



2019 - 2020

## **MIND Kingston**

235A Old Hope Road, Kingston 6, Jamaica W.I. **Phone:** 876 927-1761 | **Fax:** 876 977-4311



## **MIND Mandeville**













**Management Institute for National Development** An Agency of the Office of the Cabinet, Government of Jamaica





















## **Award Categories**

Post Graduate Diplomas | Associate of Science Degrees | Diplomas | Certificates

## MIND IS REGISTERED WITH THE UNIVERSITY COUNCIL OF JAMAICA

# Vision

o be the pre-eminent and preferred public service training, organisational and leadership development institute in Jamaica serving the Caribbean

# Mission

o provide public servants with quality leadership development options, management training, supporting services and outreach that sustain a culture of enterprise, efficiency and responsiveness to the publics they serve

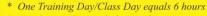
# Values

The Values that drive MIND's team and underpin our leadership development, management training and supporting services are:

Accountability & Impartiality

ervice Excellence





(M) Course Cost includes Meals

\* MIND's payment Plan Available for selected courses

Course Dates and Costs are subject to change

MIND reserves the right to withdraw or postpone a schedule programme/course if registration insufficient for a standard class size

#### MIND Kingston

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#### MIND Mandeville













#### Certificate

- Advanced Records Management (Modules 1 5)\*\*
- Auditing Fundamentals Level 1: Modules 1 4
- Budget Preparation & Management
- Effective Corporate Governance
- Effective Report Writing
- Finance for Non-Financial Managers
- Fundamentals of Project Management
- Information Technology Audit
- Inventory Management for Administrators
- Making Effective Public Policy
- Management Analysis Programme
- Minute Writing
- Preparing Cabinet Submissions
- Professional Certificate in Customs Regulations, Processes and Brokerage
- Professional Certificate in Industrial Relations
- Public Speaking & Presentation Skills
- Receivables Management
- Records & Information Management\*\*
- Secretarial Qualifying Examination
- Service Skills for Ancillary Workers
- State Protocol & Business Etiquette
- Strategic & Corporate Planning
- Supervisory Management
- Training Needs Analysis
- Train the Trainer
- Training Impact Evaluation

#### **Diploma**

- Administrative Management Levels 1 4
- Government Accounting Levels 1 − 3
- Supplies Management Modules 1 4
- Auditing Levels 1 3

#### **Associate of Science Degree**

- Accounting
- Management Studies \*\*
- Human Resource Management

#### Post Graduate Diploma

- General Management
- Human Resource Management



\*\*Programme / Course is currently under review



\* (A) \* (A)

\* One Training Day/Class Day equals 6 hours

\* (M) Course Cost includes Meals

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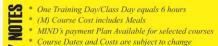
MIND Mandeville





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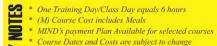




# SCHEDULED PROGRAMMES/COURSES APRIL 2019 – MARCH 2020 (MIND KINGSTON & MANDEVILLE CAMPUSES & MONTEGO BAY Table of Contents – Cont'd

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<b>MIND</b> will provide customised training solutions that respond exclusively to your organisation's training needs. Existing provided or new products developed and delivered in the convenience of Your Place or MIND.	roducts may be





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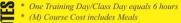
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PROGRAMMES/ COURSES	LOCA -TION	Cost (J\$)	Hrs	Class Days & Time	APR 2019	MAY 2019	JUNE 2019	JULY 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020
Administrati	ve Ma		ent		1	_		_	·		•		_			
Administrative Management:	Kgn	64,000	150	Mon. – Thur. (9:00 am – 4:30 pm)				Jul 1 - Aug 20			Oct 7 - Nov 25				Feb 3 - Mar 23	
Level 1	Kgn	64,000	150	Mon. – Thur. (5:30 pm – 8:30 pm)											Feb 24 Jun 3	
Administrative Management: Level 2	Kgn	83,000	150	Mon. – Thur. (9:00 am – 4:30 pm)		May 6 - Jun 20			Aug 12 - Sept 25							
	Kgn	83,000	150	Mon. – Thur. (5:30 pm – 8:30 pm)										Jan 6 - Apr 6		
Administrative Management: Level 3	Kgn	52,000	96	Mon. – Wed. (9:00 am – 4:30 pm)										Jan 20 - Mar 2		
	Kgn	52,000	96	Mon. – Wed. (5:30 pm – 8:30 pm)						Sept 9 - Nov 26						
Administrative Management: Level 4	Kgn	77,000	90	Mon. – Wed. (9:00 am – 4:30 pm)		May 13 - Jun 18										
	Kgn	77,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)											Feb 3 - Apr 15	
Administrative Management: Level 1	Mdvll	64,000	150	Mon. – Thur. (5:30 pm – 8:30 pm)		May 6 - Aug 14										
Secretarial Qualifying Tutorial	Kgn	-	6	Fri. (9:00 am – 4:30 pm)		May 24		Jul 19		Sept 20		Nov 22		Jan 24		Mar 20
Secretarial Qualifying Examination	Kgn	10,000 (cost includes tutorial)	8	Thur. & Fri. (1:00 pm – 4:30 pm)		May 30 - 31		Jul 25 - 26		Sept 26 - 27		Nov 28 - 29		Jan 30 - 31		Mar 26 – 27





