



LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)

2018 TRAINING CALENDAR: LONG – TERM PROFESSIONAL DEVELOPMENT COURSES

| SN. | COURSES | Fees | Hrs./ Day | Day | Weeks | Time | First Semester | | Second Semester | | ENTRY REQUIREMENT |
|--|-----------------------------------|--------|-----------|--------------------------------------|---------|--------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------|
| | | | | | | | 1 st Quarter | 2 nd Quarter | 3 rd Quarter | 4 th Quarter | |
| | | | | | | | Beginning & Ending dates | Beginning & Ending dates | Beginning & Ending dates | Beginning & Ending dates | |
| 1 | Public Procurement Management | 320.00 | 3 hrs. | TTH | 10 wks. | 05:00- 08:00 | Jan 8 – March 16 | April 2- June 8 | June 25 – Aug 31 | Sept 17 – Nov 23 | First Degree |
| 2 | Project Planning & Management | 320.00 | 3 hrs. | TTH | 10 wks. | 05:00- 08:00 | Jan 8 – March 16 | April 2- June 8 | June 25 – Aug 31 | Sept 17 – Nov 23 | First Degree |
| 3 | Monitoring & Evaluation | 320.00 | 3 hrs. | TTH | 10 wks. | 05:00- 08:00 | Jan 8 – March 16 | April 2- June 8 | June 25 – Aug 31 | Sept 17 – Nov 23 | First Degree |
| 4 | Internal Audit & Control | 320.00 | 3 hrs. | TTH | 10 wks. | 05:00- 08:00 | Jan 8 – March 16 | April 2- June 8 | June 25 – Aug 31 | Sept 17 – Nov 23 | First Degree |
| 5 | Public Financial Management | 320.00 | 3 hrs. | TTH | 10 wks. | 05:00- 08:00 | Jan 8 – March 16 | April 2- June 8 | June 25 – Aug 31 | Sept 17 – Nov 23 | First Degree |
| 6 | HR & Performance Management | 320.00 | 3 hrs. | MW | 10 wks. | 05:00- 08:00 | Jan 8 – March 16 | April 2- June 8 | June 25 – Aug 31 | Sept 17 – Nov 23 | First Degree |
| 7 | Banking & Finance | 320.00 | 3 hrs. | MW | 10 wks. | 05:00- 08:00 | Jan 8 – March 16 | April 2- June 8 | June 25 – Aug 31 | Sept 17 – Nov 23 | First Degree |
| 8 | Administrative Management | 320.00 | 3 hrs. | TTH | 10 wks. | 05:00- 08:00 | Jan 8 – March 16 | April 2- June 8 | June 25 – Aug 31 | Sept 17 – Nov 23 | First Degree |
| 9 | Monitoring & Evaluation | 320.00 | 3hrs. | MW | 10 wks | 05:00- 08:00 | Jan 8 – March 16 | April 2- June 8 | June 25 – Aug 31 | Sept 17 – Nov 23 | First Degree |
| 10 | Public Sector & Policy Management | 320.00 | 3 hrs. | MW | 10 wks. | 05:00- 08:00 | Jan 8 – March 16 | April 2- June 8 | June 25 – Aug 31 | Sept 17 – Nov 23 | First Degree |
| 11 | Public Procurement Management | 320.00 | 3 hrs. | MW | 10 wks. | 05:00- 08:00 | Jan 8 – March 16 | April 2- June 8 | June 25 – Aug 31 | Sept 17 – Nov 23 | First Degree |
| 12 | Project Planning & Management | 320.00 | 3 hrs. | TTH | 10 wks. | 10:00- 1:00 | Jan 8 – March 16 | April 2- June 8 | June 25 – Aug 31 | Sept 17 – Nov 23 | First Degree |
| 13 | Monitoring & Evaluation | 320.00 | 3 hrs. | TTH | 10 wks. | 10:00 - 1:00 | Jan 8 – March 16 | April 2- June 8 | June 25 – Aug 31 | Sept 17 – Nov 23 | First Degree |
| 14 | Internal Audit & Control | 320.00 | 3 hrs. | MW | 10 wks. | 10:00 - 1:00 | Jan 8 – March 16 | April 2- June 8 | June 25 – Aug 31 | Sept 17 – Nov 23 | First Degree |
| 15 | Public Financial Management | 320.00 | 3 hrs. | MW | 10 wks. | 10:00 - 1:00 | Jan 8 – March 16 | April 2- June 8 | June 25 – Aug 31 | Sept 17 – Nov 23 | First Degree |
| 16 | HR & Performance Management | 320.00 | 3 hrs. | TTH | 10 wks. | 10:00 - 1:00 | Jan 8 – March 16 | April 2- June 8 | June 25 – Aug 31 | Sept 17 – Nov 23 | First Degree |
| 17 | Public Procurement Management | 320.00 | 3 hrs. | MW | 10 wks. | 10:00 - 1:00 | Jan 8 – March 16 | April 2- June 8 | June 25 – Aug 31 | Sept 17 – Nov 23 | First Degree |
| 18 | Customer Service & Marketing | 320.00 | 3 hrs. | MW | 10 wks. | 10:00 - 1:00 | Jan 8 – March 16 | April 2- June 8 | June 25 – Aug 31 | Sept 17 – Nov 23 | First Degree |
| 19 | Business Administration | 320.00 | 3hrs | TTH | 10 wks | 10:00–01:00 | Jan 8 – March 16 | April 2- June 8 | June 25 – Aug 31 | Sept 17 – Nov 23 | First Degree |
| THESE ARE ADVANCE LEVEL TRAINING COURSES; TO BE ADMITTED INTO ANY, ONE MUST HAVE COMPLETED THE REQUIRED CERTIFICATE LEVEL | | | | | | | | | | | |
| 1. | Diploma Procurement | 510.00 | 3hrs. | Fri 05:00- 8:00/ Sat 011:00 – 02:00 | | | 17wks | Jan 8 – April 7 | April 13 – July 4 | Aug 3 – Nov 24 | LIPA Certificate |
| 2. | Diploma Monitoring & Evaluation | 510.00 | 3hrs. | Fri 05:00-0 8:00/ Sat 011:00 – 02:00 | | | 17wks | Jan 8 – April 7 | April 13 – July 4 | Aug 3 – Nov 24 | LIPA Certificate |
| 3. | Diploma Public Financial Mgt | 510.00 | 3hrs. | Fri 05:00- 8:00/ Sat 011:00 – 02:00 | | | 17wks | Jan 8 – April 7 | April 13 – July 4 | Aug 3 – Nov 24 | LIPA Certificate |
| 4. | Diploma Human Resource Mgt | 510.00 | 3hrs. | Fri 05:00- 8:00/ Sat 011:00 – 02:00 | | | 17wks | Jan 8 – April 7 | April 13 – July 4 | Aug 3 – Nov 24 | LIPA Certificate |
| 5. | Diploma Internal Audit & Control | 510.00 | 3hrs. | Fri 05:00- 8:00/ Sat 011:00 – 02:00 | | | 17wks | Jan 8 – April 7 | April 13 – July 4 | Aug 3 – Nov 24 | LIPA Certificate |

