



KELILAH
GLOBAL INSTITUTE

2024



Kelilah Global Institute



Training Calendar

2024



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1.0 INFORMATION TECHNOLOGY

CODE	COURSE	DURATION
KGI 100	Data Base Management Techniques	1 /2Weeks
KGI 102	Ethical hacking and digital forensic investigation	1/2 Weeks
KGI 103	Management Information System and Data Management	1/2 Weeks
KGI 104	Network Security Administration and Management	1/2 Weeks
KGI 105	Website Development and Management	1/2Weeks
KGI 106	Advanced IT Risk, Security Management and Security Crime	1/2 Weeks
KGI 107	Electronic Records Management	1/2 Weeks
KGI 108	Disaster Recovery Planning	1/2 Weeks
KGI 109	Oracle Database Admin and Programming	1/2 Weeks
KGI 110	Law of Data Security and Investigation	1/2 Weeks
KGI 111	Advanced Records Management and Archival System	1/2 Weeks
KGI 112	Microsoft Advanced Excel	1/2 Weeks
KGI 113	IT Project Management	1/2 Weeks
KGI 114	Computer and Network Security	1/2 Weeks

2.0 ENERGY AND SUSTAINABLE DEVELOPMENT (EASD): SOUTH AFRICA

CODE	COURSE	DURATION
KGI 120	Energy Economics Efficiency in Industries	1/2 Weeks
KGI 121	Energy Planning and Management	1/2 Weeks
KGI 122	Energy Project Planning and Evaluation	1/2 Weeks
KGI 123	Environmental Impact Assessment of Energy Projects	1/2 Weeks
KGI 124	Financial Management of Energy Project	1/2 Weeks
KGI 125	Monitoring and Evaluation of Energy Projects	1/2 Weeks
KGI 126	Planning and Management of Energy Resources	1/2 Weeks
KGI 126	Planning, Monitoring & Evaluation of Energy Projects	1/2 Weeks
KGI 127	Strategic Procurement Management in the Energy Sector	1/2 Weeks
KGI 128	Power System Simulation for Engineers	1/2 Weeks

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3.0 HUMAN RESOURCES AND ORGANISATION DEVELOPMENT (HROD): SOUTH AFRICA

CODE	COURSE	DURATION
KGI 130	Advanced Trainers Skills Development for Trainers	1/2 Weeks
KGI 131	Building Self Esteem and Assertiveness Skills	1/2 Weeks
KGI 132	Crisis Management	1/2 Weeks
KGI 133	Good Governance and Leadership	1/2 Weeks
KGI 134	Employee Welfare Management	1/2 Weeks
KGI 135	HR Management and Law	1/2 Weeks
KGI 136	HR Policy Development and Implementation	1/2 Weeks
KGI 137	Human Resources Management and Development	1/2 Weeks
KGI 138	Introductory Human Resources Management and Performance Evaluation	1/2 Weeks
KGI 139	Labor Relations in the Public Sector	1/2 Weeks
KGI 140	Leadership Skills for Supervisors – Communications, Coaching and Conflict	1/2 Weeks
KGI 141	Managing the Training Function	1/2 Weeks
KGI 142	Meditation, Grievance Handling and Conflict Management	1/2 Weeks
KGI 143	Organizational Change and Development	1/2 Weeks
KGI 144	Performance Appraisal Techniques for PA's	1/2 Weeks
KGI 145	Performance Based Human Resources Management	1/2 Weeks
KGI 146	Performance Management and Evaluation	1/2 Weeks
KGI 147	Staff Performance, Appraisal and Evaluation Technique	1/2 Weeks
KGI 148	Strategic Planning for Managers	1/2 Weeks
KGI 149	Supervisory Skills Training	1/2 Weeks
KGI 150	Training Needs Analysis and Staff Development	1/2 Weeks
KGI 151	Training of Trainers	1/2 Weeks
KGI 152	Payroll Management, Remuneration and Taxes	1/2 Weeks
KGI 153	Conflict Management	1/2 Weeks
KGI 154	Leadership and Skills development	1/2 Weeks
KGI 155	Counseling, Skills for HR Professionals	1/2 Weeks
KGI 156	Industrial Relations	1/2 Weeks
KGI 157	Competence Based Recruitment	1/2 Weeks
KGI 158	Organizational Behavior	1/2 Weeks

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4.0 LOGISTICS, PURCHASING AND SUPPLY CHAIN MANAGEMENT (LPSM) SOUTH AFRICA

