



Liberia Institute of Public Administration

North Gibson Street, Mamba Point
MONROVIA, LIBERIA

*Paste photo design here (i.e. the photo that is on the copy of
the program Mr. Pantan sent yesterday)*

**2013 Program Brochure
First Training Cycle Courses**

Liberia Institute of Public Administration

NORTH GIBSON STREET
MAMBA POINT, MONROVIA, LIBERIA

Dear Colleagues,

Please accept our invitation for you to join our 2013- programs.

At the heart of our business is our desire to work in partnership to assist every Ministry and Agency of Government as well as private organization in discovering and developing its people's talent. Talent needs nurturing, shaping and building. LIPA can work with you in achieving this objective for your staff.

Our mission is to "To provide capacity building support for sustained quality service delivery through training, research and consultancy services." We provide appropriate learning solutions that will support the investment you make in sponsoring each member of staff you send to **LIPA**.

Ours is a truly facilitative learning approach: every participant learns from one another during each program and builds a unique network of peers from different organizations. Each program involves highly interactive sessions from expert practitioners.

We look forward to welcoming you and your colleagues to **LIPA** in 2013.

With best wishes,

The Management
LIPA

LIPA 2013 Program Brochure: First Training Cycle Courses

SHORT-TERM COMPETENCY COURSES

Admission Requirement: *Admission into these courses does not require a university degree.*

1. Records Management:

Course aim: The course is designed to prepare you to operate a records management system in any organizational setting.

Benefits of attending: *You will be able to:*

- sort, store, retrieve and maintain a more effective records system
- develop appropriate electronic techniques for managing information.

Target Group: Records Officers; Clerical Staff and Data Analysts.

Duration: 3 weeks: 3 hrs a day at 3 days a week

Dates: *Reg.:* Mar. 4 - 25; ***Classes:*** Apr. 8 – 30, 2013.

Cost: US\$200.00

2. Communication and Report Writing:

Course aim: The course seeks to provide specialized communication skills and techniques for writing lucid and articulate reports.

Benefits of attending: *You will be able to:*

- improve your performance and profile by writing professionally;
- demonstrate effective communication skills in planning and writing good reports.

Target Group: Secretaries; Admin. Officers and Communication Officers.

Duration: 3 weeks: 3 hrs a day at 3 days a week

Dates: *Reg.:* Mar. 4 - 25; ***Classes:*** Apr. 8 – 30, 2013

Cost: \$200.00

3. Work Planning and Reporting:

Course aim: The course explores the techniques that will enable you develop skills on cost, duration and resource estimate on how to construct Work Breakdown Structures (**WBS**) which forms the foundation of schedules and budgets.

Benefits of attending: *You will be able to:*

- plan, prepare and report on a work plan.

Target Group: Admin. Officers; Secretaries; Special Assistants (SA)

Duration: 3 weeks: 3 hrs a day at 3 days a week.

Dates: *Reg.:* Mar. 4 - 25; ***Classes:*** Apr. 8 – 30, 2013

Cost: US\$200.00

4. Managing the Boss

Course aim: The course seeks to prepare participants with the relevant management techniques and skills that will enable you manage relationships with your boss.

Benefits of attending: *You will be able to:*

- develop and manage a healthy work relationship with your boss's work styles based on mutual dependence and expectations.

Target Group: Admin. Officers; Secretaries; SAs/PAs

Duration: 3 weeks: 3 hrs a day at 3 days a week

Dates: *Reg.:* Mar. 4 - 25; ***Classes:*** Apr. 8 – 30, 2013

Cost: \$200.00.

5. Office Management & Practices:

Course aim: The course is designed to equip you with the basic management techniques and skills that will enable you to handle documents and manage information at the work place.

Benefits of attending: *You will be able to:*

- organize your work activities, handle materials more effectively, give appropriate support to your bosses, and relate positively with other colleagues and the general public.

Target Group: Admin. Officers; Secretaries; SAs

Duration: 3 weeks: 3 hrs a day at 3 days a week

Dates: Reg.: Mar. 4 - 25; **Classes:** Apr. 8 – 30, 2013

Cost: US\$200.00

6. Customer Service:

Course aim: The course explores the competencies you need for developing appropriate strategies and programs aimed at managing customer service and relations.

Benefits of attending: *You will be able to:*

- provide excellent and improved service to clients for achieving organizational goals and objectives;
- effectively implement customer service programs as well as identify advice and solve customers' problems.

Target Group: Front office staff handling customers in the private and public sectors.

