



Scheduled Programmes/Courses

2018 - 2019

MIND Kingston

235A Old Hope Road, Kingston 6, Jamaica W.I.
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MIND Mandeville

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SCHEDULED PROGRAMMES/COURSES APRIL 2018 – MARCH 2019
(MIND KINGSTON / MANDEVILLE CAMPUSES & MONTEGO BAY)

Award Categories

Post Graduate Diplomas | Associate of Science Degrees
Diplomas | Certificates

MIND IS REGISTERED WITH THE UNIVERSITY COUNCIL OF JAMAICA

Vision

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

Mission

To 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:

- Customer-focus
- Integrity
- Professionalism
- Teamwork
- Results-oriented



Products & Services

Kingston Campus 235A Old Hope Road, Kingston 6, Jamaica W.I
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Mandeville Campus 5 Perth Road, Mandeville, Manchester, Jamaica W.I
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Website: www.mind.edu.jm
Email: marketing@mind.edu.jm

ASK ABOUT



KEY NOTES

- * One Training Day/Class Day equals 6 hours
- * (M) Course Cost include 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 scheduled programme/course if registration is insufficient for a standard size class



**SCHEDULED PROGRAMMES/COURSES APRIL 2018 – MARCH 2019
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Award Categories

Certificate

- **Advanced Records Management: Modules 1 – 5****
- **Audit Fundamentals: Modules 1 – 4**
- **Budget Preparation & Management**
- **Effective Corporate Governance**
- **Effective Report Writing**
- **Finance for Non-Financial Managers**
- **Fundamentals of Project Management**
- **Information Technology Audit: Modules 1 - 7**
- **Inventory Management for Administrators**
- **Making Effective Public Policy**
- **Management Analysis Programme (NEW)**
- **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**

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Important Note:	
<ul style="list-style-type: none"> • Entry Requirements: 5 CXCs/GCEs - Grades I – III passes including English Language and Mathematics*. * Participants who do not meet normal matriculation may be provisionally accepted. * Participants who successfully completed MIND Diploma Government Accounting may be considered. 	
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Important Note:	
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Customised Training

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

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Administrative Management																
Administrative Management: Level 1	Kgn	64,000	150	Mon. – Thur. (9:00 am – 4:30 pm)				Jul 2 – Aug 21				Nov 12 – Feb 18			Feb 4 – Mar 25	
	Kgn	64,000	150	Mon. – Thur. (5:30 pm – 8:30 pm)											Feb 25 – Jun 4	
Administrative Management: Level 2	Kgn	83,000	150	Mon. – Thur. (9:00 am – 4:30 pm)		May 7 – Jun 21			Aug 13 – Sept 26							
	Kgn	83,000	150	Mon. – Thur. (5:30 pm – 8:30 pm)										Jan 7 – Apr 8		
Administrative Management: Level 3	Kgn	52,000	96	Mon. – Wed. (9:00 am – 4:30 pm)										Jan 21 – Feb 27		
	Kgn	52,000	96	Mon. – Wed. (5:30 pm – 8:30 pm)						Sept 10 – Nov 27						
Administrative Management: Level 4	Kgn	77,000	90	Mon. – Wed. (9:00 am – 4:30 pm)		May 14 – Jun 19										
	Kgn	77,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)											Feb 4 – Apr 16	
Administrative Management: Level 1	Mdvll	64,000	150	Mon. – Thur. (5:30 pm – 8:30 pm)				NEW DATES TO BE ANNOUNCED								
Secretarial Qualifying Tutorial	Kgn	-	6	Fri. (9:00 am – 4:30 pm)		May 18		Jul 20		Sept 21		Nov 23		Jan 18		Mar 22
Secretarial Qualifying Examination	Kgn	10,000 (cost includes tutorial)	8	Thur. & Fri. (1:00 pm – 4:30 pm)		May 24 - 25		Jul 26 - 27		Sept 27 - 28		Nov 29 - 30		Jan 24 - 25		Mar 28 - 29
Minute Writing	Kgn	15,000	12	Fridays (9:00 am – 4:30 pm)			Jun 8 & 15									