\* MIND's payment Plan Available for selected courses \* Course Dates and Costs are subject to change

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PROGRAMMES/	LOCA	Cost	Hrs	Class Days &	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
COURSES	-TION	(J\$)		Time	2019	2019	2019	2019	2019	2019	2019	2019	2019	2020	2020	2020
Minute Writing	Kgn	15,000	12	Fridays (9:00 am – 4:30 pm)			Jun 7 & 14									
Minute Writing	Mdvll	15,000	12	Fridays (9:00 am – 4:30 pm)										Jan 31 - Feb 7		
Auditing																
Audit Fundamentals Level 1 Module 1	Kgn	35,000	30	Mon. – Fri. (9:00 am – 4:30 pm)	Apr 29 - May 3						Oct 28 - Nov 1					
Audit Fundamentals Level 1 Module 2	Kgn	45,000	42	Mon. – Fri. (9:00 am – 4:30 pm)			Jun 10 - 18					Nov 4 - 12				
Audit Fundamentals Level 1 Module 3	Kgn	35,000	30	Mon. – Fri. (9:00 am – 4:30 pm)						Sept 30 - Oct 4						
Audit Fundamentals Level 1 Module 4	Kgn	35,000	30	Mon. – Fri. (9:00 am – 4:30 pm)											Feb 17 - 21	
Information Technology (IT) Audit Modules 1 – 7	Kgn	77,000	90	Mon. – Fri. (9:00 am – 4:30 pm)						Sept 16 - Oct 7						
Communicat	tion S	kills														
Public Speaking and Presentation Skills	Kgn	45,000	30	Wed. & Thur. (5:30 pm – 8:30 pm)						Sept 4 - Oct 3						
Public Speaking and Presentation Skills	Mdvll	45,000	30	Wed. & Thur. (5:30 pm – 8:30 pm)			Jun 12 - Jul 11									
Effective Report Writing	Kgn	52,000	60	Wed. & Fri. (9:00 am – 4:30 pm)								Oct 30 - Nov 29				





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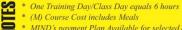






PROGRAMMES/ COURSES	LOCA -TION	Cost (J\$)	Hrs	Class Days & Time	APR 2019	MAY 2019	JUNE 2019	JULY 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020
<b>Customs Reg</b>	ulati	,		-		1		1		1		1	1			
Professional Certificate in Customs Regulations, Processes and Brokerage	Kgn	213,000	363	Tue., Wed. (5:30 pm – 8:30 pm) & Sat. (9:00 am – 12:30 pm)										Jan 7 - Jan 9, 2021		
<b>Finance and</b>	Acco	unts														
Associate of Science Degree Accounting: Duration: 2 yrs 7 mths	Kgn	250,000 (Year 1)	990	Thur. (9:00 am – 8:30 pm)										Jan 9 — Dec 17 (Year 1)		
Associate of Science Degree Accounting: Duration: 2 yrs 7 mths	Mdvll	250,000 (Year 1)	990	Thur. (9:00 am – 8:30 pm)										Jan 9 — Dec 17 (Year 1)		
Government Accounting: Level 1 – Module 1	Mdvll	35,000	30	Mon. – Fri. (9:00 am – 4:30 pm)		May 6 - 10										
Government Accounting: Level 1 – Module 1	Kgn	35,000	30	Mon. – Fri. (9:00 am – 4:30 pm)			Jun 10 - 14			Sept 23 - 27			Dec 2 - 6			Mar 2 - 6
Government Accounting: Level 1 – Module 2	Kgn	38,500	30	Mon. – Fri. (9:00 am – 4:30 pm)		May 13 - 17				Sept 9 - 13		Nov 25 - 29				Mar 9 - 13
Government Accounting: Level 1 – Module 3	Kgn	38,500	30	Mon. – Fri. (9:00 am – 4:30 pm)			Jun 17 - 21							Jan 13 - 17		
Government Accounting: Level 1 – Module 4	Kgn	42,350	30	Mon. – Fri. (9:00 am – 4:30 pm)				Jul 1 - 5							Feb 17 – 21	
Government Accounting: Level 1 – Module 5	Kgn	42,350	30	Mon. – Fri. (9:00 am – 4:30 pm)			Jun 3 -7									Mar 2 – 6





