

**LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)**  
**2017 TRAINING CALENDAR: LONG – TERM PROFESSIONAL DEVELOPMENT**

SN		FEES	Hrs./ DAY	DAY	WEEKS	TIME	Semester I		Semester II		ENTRY REQUIREMENT
							Quarter One Beginning & End Dates	Quarter Two Beginning & End Dates	Quarter Three Beginning & End Dates	Quarter Four Beginning & End Dates	
<b>A.</b>	<b>COURSES</b>										
1	Public Procurement Management	320.00	3 hrs.	TTH	8 wks.	05:00 - 08:00	Jan 9- March 17	April 10 – June 16	July 3 – Sept 15	Oct 9 – Dec 15	First Degree
2	Project Planning & Management	320.00	3 hrs.	TTH	8 wks.	05:00 - 08:00	Jan 9- March 17	April 10 – June 16	July 3 – Sept 15	Oct 9 – Dec 15	First Degree
3	Internal Audit & Control	320.00	3 hrs.	TTH	8 wks.	05:00 – 08:00	Jan 9- March 17	April 10 – June 16	July 3 – Sept 15	Oct 9 – Dec 15	First Degree
4	Monitoring & Evaluation	320.00	3 hrs.	TTH	8 wks.	05:00 - 08:00	Jan 9- March 17	April 10 – June 16	July 3 – Sept 15	Oct 9 – Dec 15	First Degree
5	Public Financial Management	320.00	3 hrs.	TTH	8 wks.	05:00 - 08:00	Jan 9- March 17	April 10 – June 16	July 3 – Sept 15	Oct 9 – Dec 15	First Degree
6	HR & Performance Management	320.00	3 hrs.	MW	8 wks.	05:00 – 08:00	Jan 9- March 17	April 10 – June 16	July 3 – Sept 15	Oct 9 – Dec 15	First Degree
7	Public Policy Analysis	320.00	3 hrs.	MW	8 wks.	05:00 -08:00	Jan 9- March 17	April 10 – June 16	July 3 – Sept 15	Oct 9 – Dec 15	First Degree
8	Banking & Finance	320.00	3 hrs.	MW	8 wks.	05:00 -08:00	Jan 9- March 17	April 10 – June 16	July 3 – Sept 15	Oct 9 – Dec 15	First Degree
9	Public Procurement Management	320.00	3 hrs.	MW	8 wks.	05:00 – 08:00	Jan 9- March 17	April 10 – June 16	July 3 – Sept 15	Oct 9 – Dec 15	First Degree
10	Monitoring & Evaluation	320.00	3 hrs.	MW	8 wks.	05:00 -08:00	Jan 9- March 17	April 10 – June 16	July 3 – Sept 15	Oct 9 – Dec 15	First Degree
11	Public Sector Management	320.00	3 hrs.	MW	8 wks.	05:00 – 08:00	Jan 9- March 17	April 10 – June 16	July 3 – Sept 15	Oct 9 – Dec 15	First Degree
12	Monitoring & Evaluation	320.00	3 hrs.	MW	8 wks.	010:00 – 01:00	Jan 9- March 17	April 10 – June 16	July 3 – Sept 15	Oct 9 – Dec 15	First Degree
13	Public Procurement Management	320.00	3 hrs.	MW	8 wks.	010:00 – 01:00	Jan 9- March 17	April 10 – June 16	July 3 – Sept 15	Oct 9 – Dec 15	First Degree
14	Internal Audit & Control	320.00	3 hrs.	MW	8 wks.	010:00 – 01:00	Jan 9- March 17	April 10 – June 16	July 3 – Sept 15	Oct 9 – Dec 15	First Degree
15	Project planning management	320.00	3 hrs.	TTH	8 wks.	010:00 – 01:00	Jan 9- March 17	April 10 – June 16	July 3 – Sept 15	Oct 9 – Dec 15	First Degree
16	Public Financial Management	320.00	3 hrs.	MW	8 wks.	010:00 – 01:00	Jan 9- March 17	April 10 – June 16	July 3 – Sept 15	Oct 9 – Dec 15	First Degree
17	HR & Performance Management	320.00	3 hrs.	TTH	8 wks.	010:00 – 01:00	Jan 9- March 17	April 10 – June 16	July 3 – Sept 15	Oct 9 – Dec 15	First Degree
18		320.00	3 hrs.		8 wks.		Jan 9- March 17	April 10 – June 16	July 3 – Sept 15	Oct 9 – Dec 15	First Degree
19		320.00	3 hrs.		8 wks.		Jan 9- March 17	April 10 – June 16	July 3 – Sept 15	Oct 9 – Dec 15	First Degree
20.		320.00	3 hrs.		8 wks.		Jan 9- March 17	April 10 – June 16	July 3 – Sept 15	Oct 9 – Dec 15	First Degree
21.		320.00	3 hrs.		8 wks.		Jan 9- March 17	April 10 – June 16	July 3 – Sept 15	Oct 9 – Dec 15	First Degree
22.		320.00	3 hrs.		8 wks.		Jan 9- March 17	April 10 – June 16	July 3 – Sept 15	Oct 9 – Dec 15	First Degree