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Minute Writing	Mdvll	15,000	12	Fridays (9:00 am – 4:30 pm)											Feb 1 & 8	
Audit Techniques																
Diploma Auditing Level 1 (Audit Fundamentals) Module 1	Kgn	35,000	30	Mon. – Fri. (9:00 am – 4:30 pm)	Apr 30 - May 4				Aug 20 - 24				Dec 3 - 7			
Diploma Auditing Level 1 (Audit Fundamentals) Module 2	Kgn	45,000	42	Mon. – Fri. (9:00 am – 4:30 pm)						Sept 17 - 25						
Diploma Auditing Level 1 (Audit Fundamentals) Module 3	Kgn	35,000	30	Mon. – Fri. (9:00 am – 4:30 pm)							Oct 1 - 5					
Diploma Auditing Level 1 (Audit Fundamentals) Module 4	Kgn	35,000	30	Mon. – Fri. (9:00 am – 4:30 pm)										NEW DATES TO BE ANNOUNCED		
Diploma Auditing Level 2 (Advanced Auditing) Module 1	Kgn	45,000	30	Mon. – Fri. (9:00 am – 4:30 pm)							Oct 8 - 12					
Diploma Auditing Level 3: Information Technology (IT) Audit Modules 1 – 7	Kgn	77,000	90	Mon. – Fri. (9:00 am – 4:30 pm)										NEW DATES TO BE ANNOUNCED		
Communication Skills																
Public Speaking and Presentation Skills	Kgn	45,000	30	Wed. & Thur. (5:30 pm – 8:30 pm)						Sept 5 - Oct 4						
Public Speaking and Presentation Skills	Mdvll	45,000	30	Wed. & Thur. (5:30 pm – 8:30 pm)										NEW DATES TO BE ANNOUNCED		

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Effective Report Writing	Kgn	52,000	60	Wed. & Fri. (9:00 am – 4:30 pm)											Feb 27 - Mar 29	
Customs Regulation																
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 8 - Jan 11, 2020		
Finance and Accounts																
Associate of Science Degree Accounting: Duration: 2 yrs 7 mths	Kgn	250,000 (Year 1)	990	Thur. (9:00 am – 8:30 pm)										Jan 3 - Dec 19 (Year 1)		
Government Accounting: Level 1 – Module 1	Mdvll	35,000	30	Mon. – Fri. (9:00 am – 4:30 pm)		May 7 - 11										
Government Accounting: Level 1 – Module 1	Kgn	35,000	30	Mon. – Fri. (9:00 am – 4:30 pm)			Jun 11 - 15			Sept 24 - 28				Jan 7 - 11		Mar 11 - 15
Government Accounting: Level 1 – Module 2	Kgn	38,500	30	Mon. – Fri. (9:00 am – 4:30 pm)		May 14 - 18				Sept 10 - 14				Jan 21 - 25		Mar 18 - 22
Government Accounting: Level 1 – Module 3	Kgn	38,500	30	Mon. – Fri. (9:00 am – 4:30 pm)								Nov 12 - 16			Feb. 18 - 22	
Government Accounting: Level 1 – Module 4	Kgn	42,350	30	Mon. – Fri. (9:00 am – 4:30 pm)				Jul 2 - 6							Feb 4 - 8	
Government Accounting: Level 1 – Module 5	Kgn	49,000	30	Mon. – Mon. (9:00 am – 4:30 pm)			Jun. 4 - 11								Feb 25 - Mar 4	
Government Accounting: Level 2 – Module 1	Kgn	36,500	30	Mon. – Fri. (9:00 am – 4:30 pm)				Jul 16 - 20						NEW DATES TO BE ANNOUNCED		

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Government Accounting: Level 2 – Module 2	Kgn	40,000	30	Mon. – Fri. (9:00 am – 4:30 pm)							Oct 1 - 5				Feb 4 - 8	
Government Accounting: Level 2 – Module 3	Kgn	45,000	30	Mon. – Fri. (9:00 am – 4:30 pm)			Jun 25 - 29							Jan 14 - 18		
Government Accounting: Level 2 – Module 4	Kgn	45,000	30	Mon. – Fri. (9:00 am – 4:30 pm)						Sept 17 - 21				Jan 7 - 11		
Government Accounting: Level 2 – Module 5	Kgn	50,000	30	Mon. – Mon. (9:00 am – 4:30 pm)				Jul 9 - 16								Mar 11 - 18
Government Accounting: Level 3	Kgn	50,000	30	Mon. – Fri. (9:00 am – 4:30 pm)						Sept 10 - 14					Feb. 18 – 22	
Budget Preparation and Management	Kgn	35,000 (M)	18	Mon. – Wed (9:00 am – 4:30 pm)				Jul 9 – 11								
Budget Preparation and Management	Mdvll	35,000 (M)	18	Mon. – Wed (9:00 am – 4:30 pm)				Jul 16 - 18								
Finance for Non- Financial Managers	Kgn	55,000 (M)	30	Fri. (9:00 am – 4:30 pm)											Feb 1 - Mar 1	
Finance for Non- Financial Managers	Mdvll	55,000 (M)	30	Fri. (9:00 am – 4:30 pm)							Oct 5 - Nov 2					
Receivables Management	Kgn	25,000 (M)	12	Tue. & Wed. (9:00 am – 4:30 pm)										Jan 15 - 16		
Receivables Management	Mdvll	25,000 (M)	12	Tue. & Wed. (9:00 am – 4:30 pm)											Feb 19 - 20	
General Management																
Management Analysis Programme	Kgn	To be announced	426	Mon. – Fri. (9:00 am – 4:00 pm)										Jan 4 - Aug 30 2019		
Strategic & Corporate Planning	Kgn	55,000 (M)	36	Tue. & Fri. (9:00 am – 4:30 pm)			Jun 19 - Jul 6			Sept 11 - 28						