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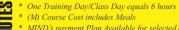






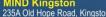
PROGRAMMES/ COURSES	LOCA -TION	Cost (J\$)	Hrs	Class Days & Time	APR 2019	MAY 2019	JUNE 2019	JULY 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020
Government Accounting: Level 1 – Module 6	Kgn	49,000	30	Mon. – Mon. (9:00 am – 4:30 pm)					Aug 26 Sept 2				Dec 2 - 9			
Government Accounting: Level 2 – Module 1	Kgn	40,000	30	Mon. – Mon. (9:00 am – 4:30 pm)								Nov 11 - 18			Feb 10 - 17	
Government Accounting: Level 2 – Module 2	Kgn	40,000	30	Mon. – Fri. (9:00 am – 4:30 pm)			Jun 10 - 14								Feb 3 - 7	
Government Accounting: Level 2 – Module 3	Kgn	45,000	30	Mon. – Fri. (9:00 am – 4:30 pm)			Jun 3 - 7							Jan 13 - 17		
Government Accounting: Level 2 – Module 4	Kgn	45,000	30	Mon. – Fri. (9:00 am – 4:30 pm)						Sept 16 - 20				Jan 6 - 10		
Government Accounting: Level 3	Kgn	50,000	30	Mon. – Fri. (9:00 am – 4:30 pm)						Sept 9 - 13					Feb. 17 – 21	
Budget Preparation and Management	Kgn	35,000 (M)	18	Mon. – Wed (9:00 am – 4:30 pm)				Jul 8 – 10								
Budget Preparation and Management	Mdvll	35,000 (M)	18	Mon. – Wed (9:00 am – 4:30 pm)				Jul 8 - 10								
Finance for Non- Financial Managers	Kgn	55,000 (M)	30	Fri. (9:00 am – 4:30 pm)											Jan 31 - Feb 28	
Finance for Non- Financial Managers	Mdvll	55,000 (M)	30	Fri. (9:00 am – 4:30 pm)							Oct 4 - Nov 1					
Receivables Management	Kgn	25,000 (M)	12	Tue. & Wed. (9:00 am – 4:30 pm)							Oct 22 - 23					
Receivables Management	Mdvll	25,000 (M)	12	Tue. & Wed. (9:00 am – 4:30 pm)											Feb 18 - 19	





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<b>General Man</b>	agem	ent														
Strategic & Corporate Planning	Kgn	55,000 (M)	36	Tue. & Fri. (9:00 am – 4:30 pm)			Jun 4 - 21			Sept 10 - 27						
Supervisory Management	Kgn	85,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)			Jun 10 - Sept 9								Feb 3 - Apr 30	
Supervisory Management	Kgn	85,000	114	Mon. & Wed. (9:00 am – 4:30 pm)		May 6 - Jul 8				Sept 16 - Nov 20						
Supervisory Management	Mdvll	85,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)						Sept 2 Nov 28						
Supervisory Management	Mo- Bay	85,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)											Feb 24 - May 21	
Post Graduate Diploma General Management	Kgn	300,000	510	Mon. & Wed. (5:30 pm – 8:30 pm) & Sat. (9:00 am – 4:30 pm)						Sept 2 - Sept 12 2020						
Post Graduate Diploma General Management	Mdvll	300,000	510	Mon. & Wed. (5:30 pm – 8:30 pm) & Sat. (9:00 am – 4:30 pm)						Sept 4 - Sept 14 2020						
Governance												_				
Effective Corporate Governance	Kgn	35,000 (M)	12	Fri. (9:00 am – 4:30 pm)								Nov 15 & 22				
<b>Human Reso</b>	urce															
Associate of Science Degree Human Resource Management Duration: 2 yrs 7mths	Kgn	250,000 (Year 1)	405 Yr. 1	Mon. & Wed. (5:30 pm – 8:30 pm) & Alternate Sat. (9:00 am – 4:30 pm)										Jan 6 - Dec 19 (Year 1)		





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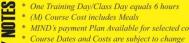
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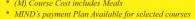