CODE	COURSE	Duration
KGI 200	Advanced Logistics and Supply Chain Management	1/2 Weeks
KGI 201	Effective Purchasing, Tendering Supply Selection	1/2 Weeks
KGI 202	Evaluating, Rating and Selecting Suppliers	1/2 Weeks
KGI 203	Fleet and Transport Management	1/2 Weeks
KGI 204	Logistics and Facility Management	1/2 Weeks
KGI 205	Managing the Contracts & Supplier Relationships	1/2 Weeks
KGI 206	Procurement Management	1/2 Weeks
KGI 207	Public Procurement, Supply Chain and Contract Management	1/2 Weeks
KGI 208	Purchasing & Supply Management	1/2 Weeks
KGI 209	Strategic Logistics: Planning and Management	1/2 Weeks
KGI 210	Warehouse and Retails Logistics	1/2 Weeks
KGI 211	Warehouse Operations and Management	1/2 Weeks
KGI 212	Advanced Technology in Transportation, Logistics and Supply Chain Management	1/2 Weeks
KGI 213	Logistics During Emergencies	1/2 Weeks
KGI 214	Procurement and Contract Management	1/2 Weeks
KGI 215	Tendering for public Procurement	1/2 Weeks
KGI 216	Good, Works& Equipment Procurement and c	1/2 Weeks
KGI 217	Advanced Procurement of Goods and Works and Selection of Consultant	1/2 Weeks

5.0 FINANCE AND FINANCIAL MANAGEMENT (FAFM) SOUTH AFRICA

CODE	COURSES	DURATION
KGI 301	Accounting Skills for the New Supervisor	1/2 Weeks
KGI 302	Activity Based Budgeting	1/2 Weeks
	Advanced Accounting and Auditing for public Sector Organization	1/2 Weeks
KGI 303	Advanced Business Financial Analysis	1/2 Weeks
KGI 304	Budgetary Control in Project Control Management	1/2 Weeks
KGI 305	Cash Management	1/2 Weeks
KGI 306	Evaluating Financial Performance	1/2 Weeks
KGI 307	Finance and Budgeting for Non-Finance Managers	1/2 Weeks
KGI 308	Financial Analysis	1/2 Weeks

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KGI 309	Financial Management and Auditing of Donor Funded Projects	1/2 Weeks
KGI 310	Financial Management and Budgetary Control	1/2 Weeks
KGI 311	Financial Management for Managers	1/2 Weeks
KGI 312	Financial Management for NGOs	1/2 Weeks
KGI 313	Financial Risk Management	1/2 Weeks
KGI 314	Forensic Auditing and Investigation	1/2 Weeks
KGI 315	Internal Audit	1/2 Weeks
KGI 316	International Financial Reporting Standards (IFRS)	1/2 Weeks
KGI 317	Managing Cash Flow	1/2 Weeks
KGI 318	Modern Accounting Techniques for Accountants and Auditors	1/2 Weeks
KGI 319	Performance Based Budgeting	1/2 Weeks
KGI 320	Public Sector Financial Management and Control	1/2 Weeks
KGI 321	Revenue Collection Management	1/2 Weeks
KGI 322	Strategic Financial Management	1/2 Weeks
KGI 323	International Public-Sector Accounting Standards (IPSAS)	1/2 Weeks
KGI 324	Fraud and Corruption: Organizational Transparency and Accountability	1/2 Weeks
KGI 325	Financial Control and Accountability in the Public Sector	1/2 Weeks
KGI 326	Public Sector Budgeting, Accounting and Internal Auditing	1/2 Weeks
KGI 327	Asset Management	1/2 Weeks
KGI 328	Accounts Payable, Planning, Organizing and Achieving Best Practice	1/2 Weeks
KGI 329	Financial Accounting for PA's	1/2 Weeks
KGI 330	IT Auditing for Non-IT Auditors (Basics of IT Auditing)	1/2 Weeks

6.0 HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT (HSEM) SOUTH AFRICA

CODE	COURSES	DURATION
KGI 400	Climate change Adaption in Development	1/2 Weeks
KG I401	Climate Change and Policy Design	1/2 Weeks
KGI 402	Community Health Project Planning and Management	1/2 Weeks
KGI 403	Community Health Promotion for Trainers	1/2 Weeks
KGI 404	Community Management for Sustainable Water Supply	1/2 Weeks
KGI 405	Community Water and Sanitation	1/2 Weeks
KGI 406	Dietary Management and Treatments for HIV/AIDS	1/2 Weeks
KGI 407	Health Policy and Formulation	1/2 Weeks