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Supervisory Management	Kgn	85,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)			Jun 11 - Sept 6								Feb 4 - May 7	
Supervisory Management	Kgn	85,000	114	Mon. & Wed. (9:00 am – 4:30 pm)		May 28 - Aug 8				Sept 17 - Nov 28						
Supervisory Management	Mdvl	85,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)							NEW DATES TO BE ANNOUNCED					
Supervisory Management	Mo- Bay	85,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)											Feb 25 - May 27	
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 3 - Sept 11 2019						
Post Graduate Diploma General Management	Mdvl	300,000	510	Mon. & Wed. (5:30 pm – 8:30 pm) & Sat. (9:00 am – 4:30 pm)							NEW DATES TO BE ANNOUNCED					
Governance																
Effective Corporate Governance	Kgn	35,000 (M)	12	Fri. (9:00 am – 4:30 pm)								Nov 30 & Dec 7				
Human Resource Management																
Associate of Science Degree Human Resource Management Duration: 2 yrs 7mths	Kgn	250,000 (Year 1)	990	Tue. & Thur. (5:30 pm – 8:30 pm) & Alternate Sat. (9:00 am – 4:30 pm)											Jan 3 - Dec 19 (Year 1)	
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 7 - Dec 18 (Year 1)	
Post Graduate Diploma Human Resource Management	Kgn	270,000	453	Mon. & Wed. (5:30 pm – 8:30 pm) & Alternate Sat. (9:00 am – 4:30 pm)						Sept 3 - Oct 16 2019						

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Training Needs Analysis	Kgn	23,000 (M)	12	Tue. & Fri. (9:00 am – 4:30 pm)							Oct 2 & 5					
Train the Trainer	Kgn	70,000 (M)	51	Tue. & Fri. (9:00 am – 4:30 pm)							Oct 2 - 30					
Training Impact Evaluation	Kgn	14,000 (M)	6	Tue. (9:00 am – 4:30 pm)							Oct 9					
Industrial Relations																
Professional Certificate in Industrial Relations	Kgn	80,000	120	Mon. & Wed. (5:30 pm – 8:30 pm)						Sept 3 - Feb 20 2019				Jan 14 - Jun 12		
Professional Certificate in Industrial Relations	Mdvll	80,000	120	Mon. & Wed. (5:30 pm – 8:30 pm)												Mar 4 - Jul 24
	St. Ann	80,000	120	Mon. & Wed. (5:30 pm – 8:30 pm)							NEW DATES TO BE ANNOUNCED					
Project Management																
Fundamentals of Project Management	Kgn	65,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)				Jul 2 - Sept 11								
Fundamentals of Project Management	Mdvll	65,000	90	Sat. (9:00 am – 4:30 pm)							NEW DATES TO BE ANNOUNCED					
Fundamentals of Project Management	Mo-Bay	65,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)										Jan 14 - Mar 26		
Public Sector Management																
Preparing Cabinet Submissions	Kgn	36,000 (M)	18	Fri. (9:00 am – 4:30 pm)				Jul 27 - Aug 10			NEW DATES TO BE ANNOUNCED					
Making Effective Public Policy	Kgn	55,000 (M)	36	Tue. (9:00 am – 4:30 pm)							Oct 9 - Nov 13					

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Supplies and Inventory Management																
Supplies Management Module 1	Kgn	61,500	90	Mon. & Wed. (12:30 pm – 5:30 pm)			Jun 11 - Aug 15									
Supplies Management Module 2	Kgn	61,500	90	Mon. & Wed. (12:30 pm – 5:30 pm)						Sept 3 - Nov 5						
Supplies Management Module 3	Kgn	57,500	78	Mon. & Wed. (12:30 pm – 5:30 pm)								Nov 26 - Feb 18				
Supplies Management Module 4	Kgn	56,500	72	Mon. & Wed. (12:30 pm – 5:30 pm)											Feb 18 - Apr 10	
Inventory Management for Administrators	Kgn	35,000 (M)	18	Thur. (9:00 am – 4:30 pm)								Nov 29 - Dec 13				
Inventory Management for Administrators	Mdvll	35,000 (M)	18	Thur. (9:00 am – 4:30 pm)								Nov 29 - Dec 13				
Professional Development Courses																
State Protocol & Business Etiquette	Kgn	55,000 (M)	24	Tue. & Wed. (9:00am – 4:30 pm)						Sept 4 - 26						
Service Skills for Ancillary Workers	Kgn	15,000	16	Tue. & Thur. (1:00 pm – 5:00 pm)			Jun 26 - Jul 5					NEW DATES TO BE ANNOUNCED				
Service Skills for Ancillary Workers	Mdvll	15,000	16	Tue. & Thur. (1:00 pm – 5:00 pm)				Jul 3 – 12 Or 17 - 26								
	Mo-Bay	15,000	16	Tue. – Wed. (8:00 am – 5:00 pm)							NEW DATES TO BE ANNOUNCED					