PROGRAMMES/	LOCA -TION	Cost	Hrs	Class Days &	APR 2019	MAY 2019	JUNE 2019	JULY 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020
COURSES		(J\$)		Time	2017	2017	2017	2017	2017	2017	2017	2017	2017		2020	2020
Associate of Science	Mdvl	250,000	405	Mon. & Wed.										Jan 6		
Degree Human		(Year 1)	Yr.	(5:30  pm - 8:30  pm)										Dec 19		
Resource			1	& Alternate Sat.										(Year 1)		
Management				(9:00 am – 4:30 pm)										(16411)		
<b>Duration:</b> 2 yrs 7mths																
Post Graduate	Kgn	270,000	453	Mon. & Wed.						Sept 2						
Diploma Human				(5:30  pm - 8:30  pm)						Oct 17						
Resource				&						2020						
Management				Alternate Sat.						2020						
				(9:00 am – 4:30 pm)												
Training Needs	Kgn	23,000	12	Tue. & Fri.							Oct					
Analysis		(M)		(9:00 am – 4:30 pm)							1 & 4					
Train the Trainer	Kgn	70,000	51	Tue. & Fri.							Oct					
		(M)		(9:00  am - 4:30  pm)							1 - 29					
Training Impact	Kgn	14,000	6	Tue.												
Evaluation		(M)		(9:00 am – 4:30 pm)							Oct 8					
Industrial Re	elatio	ns														
Professional	Kgn	80,000	120	Mon. & Wed.				Jul 15						Jan 13		
Certificate in	8	,		(5:30  pm - 8:30  pm)				-						-		
Industrial Relations				(1				Dec 2						Jun 8		
Professional	St.	80,000	120	Mon. & Wed.											Feb 3	
Certificate in	Ann			(5:30  pm - 8:30  pm)											-	
<b>Industrial Relations</b>															Jun 29	
<b>Project Mana</b>	agem	ent														
Fundamentals of	Kgn	65,000	90	Mon. – Wed.				Jul 1								
Project				(5:30  pm - 8:30  pm)				-								
Management								Sept 9								
Fundamentals of	Mdvll	65,000	90	Sat.					Aug 10							
Project				(9:00 am – 4:30 pm)					-							
Management									Nov 16							







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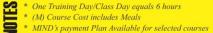






PROGRAMMES/	LOCA -TION	Cost	Hrs	Class Days &	APR 2019	MAY 2019	JUNE 2019	JULY 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020
COURSES		(J\$)		Time	2017	2017	2017	2017	2017	2017	2017	2017	2017		2020	2020
Fundamentals of	Mo-	65,000	90	Mon. – Wed.										Jan 13		
Project	Bay			(5:30 pm – 8:30 pm)										Mar 23		
Management	L													14141 23		
Public Sector	r Man	agemei	nt													
Preparing Cabinet	Kgn	36,000	18	Fri.			Jun				Oct 25					
Submissions		(M)		(9:00 am – 4:30 pm)			7 - 21				- Nov 8					
Making Effective	Kgn	55,000	36	Tue.							Oct 8					
Public Policy		(M)		(9:00 am – 4:30 pm)							- Nov 12					
Supplies and	Inve	ntory M	lana	gement												
Supplies	Kgn	61,500	90	Mon. & Wed.			Jun 17									
Management	6	0 - ,2 0 0		(12:30 pm – 5:30 pm)			-									
Module 1				( )			Aug 14									
Supplies	Kgn	61,500	90	Mon. & Wed.						Sept 2						
Management				(12:30  pm - 5:30  pm)												
Module 2										Nov 4						
Supplies	Kgn	57,500	78	Mon. & Wed.								Nov 18				
Management				(12:30  pm - 5:30  pm)								T - 20				
Module 3												Jan 29				
Supplies	Kgn	56,500	72	Mon. & Wed.											Feb 17	
Management				(12:30  pm - 5:30  pm)											Apr 8	
Module 4	77	25.000	10	TNI .							0.4				Apr o	
Inventory	Kgn	35,000	18	Thur.							Oct 3 - 17					
Management for Administrators		(M)		(9:00 am – 4:30 pm)							3-17					
Inventory	Mdvll	35,000	18	Thur.							Oct					
Management for		(M)		(9:00 am – 4:30 pm)							10 - 24					1
Administrators																
<b>Professional</b>	Deve		it Co													
State Protocol &	Kgn	55,000	24	Tue. & Wed.			Jun 25									
<b>Business Etiquette</b>		(M)		(9:00am - 4:30 pm)			-									1
							Jul 3									1





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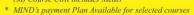


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PROGRAMMES/ COURSES	LOCA -TION	Cost (J\$)	Hrs	Class Days & Time	APR 2019	MAY 2019	JUNE 2019	JULY 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020
Service Skills for Ancillary Workers	Kgn	15,000	16	Tue. & Thur. (1:00 pm – 5:00 pm)	Apr 30 - May 9				Aug 13 - 22							
Service Skills for Ancillary Workers	Mdvll	15,000	16	Tue. & Thur. (1:00 pm – 5:00 pm)				Jul 2 - 11								
	Mo- Bay	15,000	16	Tue. – Wed. (8:00 am – 5:00 pm)				Jul 16 - 17								