Duration: 3 weeks: 3 hrs a day at 3 days a week

Dates: Reg.: Mar. 4 - 25; **Classes:** Apr. 8 – 30, 2013

Cost: US\$200.00

7. Purchasing & Supply Management:

Course aim: The course is designed to equip you with the relevant techniques and competencies to take quality procurement decisions.

Benefits of attending: *You will be able to:*

- identify methods of sourcing for supply;
- apply principles of effective purchasing and supply;
- improve your negotiating skills.

Target Group: Warehouse/Logistics Officers

Duration: 3 weeks: 3 hrs a day at 3 days a week

Dates: Reg.: Mar. 4 – 25; **Classes:** Apr. 8 – 30, 2013

Cost: US\$200.00

8. Basic Computer:

Course aim: The program is designed to give you the skills in four (4) basic computer applications:

- **MS-Word** **US\$75.00;**
- **MS-Excel** **US\$75.00;**
- **MS-Access** **US\$75.00;**
- **MS-PowerPoint** **US\$75.00.**

Target Group: Beginning Computer Users

Duration: 2 weeks for each application: 3 hrs a day at 5 days a week.

Dates: Reg.: Mar. 4 - 25; **Classes:** Apr. 8 – May 31, 2013

Cost: A discounted price of **US\$275.00** for all 4 courses.

I. LONG-TERM CERTIFICATE COURSES

Admission Requirement: Admission into any of these Certificate courses requires at least a **bachelor's degree**.

1. PROJECT PLANNING & MANAGEMENT:

Course aim: The course seeks to give you the skills regarding the techniques for implementing and managing development projects.

Benefits of attending: *You will be able to:*

- conduct and analyze needs assessment, conduct risk analysis and link local development projects to national development planning process;
- develop marketing plan and project proposals and prepare project reports;
- design **M & E** systems and tools for managing projects.

Target Group: University Graduates serving as Program/Project Directors, Project Officers, Development Planners. Development Superintendents are also welcome.

Duration: 12 weeks: 3 hrs a day at 2 days a week (**72 Hrs.**).

Dates: Reg.: Mar. 4 – 25; **Classes:** May 6 – Jul. 25, 2013.

Cost: US\$350.00.

2. MONITORING & EVALUATION (M & E):

Course aim: The course is designed to give you the skills needed to determine intervention mechanisms for the success of projects, programs and policies.

Benefits of attending: *You will be able to:*

- develop monitoring and evaluation plan;
- design Monitoring & Evaluation System;
- link Monitoring & Evaluation to development planning;
- gather, analyze and interpret **M & E** data.

Target Group: University Graduates serving as Program/Project Directors, Project Officers, Development Planners; **M & E** Officers.

Duration: 12 weeks: 3 hrs a day at 2 days a week (**72 Hrs.**).

Dates: Reg.: Mar. 4 – 25; **Classes:** May 6 – Jul. 25, 2013

Cost: US\$350.00

3. HUMAN RESOURCE MANAGEMENT:

Course aim: The course aims at enhancing your skills in designing intervention mechanisms for improving efficiency and effectiveness at the workplace.

Benefits of attending: *You will be able to:*

- improve staff productivity through the design of job description instruments and employee training needs assessment;
- design human resource allocation plan;
- conduct job audit;
- develop and implement **HR** polices and reform strategies.

Target Group: University Graduates service as **HR** Directors, Officers and Analysts.

Duration: 12 weeks: 3 hrs a day at 2 days a week (**72 Hrs.**).

Dates: Reg.: Mar. 4 – 25; **Classes:** May 6 – Jul 25, 2013

Cost: US\$350.00

4. PUBLIC PROCUREMENT & MANAGEMENT:

Course aim: The course gives you an appreciation of the need to avoid or limit the waste of public resources in the procurement of goods and services.

Benefits of attending: *You will be able to:*

- design and execute procurement plan as well as develop procurement specification;
- design expression of interest instruments;

- conduct bid evaluation;
- set up procurement system;
- design procurement monitoring and evaluation system.

Target Group: University Graduates serving as Procurement Officers/Directors.

Duration: 8 weeks: 3 hrs a day at 2 days a week (48 Hrs.).

Cost: US\$350.00.

Dates: Reg.: Mar. 4 – 25; **Classes:** May 6 – June 28, 2013

5. PUBLIC SECTOR FINANCE:

Course aim: The course provides you with the new skills and knowledge in public sector accounting and financial management system.

Benefits of attending: *You will be able to:*

- acquire skills in government accounting and its financial reporting system;
- prepare and analyze financial reports and statements;
- prepare budgets for public sector organizations;
- make sound financial decisions.

Target Group: Financial Officers: Comptrollers, Accountants who are University Graduates.

Duration: 8 weeks: 3 hrs a day at 2 days a week (48 Hrs.)