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**SCHEDULED PROGRAMMES/COURSES APRIL 2018 – MARCH 2019
(MIND KINGSTON / MANDEVILLE CAMPUSES & MONTEGO BAY)**

MIND Mandeville Campus																	
PROGRAMMES/ COURSES	LOCA- TION	Cost (J\$)	Hrs	Class Days & Time	APR 2018	MAY 2018	JUNE 2018	JULY 2018	AUG 2018	SEPT 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	
Administrative Management																	
Administrative Management: Level 1	Mdvll	64,000	150	Mon. – Thur. (5:30 pm – 8:30 pm)													
Minute Writing	Mdvll	15,000	12	Fridays (9:00 am – 4:30 pm)													Feb 1 & 8
Communication Skills																	
Public Speaking and Presentation Skills	Mdvll	45,000	30	Wed. & Thur. (5:30 pm – 8:30 pm)													
Finance and Accounts																	
Government Accounting: Level 1 – Module 1	Mdvll	35,000	30	Mon. – Fri. (9:00 am – 4:30 pm)		May 7 - 11											
Budget Preparation and Management	Mdvll	35,000 (M)	18	Mon. – Wed (9:00 am – 4:30 pm)				Jul 16 - 18									
Finance for Non-Financial Managers	Mdvll	55,000 (M)	30	Fri. (9:00 am – 4:30 pm)							Oct 5 - Nov 2						
Receivables Management	Mdvll	25,000 (M)	12	Tue. & Wed. (9:00 am – 4:30 pm)													Feb 19 - 20
General Management																	
Supervisory Management	Mdvll	85,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)													
Post Graduate Diploma General Management	Mdvll	300,000	510	Mon. & Wed. (5:30 pm – 8:30 pm) & Sat. (9:00 am – 4:30 pm)													
Industrial Relations																	
Professional Certificate in Industrial Relations	Mdvll	80,000	120	Mon. & Wed. (5:30 pm – 8:30 pm)													
																	Mar 4 - Jul 24

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Mandeville Campus 5 Perth Road, Mandeville, Manchester, Jamaica W.I
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Website: www.mind.edu.jm
Email: marketing@mind.edu.jm

ASK ABOUT



KEY NOTES

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MIND Mandeville Campus																
PROGRAMMES/ COURSES	LOCA- TION	Cost (J\$)	Hrs	Class Days & Time	APR 2018	MAY 2018	JUNE 2018	JULY 2018	AUG 2018	SEPT 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019
Project Management																
Fundamentals of Project Management	Mdvll	65,000	90	Sat. (9:00 am – 4:30 pm)										NEW DATES TO BE ANNOUNCED		
Supplies and Inventory Management																
Inventory Management for Administrators	Mdvll	35,000 (M)	18	Thur. (9:00 am – 4:30 pm)								Nov 29 - Dec 13				
Professional Development Course																
Service Skills for Ancillary Workers	Mdvll	15,000	16	Tue. & Thur. (1:00 pm – 5:00 pm)				Jul 3 – 12 Or 17 - 26								

Montego Bay Course Offerings																
COURSES	LOCA- TION	Cost (J\$)	Hrs	Class Days & Time	APR 2018	MAY 2018	JUNE 2018	JULY 2018	AUG 2018	SEPT 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019
Supervisory Management	Mo- Bay	85,000	114	Mon., Tue. & Thur. (5:30 pm – 8:30 pm)											Feb 25 - May 27	
Fundamentals of Project Management	Mo- Bay	65,000	90	Mon. – Wed. (5:30 pm – 8:30 pm)										Jan 14 - Mar 26		
Service Skills for Ancillary Workers	Mo- Bay	15,000	16	Tue. – Wed. (8:00 am – 5:00 pm)										NEW DATES TO BE ANNOUNCED		
Government Accounting Level 1 Module 1	Mo- Bay	\$35,000	30	Mon. – Fri. (9:00 am – 4:30 pm)										NEW DATES TO BE ANNOUNCED		

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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