					MIND	Mano	leville	Camp	us							
PROGRAMMES/ COURSES	LOCA -TION	Cost (J\$)	Hrs	Class Days & Time	APR 2019	MAY 2019	JUNE 2019	JULY 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020
Administrati	ve Ma	anagen	nent													
Administrative Management: Level 1	Mdvll	64,000	150	Mon. – Thur. (5:30 pm – 8:30 pm)		May 6 - Aug 14										
Minute Writing	Mdvll	15,000	12	Fridays (9:00 am – 4:30 pm)										Jan 31 - Feb 7		
Communicat	ion S	kills														
Public Speaking and Presentation Skills	Mdvll	45,000	30	Wed. & Thur. (5:30 pm – 8:30 pm)			Jun 12 - Jul 11									
Finance and	Acco	unts														
Associate of Science Degree Accounting: Duration: 2 yrs 7 mths	Mdvll	250,000 (Year 1)	990	Thur. (9:00 am – 8:30 pm)										Jan 9 - Dec 17 (Year 1)		







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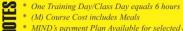


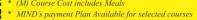




					MIND	Mand	deville	Camp	us							
PROGRAMMES/ COURSES	LOCA -TION	Cost (J\$)	Hrs	Class Days & Time	APR 2019	MAY 2019	JUNE 2019	JULY 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020
Government Accounting: Level 1 – Module 1	Mdvll	35,000	30	Mon. – Fri. (9:00 am – 4:30 pm)		May 6 - 10										
Budget Preparation and Management	Mdvll	35,000 (M)	18	Mon. – Wed (9:00 am – 4:30 pm)				Jul 8 - 10								
Finance for Non- Financial Managers	Mdvll	55,000 (M)	30	Fri. (9:00 am – 4:30 pm)							Oct 4 - Nov 1					
Receivables Management	Mdvll	25,000 (M)	12	Tue. & Wed. (9:00 am – 4:30 pm)											Feb 18 - 19	
<b>General Man</b>	agem	ent														
Supervisory Management	Mdvll	85,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)						Sept 2 - Nov 28						
Post Graduate Diploma General Management	Mdvll	300,000	510	Mon. & Wed. (5:30 pm – 8:30 pm) & Sat. (9:00 am – 4:30 pm)						Sept 4 - Sept 14 2020						
Human Reso	urce	Manag	emer	nt												
Associate of Science Degree Human Resource Management Duration: 2 yrs 7mths	Mdvl	250,000 (Year 1)	990	Mon. & Wed. (5:30 pm – 8:30 pm) & Alternate Sat. (9:00 am – 4:30 pm)										Jan 6 - Dec 18 (Year 1)		
<b>Project Mana</b>	agem	ent														
Fundamentals of Project Management	Mdvll	65,000	90	Sat. (9:00 am – 4:30 pm)					Aug 10 - Nov 16							







\* Course Dates and Costs are subject to change \* MIND reserves the right to withdraw or postpone a schedule programme/course if registration insufficient for a standard class size



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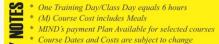


MIND Mandeville Campus																
PROGRAMMES/	LOCA	Cost	Hrs	Class Days &	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
COURSES	-TION	(J\$)		Time	2019	2019	2019	2019	2019	2019	2019	2019	2019	2020	2020	2020
Supplies and Inventory Management																
Inventory	Mdvll	35,000	18	Thur.							Oct					
Management for		(M)		(9:00 am – 4:30 pm)							10 - 24					
Administrators																
Professional Development Course																
Service Skills for Ancillary Workers	Mdvll	15,000	16	Tue. & Thur. (1:00 pm – 5:00 pm)				Jul 2 - 11								

Montego Bay Course Offerings																
COURSES	LOCA -TION	Cost (J\$)	Hrs	Class Days & Time	APR 2019	MAY 2019	JUNE 2019	JULY 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020
Service Skills for Ancillary Workers	Mo- Bay	15,000	16	Tue. – Wed. (8:00 am – 5:00 pm)				Jul 16 - 17								
Fundamentals of Project Management	Mo- Bay	65,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)										Jan 13 - Mar 23		
Supervisory Management	Mo- Bay	85,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)						Sept 2 - Nov 28						

Important Note: Classes in Montego Bay are held at the Electoral Office of Jamaica, Unit 25 Fairview Office Park, Montego Bay, St. James





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