



LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION

.....center of excellence in capacity building for sustained quality service delivery
North Gibson Street, Mamba Point Monrovia Liberia



2019 TRAINING CALENDAR: LONG - TERM PROFESSIONAL DEVELOPMENT COURSES (CERTIFICATE & DIPLOMA LEVELS)

S N.	COURSES	Fees	Hrs ./ Da y	Day	Wee ks	Time	First		Second		ENTRY REQUIREME NT
							Semester 1 st Quarter	2 nd	Semester 3 rd Quarter	4 nd	
							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 7 - March 15	April 1- June 7	June 24 - Aug 30	Sept 17 - Nov 22	First Degree
2	Project Planning & Management	320.00	3 hrs.	TTH	10 wks.	05:00-08:00	Jan 7 - March 15	April 1- June 7	June 24 - Aug 30	Sept 17 - Nov 22	First Degree
3	Monitoring & Evaluation	320.00	3 hrs.	TTH	10 wks.	05:00-08:00	Jan 7 - March 15	April 1- June 7	June 24 - Aug 30	Sept 17 - Nov 22	First Degree
4	Internal Audit & Control	320.00	3 hrs.	TTH	10 wks.	05:00-08:00	Jan 7 - March 15	April 1- June 7	June 24 - Aug 30	Sept 17 - Nov 22	First Degree
5	Public Financial Management	320.00	3 hrs.	TTH	10 wks.	05:00-08:00	Jan 7 - March 15	April 1- June 7	June 24 - Aug 30	Sept 17 - Nov 22	First Degree
6	HR & Performance Management	320.00	3 hrs.	MW	10 wks.	05:00-08:00	Jan 7 - March 15	April 1- June 7	June 24 - Aug 30	Sept 17 - Nov 22	First Degree
7	Banking & Finance	320.00	3 hrs.	MW	10 wks.	05:00-08:00	Jan 7 - March 15	April 1- June 7	June 24 - Aug 30	Sept 17 - Nov 22	First Degree
8	Administrative Management	320.00	3 hrs.	TTH	10 wks.	05:00-08:00	Jan 7 - March 15	April 1- June 7	June 24 - Aug 30	Sept 17 - Nov 22	First Degree
9	Monitoring & Evaluation	320.00	3hrs	MW	10 wks	05:00-08:00	Jan 7 - March 15	April 1- June 7	June 24 - Aug 30	Sept 17 - Nov 22	First Degree
10	Public Sector & Policy Management	320.00	3 hrs.	MW	10 wks.	05:00-08:00	Jan 7 - March 15	April 1- June 7	June 24 - Aug 30	Sept 17 - Nov 22	First Degree
11	Public Procurement Management	320.00	3 hrs.	MW	10 wks.	05:00-08:00	Jan 7 - March 15	April 1- June 7	June 24 - Aug 30	Sept 17 - Nov 22	First Degree
12	Customer Service & Marketing	320.00	3hrs	MW	10wks	05:00-08:00	Jan 7 - March 15	April 1- June 7	June 24 - Aug 30	Sept 17 - Nov 22	First Degree

12	Supply Chain Management	320.00	3hrs	MW	10wks	05:00-08:00	Jan 7 - March 15	April 1- June 7	June 24 - Aug 30	Sept 17 - Nov 22	First Degree
12	Project Planning & Management	320.00	3 hrs.	MW	10 wks.	10:00-1:00	Jan 7 - March 15	April 1- June 7	June 24 - Aug 30	Sept 17 - Nov 22	First Degree
13	Monitoring & Evaluation	320.00	3 hrs.	TTH	10 wks.	10:00 - 1:00	Jan 7 - March 15	April 1- June 7	June 24 - Aug 30	Sept 17 - Nov 22	First Degree
14	Internal Audit & Control	320.00	3 hrs.	MW	10 wks.	10:00 - 1:00	Jan 7 - March 15	April 1- June 7	June 24 - Aug 30	Sept 17 - Nov 22	First Degree
15	Public Financial Management	320.00	3 hrs.	MW	10 wks.	10:00 - 1:00	Jan 7 - March 15	April 1- June 7	June 24 - Aug 30	Sept 17 - Nov 22	First Degree
16	HR & Performance Management	320.00	3 hrs.	TTH	10 wks.	10:00 - 1:00	Jan 7 - March 15	April 1- June 7	June 24 - Aug 30	Sept 17 - Nov 22	First Degree
17	Public Procurement Management	320.00	3 hrs.	MW	10 wks.	10:00 - 1:00	Jan 7 - March 15	April 1- June 7	June 24 - Aug 30	Sept 17 - Nov 22	First Degree
18	Customer Service & Marketing	320.00	3 hrs.	MW	10 wks.	10:00 - 1:00	Jan 7 - March 15	April 1- June 7	June 24 - Aug 30	Sept 17 - Nov 22	First Degree
19	Business Administration	320.00	3hrs	TTH	10 wks	10:00-01:00	Jan 7 - March 15	April 1- June 7	June 24 - Aug 30	Sept 17 - Nov 22	First Degree

