

LIBERIA INSTITUTE OF PUBLIC ADMINISTRATION (LIPA): 2014 TRAINING INFORMATION

S/N	Course	Fee (U\$)	Weeks	Hrs	Day	Time	Period: Dates on Offer (March 10 - December 19, 2014)			
							Term One	Term Two	Term Three	Term Four
<u>LONG-TERM PROFESSIONAL DEVELOPMENT CERTIFICATE COURSES – SECTION ONE: (10:00AM – 4:30 PM)</u>										
<i>NOTE:</i>										
<i>Classes for Section One of the Long-Term Certificate Courses have been exclusively scheduled for nominees from all GOL MACs (i.e. Ministries, Agencies and Commissions). Classes for these personnel, accordingly, will be run from 10:00AM to 4:30PM as reflected in the schedule below.</i>										
1.	Internal Audit & Control	300	8 wks	48 hrs	MW	10:00-01:00	Mar 24-May 23	Jun 9 - Aug 1	Aug 18 – Oct 10	Oct 27 – Dec 19
2.	Project Planning & Management	300	8 wks	48 hrs	MW	01:30-04:30	Mar 24-May 23	Jun 9 - Aug 1	Aug 18 – Oct 10	Oct 27 – Dec 19
3.	Procurement Management	300	8 wks	48 hrs	TTH	01:30-04:30	Mar 24-May 23	Jun 9 - Aug 1	Aug 18 – Oct 10	Oct 27 – Dec 19
4.	Monitoring & Evaluation	300	8 wks	48 hrs	TTH	10:00-01:30	Mar 24-May 23	Jun 9 - Aug 1	Aug 18 – Oct 10	Oct 27 – Dec 19
5.	Gender Mainstreaming	300	8 wks	48 hrs	MW	10:00-01:00	Mar 24-May 23	Jun 9 - Aug 1	Aug 18 – Oct 10	Oct 27 – Dec 19
6.	Human Resource Management	300	8 wks	48 hrs	MW	01:30-04:30	Mar 24-May 23	Jun 9 - Aug 1	Aug 18 – Oct 10	Oct 27 – Dec 19
7.	Public Policy Analysis	300	8 wks	48 hrs	TTH	10:00-01:00	Mar 24-May 23	Jun 9 - Aug 1	Aug 18 – Oct 10	Oct 27 – Dec 19
8.	Strategic Management	300	8 wks	48 hrs	TTH	01:30-04:30	Mar 24-May 23	Jun 9 - Aug 1	Aug 18 – Oct 10	Oct 27 – Dec 19
9.	Women in Management	300	8 wks	48 hrs	MW	10:00-01:00	Mar 24-May 23	Jun 9 - Aug 1	Aug 18 – Oct 10	Oct 27 – Dec 19
10.	Office Administration	300	8 wks	48 hrs	MW	01:30-04:30	Mar 24-May 23	Jun 9 - Aug 1	Aug 18 – Oct 10	Oct 27 – Dec 19
11.	Public Financial Management: <i>Level I</i>	300	8 wks	48 hrs	TTH	10:00-01:30	Mar 24-May 23	Jun 9 - Aug 1	Aug 18 – Oct 10	Oct 27 – Dec 19

12.	Banking & Finance: <i>Level 1</i>	300	8 wks	48 hrs	MW	05:00-08:00	Mar 24-May 23	Jun 9 - Aug 1	Aug 18 – Oct 10	Oct 27 – Dec 19
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LONG-TERM PROFESSIONAL DEVELOPMENT CERTIFICATE COURSES – SECTION 2: (05:00PM – 08:00PM)

NOTE:

Classes for Section Two of the Long Term Certificate Courses have been created to accommodate private candidates who are non-GOL nominees.

1.	Internal Audit & Control	300	8 wks	48 hrs	MW	05:00-08:00	Mar. 24-May 23	Jun 9 - Aug 1	Aug 18 – Oct 10	Oct 27 – Dec 19
2.	Project Planning & Management	300	8 wks	48 hrs	TTH	05:00-08:00	Mar. 24-May 23	Jun 9 - Aug 1	Aug 18 – Oct 10	Oct 27 – Dec 19
3.	Procurement Management	300	8 wks	48 hrs	MW	05:00-08:00	Mar. 24-May 23	Jun 9 - Aug 1	Aug 18 – Oct 10	Oct 27 – Dec 19
4.	Monitoring & Evaluation	300	8 wks	48 hrs	TTH	05:00-08:00	Mar. 24-May 23	Jun 9 - Aug 1	Aug 18 – Oct 10	Oct 27 – Dec 19

