	Open	
<b>B.</b>	<b><u>SHORT-TERM COMPETENCY CUSTOMIZED TRAINING</u></b>												
	<ul style="list-style-type: none"> <li>The Institute offers various types of short-term competency-based customized trainings on the request of the client organization. The Short-Term competency courses are strategically designed to build and strengthen the core competencies of participants who may have already been in active service.</li> <li>The design of these various short-term competency-based trainings meets the demand of the participants in the use of the State-of-the-Art technology and modern facilities employed by highly qualified, competent and experienced faculty staff and facilitator. The Institute ensures that the client receives the highest quality service within the designated budget. The latest tools and techniques, accordingly, are used during training, and trainees develop new skills and action plans ready for implementation.</li> <li>The Institute conducts customized trainings for both public and private sector institutions based on their needs. Customized trainings are on-going training activities throughout the year, and may be offered at any time based on the request and demand of the client institution.</li> </ul>												