These are advanced 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	18 wks.	Jan 7 - May 3	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	18 wks.	Jan 7 - May 3	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	18 wks.	Jan 7 - May 3	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	18 wks.	Jan 7 - May 3	April 13 - July 4	Aug 3 - Nov 24	LIPA Certificate
5.	Diploma Internal Control							Nov 24	LIPA Certificate

LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION

Cell #: 0775647905/ 0775035177 / 0886 400945/0880312432



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*: Certificate of Achievement is awarded

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1.	SUPPLY CHAIN MANAGEMENT	USD 110.00	2 wks.	010:00 - 01:00	3 hrs.	M-F	OPE N	High School Certificate
2.	RECORDS & LIBRARY MANAGEMENT*	USD 210.00	4 wks.	010:00 - 01:00	3 hrs.	M-F	OPE N	High School Certificate
3.	FINANCE FOR NON FINANCIAL MANAGEMENT	USD 110.00	2 wks.	010:00 - 01:00	3 hrs.	M-F	OPE N	High School Certificate
4.	ASSETS & FACILITY MANAGEMENT	USD 110.00	2 wks.	01:30 - 04:30	3 hrs.	M-F	OPE N	High School Certificate
5.	MANAGING THE BOSS	USD 110.00	2 wks.	010:00 - 01:00	3 hrs.	M-F	OPE N	High School Certificate
6.	CUSTOMER SERVICE	USD 110.00	2 wks.	010:00 - 01:00	3 hrs.	M-F	OPE N	High School Certificate
7.	BASIC REPORT WRITING	USD 110.00	2 wks.	01:30 - 04:30	3 hrs.	M-F	OPE N	High School Certificate
8.	WORK PLANNING & REPORTING	USD 110.00	2 wks.	01:30 - 04:30	3 hrs.	M-F	OPE N	High School Certificate
9.	BASIC COMPUTER & DATABASE MANAGEMENT	USD 210.00	4 wks.	01:30 - 04:30	3 hrs.	M-F	OPE N	High School Certificate
10	PUBLIC SECTOR BUDGETING	USD 110.00	2 wks.	01:30 - 04:30	3 hrs.	M-F	OPE N	High School Certificate
11	PERFORMANCE MANAGEMENT	USD 110.00	2 wks.	010:00 - 01:30	3 hrs.	M-F	OPE N	High School Certificate
12	PROJECT PROPOSAL WRITING	USD 110.00	2 wks.	01:30 - 04:30	3 hrs.	M-F	OPE N	High School Certificate
13	EFFECTIVE COMMUNICATION SKILL	USD 110.00	2 wks.	01:30 - 04:30	3 hrs.	M-F	OPE N	High School Certificate
14	LEGISLATIVE DRAFTING	USD 110.00	2 wks.	01:30 - 04:30	3 hrs.	M-F	OPE N	High School Certificate
15	BUSINESS ENTREPRENEURSHIP	USD 110.00	2 wks.	010:00 - 01:00	3 hrs.	M-F	OPE N	High School Certificate

16	WOMEN IN LEADERSHIP	USD 110.00	2 wks.	010:00 01:00	-	3 hrs.	M-F	OPE N	High School Certificate
17	PROFESSIONAL ADMINISTRATION & MANAGEMENT	USD 110.00	2 wks.	01:30 04:30	-	3 hrs.	M-F	OPE N	High School Certificate
18	STORAGE AND DISTRIBUTION (Warehousing Management)*	USD 210.00	4 wks	01:30- 04:30		3 hrs	M-F	OPE N	High School Certificate
19	International Computer Driver License (ICDL)*	USD 310:00	10 wks	01:30- 04:30		3 hrs.	M-T	OPE N	Prerequisite: Basic Computer Training
	STATISTICAL DATA ANALYSIS- SOFTWARE PACKAGE* <ul style="list-style-type: none"> • EPI DATA • EPI INFO • SPSS 	USD 210.00	4 wks	01:30- 04:30		3 hrs	M-F	OPE N	Designed for Evaluators; Researchers and University graduating seniors. MSc & MBA Candidates