LONG-TERM ADVANCE PROFESSIONAL DEVELOPMENT DIPLOMA COURSES (05:00PM – 08:00PM)

1.	Procurement Management: <i>(Advance)</i>	500	16 wks	96 hrs	MW	05:00-08:00	Mar. 24 – Jun 20	Aug 18 - Dec 5	<u>NOTE:</u>	
2.	Human Resource Management: <i>(Advance)</i>	500	16 wks	96 hrs	MW	05:00-08:00	Mar. 24 – Jun 20	Aug 18 - Dec 5	<i>The diploma courses are higher level advance courses. To be admitted into any one of the five diploma courses, a candidate must have completed the required certificate course.</i>	
	Monitoring & Evaluation: <i>(Advance)</i>	500	16 wks	96 hrs	TTH	05:00-08:00	Mar. 24 – Jun 20	Aug 18 - Dec 5		
3.	Public Financial Management: <i>(Advance)</i>	500	16 wks	96 hrs	TTH	05:00-08:00			FREE	Aug 18 - Dec 5
5.	Banking & Finance: <i>(Advance)</i>	500	16 wks	96 hrs		Fri: 5-8PM; Sat: 2-5PM			FREE	Aug 18 - Dec 5

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SHORT-TERM COMPETENCY COURSES: (10:00AM – 01:00PM)

NOTE:

The Short-Term Competency Courses are immediate hands-on training courses specifically designed for persons who are already in the required work category and wish to advance upon their skills. Accordingly, the Institute provides quick impact ready-made solutions to the needs of clients.

1.	Procurement Contract	100	1wk	15 hrs	M-F	10:00-01:00	Mar 10 - 14	May 26 - 30	Aug. 4 – 8	Oct 13 - 17
2.	Report Writing	100	1wk	15 hrs	M-F	10:00-01:00	Mar 10 - 14	May 26 - 30	Aug. 4 – 8	Oct 13 - 17
3.	Records Management	100	1wk	15 hrs	M-F	10:00-01:00	Mar 10 - 14	May 26 - 30	Aug. 4 – 8	Oct 13 - 17
4.	Work Planning	100	1wk	15 hrs	M-F	10:00-01:00	Mar 10 - 14	May 26 - 30	Aug. 4 – 8	Oct 13 - 17
5.	Bid Preparation & Evaluation	100	1wk	15 hrs	M-F	10:00-01:00	Mar 17 - 21	Jun 2 - 6	Aug. 11 - 15	Oct 20 - 24
6.	Compensation & Wage Administration	100	1wk	15 hrs	M-F	10:00-01:00	Mar 17 - 21	Jun 2 - 6	Aug. 11 - 15	Oct 20 - 24
7.	Performance Management	100	1wk	15 hrs	M-F	10:00-01:00	Mar 17 - 21	Jun 2 - 6	Aug. 11 - 15	Oct 20 - 24
8.	Public Financial Management Law	100	1wk	15 hrs	M-F	10:00-01:00	Mar 17 - 21	Jun 2 - 6	Aug. 11 - 15	Oct 20 - 24

LONG-TERM PROFESSIONAL CERTIFICATION COURSES: (05:30PM – 08:30PM)

S/N	Course	Level	Duration	Day	Time	Period Offered: January – November, 2014		
						Term One	Term Two	
INSTITUTE OF CHARTTERED ACCOUNTANTS GHANA (ICAG) PROFESSIONAL EXAMS COURSE FOR LEVELS 3 & 4								
1.	ICAG Professional Exams Course	Level 3	10 months	Mon – Sat	05:30-08:30	Jan – Nov, 2014		
2.	ICAG Professional Exams Course	Level 4	10 months	Mon – Sat	05:30-08:30	Jan – Nov, 2014		
ACCOUNTING TECHNICAL SCHEME OF WEST AFRICA (ATSWA) COURSE FOR LEVELS 1, 2, & 3								
1.	ATSWA Course: Accounting Technician Scheme of West Africa	Level 1	2 months	Mon - Sat	05:30-08:30	Jan – Mar, 2014	May – Sept, 2014	
2.	ATSWA Course: Accounting Technician Scheme of West Africa	Level 2	2 months	Mon - Sat	05:30-08:30	Jan – Mar, 2014	May – Sept, 2014	
3.	ATSWA Course: Accounting Technician	Level 3	2 months	Mon -	05:30-08:30	Jan – Mar,	May – Sept,	

Scheme of West Africa		Sat	2014	2014	
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NOTE:
In addition to the various levels of regular courses on schedule, the Institute offers tailor-made training courses at the request of clients to address specific institutional needs.