These are advance level training courses: to be admitted into any, one must have completed the required Certificate level

							Semester I	Semester II	ENTRY REQUIREMENT
1.	Diploma Public Procurement	520.00	3 hrs.	16 wks.	FRI/ SAT	Fri 05:00 – 08:00/ Sat 011:00 – 02:00	Jan 9 – May 12	July 3 – Nov 3	LIPA Certificate
2.	Diploma Monitoring & Evaluation	520.00	3 hrs.	16 wks.	FRI/ SAT	Fri 05:00 – 08:00/ Sat 011:00 – 02:00	Jan 9 – May 12	July 3 – Nov 3	LIPA Certificate
3.	Diploma Public Financial Management	520.00	3 hrs.	16 wks.	FRI/ SAT	Fri 05:00 – 08:00/ Sat 011:00 – 02:00	Jan 9 – May 12	July 3 – Nov 3	LIPA Certificate
4	Diploma Human Resource management	520.00	3 hrs.	16 wks.	FRI/ SAT	Fri 05:00 – 08:00/ Sat 011:00 – 02:00	Jan 9 – May 12	July 3 – Nov 3	LIPA Certificate
5	Diploma Internal Audit & Control	520.00	3 hrs.	16 wks.	FRI/ SAT	Fri 05:00 – 08:00/ Sat 011:00 – 02:00	Jan 9 – May 12	July 3 – Nov 3	LIPA Certificate

**CELL # 0777169169/ # 0886-400945 / 0886832008 / 0770187403 / 0777-031446**

**LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)**  
**2017 TRAINING CALENDAR: SHORT-TERM COMPETENCY- BASED REGULAR & CUSTOMIZED TRAINING**

<b>B.</b>							
1	<b>BASIC REPORT WRITING</b>	<b>110.00</b>	3 hrs.	M-F	<b>2 wks.</b>	<b>01:30- 04:30</b>	Open
2	<b>RECORDS MANAGEMENT</b>	<b>110.00</b>	3 hrs.	M-F	<b>2 wks.</b>	<b>01:30- 04:30</b>	Open
3	<b>WORK PLANNING</b>	<b>110.00</b>	3 hrs.	M-F	<b>2 wks.</b>	<b>01:30- 04:30</b>	Open
4	<b>PERFORMANCE MANAGEMENT</b>	<b>110.00</b>	3 hrs.	M-F	<b>2 wks.</b>	<b>01:30- 04:30</b>	Open
5	<b>CUSTOMER SERVICE</b>	<b>110.00</b>	3 hrs.	M-F	<b>2 wks.</b>	<b>01:30 – 04:30</b>	Open
6	<b>PUBLIC SECTOR BUDGETING</b>	<b>110.00</b>	3 hrs.	M-F	<b>2 wks.</b>	<b>01:30 – 04:30</b>	Open
7	<b>PURCHASING &amp; SUPPLY</b>	<b>110.00</b>	3 hrs.	M-F	<b>2 wks.</b>	<b>01:30 – 04:30</b>	Open
8	<b>PUBLIC FINANCIAL MANAGEMENT LAW</b>	<b>110.00</b>	3 hrs.	M-F	<b>2 wks.</b>	<b>010:00- 01:00</b>	Open
9	<b>BASIC COMPUTER &amp; DATABASE</b>	<b>210.00</b>	3 hrs.	M-F	<b>4 wks.</b>	<b>01:30 – 04:30</b>	Open
10	<b>PROJECT PROPOSAL WRITING</b>	<b>110.00</b>	3 hrs.	M-F	<b>2 wks.</b>	<b>01:30 – 04:30</b>	Open
11	<b>LEGISLATIVE DRAFTING</b>	<b>110.00</b>	3hrs.	M-F	<b>2wks.</b>	<b>10:00am – 4:30</b>	Open