Dates: Reg.: Mar. 4 – 25; **Classes:** May 6 – June 28, 2013

Cost: US\$300.00

6. INTERNAL CONTROL SYSTEM:

Course aim: The course addresses issues of internal control standards and organizational activities that support integrity and standards in organizational governance.

Benefits of attending: *You will be able to:*

- design organizational internal control system;
- implement internal control system;

- develop internal control standards;
- review and evaluate elements of internal control.

Target Group: Financial Officers who are University Graduates with prior accounting knowledge.

Duration: 8 weeks: 3 hrs a day at 2 days a week (48 Hrs.).

Dates: Reg.: Mar. 4 – 25; **Classes:** May 6 – June 28, 2013

Cost: US\$300.00

7. INTERNAL AUDIT:

The course aims at addressing issues of operating auditing standards and management responsibilities as well as risk assessment strategy and priority setting.

Benefits of attending: *You will be able to:*

- establish and administer the internal audit function;
- plan, prepare, execute and disseminate internal report;
- develop operating auditing standards;
- develop internal audit strategy;
- manage risk assessment strategy and priority setting.

Target Group: Financial Officers: Comptrollers, Accountants, and Account Officers who are University Graduates with prior accounting knowledge.

Duration: 8 weeks: 3 hrs a day at 2 days a week (48 Hrs.).

Dates: Reg.: Mar. 4 – 25; **Classes:** May 6 – June 28, 2013

Cost: US\$300.00

8. PUBLIC SECTOR BUDGETING

Course aim: The course explores the skills and techniques in preparing budget as a tool for planning, coordinating and evaluating programs for decision-making.

Benefits of attending: *You will be able to:*

- prepare functional, cash and master budgets and use them as tools for planning, coordinating and control;
- design budget forecasting and monitoring mechanisms;
- apply computer-based budgetary procedures.

Target Group: Financial Officers who are University Graduates with prior knowledge in accounting.

Duration: 8 weeks: 3 hrs a day at 2 days a week **(48 Hrs.)**

Dates: Reg.: Mar. 4 – 25; **Classes:** May 6 – June 28, 2013

Cost: US\$300.00

1. MARKETING MANAGEMENT:

Course aim: The course is designed to equip you with the modern marketing knowledge, the skills and orientation that would enable you to manage your marketing efforts efficiently and effectively.

Benefits of attending: *You will be able to:*

- conduct in-depth market analysis, segmentation and selection of viable target markets;
- adopt appropriate product market positioning strategies;
- plan effective marketing-mix strategies and tactical plans.

Target Group: University Graduates who are Marketing Officers, Sales Agents, Public Relations Staff.

Duration: 12 weeks: 3 hrs a day at 2 days a week **(72 Hrs.)**

Dates: Reg.: Mar. 4 – 25; **Classes:** May 6 – Jul 25, 2013

Cost: \$350.00

II. LONG-TERM DIPLOMA COURSES

1. DIPLOMA PUBLIC PROCUREMENT & MANAGEMENT:

Course aim: The course advances into the areas of procurement contracts and negotiations, securities and payment plans, risk management and mitigation, consultancy services, and legislative policy framework.

Benefits of attending: *You will be able to:*

- develop procurement policy within the context of legal policy framework;
- prepare securities and payment plans;
- develop and analyze procurement contracts, forge negotiations and establish procedures and standards for consultancy services.

Target Group: *Procurement Practitioners* who are University Graduates who must have completed the required Certificate course in Procurement.

Duration: 16 weeks: 3 hrs a day at 2 days a week **(96 Hrs.)**

Dates: Reg.: Mar. 4 – 25; **Classes:** May 6 – Aug. 23, 2013

Cost: \$500.00

2. DEVELOPMENT MANAGEMENT:

Course aim: The course aims at preparing and sharpening your analytical skills in the core areas of strategic national development planning, program management and development.

Benefits of attending: *You will be able to:*

- conduct development needs analysis survey and design development intervention programs;
- manage development projects and programs;
- formulate and implement public policies;
- prepare development proposal writing.

Target Group: Planning Officers, Program Officers/Managers, Development Officers, and Senior Administrators who are University Graduates. Dev. Supts. are welcome.

Duration: 16 weeks: 3 hrs a day at 2 days a week (96 Hrs.).

Dates: Reg.: Mar. 4 – 25; **Classes:** May 6 – Aug. 23, 2013

Cost:\$500.00

3. HUMAN RESOURCE MANAGEMENT:

Course aim: The course explores the various concepts of Human Resource and Performance management and advances into the areas of organizational business culture and ethics as well as managing employee change.