Cell #: 0777-031446 /0886-832008 /0886-400945 / 0770-187403



LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA)
2018 TRAINING CALENDAR: SHORT-TERM COMPETENCY BASED COURSES
REGULAR & CUSTOMIZED TRAINING

| Course Name | | Cost | Duration | Time | Credit Hours | Days | Entry Requirement |
|-------------|---|------------|----------|----------------|--------------|------|-------------------|
| 1. | SUPPLY CHAIN MANAGEMENT | USD 110.00 | 2 wks. | 010:00 - 01:00 | 3 hrs. | M-F | OPEN |
| 2. | RECORDS & LIBRARY MANAGEMENT | USD 110.00 | 2 wks. | 010:00 - 01:00 | 3 hrs. | M-F | OPEN |
| 3. | FINANCE FOR NON-FINANCIAL MANAGERS | USD 110.00 | 2 wks. | 010:00 - 01:00 | 3 hrs. | M-F | OPEN |
| 4. | ASSETS & FACILITY MANAGEMENT | USD 110.00 | 2 wks. | 01:30 – 04:30 | 3 hrs. | M-F | OPEN |
| 5. | MANAGING THE BOSS | USD 110.00 | 2 wks. | 010:00 - 01:00 | 3 hrs. | M-F | OPEN |
| 6. | CUSTOMER SERVICE EXCELLENCE | USD 110.00 | 2 wks. | 010:00 - 01:00 | 3 hrs. | M-F | OPEN |
| 7. | EFFECTIVE REPORT WRITING | USD 110.00 | 2 wks. | 01:30 – 04:30 | 3 hrs. | M-F | OPEN |
| 8. | WORK PLANNING & REPORTING | USD 110.00 | 2 wks. | 01:30 – 04:30 | 3 hrs. | M-F | OPEN |
| 9. | COMPUTER SKILLS TRAINING | | | | | | |
| | 1. Essential Computing Skills for Beginners | USD 110.00 | 2 wks. | 01:30 – 04:30 | 3 hrs. | M-F | OPEN |
| | 2. Intermediate Computing Skills | USD 110.00 | 2 wks. | 01:30 – 04:30 | 3 hrs. | M-F | OPEN |
| | 3. Advanced Computing Skills | USD 110.00 | 2 wks. | 01:30 – 04:30 | 3 hrs. | M-F | OPEN |
| 10. | PUBLIC SECTOR BUDGETING | USD 110.00 | 2 wks. | 01:30 – 04:30 | 3 hrs. | M-F | OPEN |
| 11. | PERFORMANCE MANAGEMENT | USD 110.00 | 2 wks. | 010:00 – 01:30 | 3 hrs. | M-F | OPEN |
| 12. | PROJECT PROPOSAL WRITING | USD 110.00 | 2 wks. | 01:30 – 04:30 | 3 hrs. | M-F | OPEN |
| 13. | EFFECTIVE COMMUNICATION SKILLS | USD 110.00 | 2 wks. | 01:30 – 04:30 | 3 hrs. | M-F | OPEN |
| 14. | LEGISLATIVE DRAFTING | USD 110.00 | 2 wks. | 01:30 – 04:30 | 3 hrs. | M-F | OPEN |
| 15. | BUSINESS ENTREPRENEURSHIP | USD 110.00 | 2 wks. | 010:00 – 01:00 | 3 hrs. | M-F | OPEN |
| 16. | WOMEN IN LEADERSHIP | USD 110.00 | 2 wks. | 010:00 – 01:00 | 3 hrs. | M-F | OPEN |
| 17. | PROFESSIONAL ADMINISTRATION & MANAGEMENT | USD 110.00 | 2 wks. | 01:30 – 04:30 | 3 hrs. | M-F | AA Degree |
| 18. | FUNDAMENTALS: TRAIN THE TRAINER | USD 110.00 | 2 wks. | 01:30 – 04:30 | 3 hrs. | M-F | AA Degree |
| 19. | MASTERING PRESENTATIONS | USD 110.00 | 2wks | 01:30 – 04:30 | 3hrs. | M-F | OPEN |