Benefits of attending: You will be able to:

- develop HR research project on any of the three core areas:
 - 1) *Competency Design and Analysis;*
 - 2) *Managing Workforce Planning; and*
 - 3. *Establishing and Administering Compensation Program.*

Target Group: HR Managers, HR Directors and practitioners who are University Graduates and must have completed the required Certificate course in HR. Senior administrators are welcome.

Duration: 16 weeks: 3 hrs. a day at 2 days a week (96 Hrs.).

Dates: Reg.: Mar. 4 – 25; **Classes:** May 6 – Aug. 23, 2013

Cost: \$500.00

4. BANKING & FINANCE.

Course aim: The course addresses the career needs of bankers in relations to the critical role of the banking industry. Specifically, the course explores areas including investment banking and analysis, marketing research, financial risk analysis, and micro-finance.

Benefits of attending: You will be able to:

- design methods and techniques for micro-finance management and savings mobilization;
- conduct market research in related areas of banking & finance;
- develop a research project in an assigned area of concentration.

Target Group: Banking Industry Staff & Finance Officers who are University Graduates.

Duration: 16 weeks: 3 hrs. a day at 2 days a week (96 Hrs.).

Dates: Reg.: Mar. 4 – 25; **Classes:** May 6 – Aug. 23, 2013

Cost: \$500.00

Level	Frequency			Total Hrs.
	# of Wks	Hrs/day	Hrs./Wk	
Short-Term Courses	3 Weeks	3 Hrs.	9 Hrs.	30Hrs.*
Long Term Certificate Courses	8 Weeks	3 Hrs.	6 Hrs.	48 Hrs.
	12 Weeks	3 Hrs.	6 Hrs.	72 Hrs.
Long Term (Diploma)	16 Weeks	3 Hrs.	6 Hrs.	96 Hrs.

Registration:

- March 4 - 25, 2013 for all courses.

Opening of Classes:

- *Short-Term Courses:* April 8, 2013 (PM)**
- *Long-Term Courses:* May 6, 2013 (PM)

*Each of the Short-Term courses, besides the Basic Computer Application courses, extends one additional day beyond the 3rd week to cover a total of 30 hrs for ten (10) lectures.

**The Purchasing & Supply course is on AM schedule on week days; all other Short-Term courses are on the PM schedule except on Saturdays.

SCHEDULE OF COURSES: APRIL – AUGUST, 2013

COURSE	DAY	TIME	Hrs/ Wk
SHORT-TERM COMPETENCY COURSES: APRIL 8 – 30, 2013			
Records Management	MWF	4-7PM	9 hrs
Communication & Report Writing	T/TH/Sat*	4-7PM	9 hrs
Work Planning and Reporting	T/TH/Sat*	4-7PM	9 hrs
Managing the Boss	T/TH/Sat*	4-7PM	9 hrs
Office Management & Practices	MWF	4-7PM	9 hrs
Basic Computer Applications*	M-F	10am-1pm	9 hrs
Customer Service	MWF	4-7PM	9 hrs
Purchasing & Supply Management	T/TH/Sat	10am-1pm	
LONG CERTIFICATE & DIPLOMA COURSES: MAY 6 – AUGUST 23, 2013			
A. CERTIFICATE COURSES (8 WEEKS: May 6 – June 28, 2013)			
Cert. in Internal Audit	M/W	4-7PM	6 hrs
Cert. in Internal Control System	T/TH	4-7PM	6 hrs
Cert. in Public Sector Finance	M/W	4-7PM	6 hrs
Cert. in Public Sector Budgeting	MW	4-7PM	6 hrs
Cert. in Public Procurement	T/TH	4-7PM	6 hrs
B. CERTIFICATE COURSES (12 WEEKS: May 6 – July 25, 2013)			
Cert. in Project Planning & Managt.	T/TH	4-7PM	6 hrs
Cert. in Monitoring & Evaluation	T/TH	4-7PM	6 hrs
Cert. in Human Resource Managt.	T/TH	4-7PM	6 hrs
Cert. in Marketing Management	T/TH	4-7PM	6 hrs
C. DIPLOMA COURSES (16 WEEKS: May 6 – August 23, 2013)			
Dip. In Public Procurement	M/W	4-7PM	6 hrs
Dip. in Human Resource Managt.	M/W	4-7PM	6 hrs
Dip. in Banking & Finance	Fri/Sat**	4-7PM	6 hrs
Dep. In Development Management	Fri/Sat**	4-7PM	6 hrs
*Each computer application course runs from 10am to 1pm from Mondays to Fridays daily.			
**To be admitted into any of the Diploma courses, one must have completed the required Certificate course.			