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KGI 408	Emergency Water Supply and Environmental Sanitation	1/2 Weeks
KGI 409	Environment Impact Assessment Management	1/2 Weeks
KGI 410	Environment Impact Assessment and Land Reclamation	1/2 Weeks
KGI 411	Environment Impact Assessment for Sustainable Development	1/2 Weeks
KGI 412	Environmental Planning for Sustainable Development	1/2 Weeks
KGI 413	Managing Occupational Health and Safety	1/2 Weeks
KGI 414	Natural Resource Development and Environment Protection	1/2 Weeks
KGI 415	Nutrition and HIV Management	1/2 Weeks
KGI 416	Pest Control in Food Processing Plants	1/2 Weeks
KGI 417	Safety in the Workplace	1/2 Weeks
KGI 418	Sustainable Rural Water Supply and Sanitation	1/2 Weeks
KGI 419	Waste Management	1/2 Weeks
KGI 420	Housekeeping, Safe Handling of Chemical & Storage	1/2 Weeks
KGI 421	Wildlife conservation	1/2 Weeks
KGI 422	Strategic Environmental Assessment	1/2 Weeks
KGI 423	Environmental Impact Assessment	1/2 Weeks
KGI 424	Environmental Economics and Valuation Techniques	1/2 Weeks
KGI 425	Safety Training for Managers and Supervisors	

7.0 MARKETING AND BUSINESS MANAGEMENT (MABM): SOUTH AFRICA

CODE	COURSE	DURATION
KGI 500	Building Relationships for Success in Sales	1/2 Weeks
KGI 501	Business Leadership – Becoming Management Material	1/2 Weeks
KGI 502	Customer Relationship Management	1/2 Weeks
KGI 503	Customer Care and Public Relations	1/2 Weeks
KGI 504	Public Relations Management	1/2 Weeks
KGI 505	Strategic Marketing Communications and Business Development	1/2 Weeks
KGI 506	Strategic Tourism Marketing	1/2 Weeks
KGI 507	Management of Public Relations & Customer Care	1/2 Weeks
KGI 508	Public Management and Corporate Governance	1/2 Weeks
KGI 509	Markets, Innovations and Opportunity	1/2 Weeks
KGI 510	Leadership Innovation and Change Management	1/2 Weeks
KGI 511	Management Advanced Program	1/2 Weeks
KGI 512	Strategic Management Skills for Senior Executives	1/2 Weeks

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KGI 513	Strategic Planning	1/2 Weeks
KGI 514	Raising the game into Management	1/2 Weeks
KGI 515	Time Management	1/2 Weeks
KGI 516	Leadership and integrity in the public sector	1/2 Weeks
KGI 517	Organization Management	1/2 Weeks
KGI 518	Basic Internet Marketing	1/2 Weeks

8.0 LAND, AGRICULTURE AND FOOD SECURITY (LAFS) SOUTH AFRICA

CODE	COURSES	DURATION
KGI 600	Agricultural Extension, Innovation and Training	1/2 Weeks
KGI 601	Agricultural Policy Formulation and Analysis	1/2 Weeks
KGI 602	Agricultural Policy in Africa	1/2 Weeks
KGI 603	Agricultural Project Planning and Implementation Management	1/2 Weeks
KGI 604	Agricultural Projects Monitoring and Evaluation	1/2 Weeks
KGI 605	Agricultural Development and Food Security	1/2 Weeks
KGI 606	Agricultural Marketing and International Trade	1/2 Weeks
KGI 607	Agricultural Production and Trade	1/2 Weeks
KGI 608	Agricultural Project Planning & Management	1/2 Weeks
KGI 609	Analysis & Planning of Investment Projects in the Agriculture	1/2 Weeks
KGI 610	Commodity Chains and Globalization	1/2 Weeks
KGI 611	Commodity –Based Export Diversification and Competition	1/2 Weeks
KGI 612	Community Food Security and Agriculture Development	1/2 Weeks
KGI 613	Community Sustainable Livelihood and Food Security Management	1/2 Weeks
KGI 614	Competitive Strategies Through Participatory Processes	1/2 Weeks
KGI 615	Concept and Tools for Agriculture Development	1/2 Weeks
KGI 616	Data Collection & Analysis in Agriculture Sector	1/2 Weeks
KGI 617	Developing Value Chain Pilot Project Plans	1/2 Weeks
KGI 618	Development of Indicators for Sustainable Agriculture	1/2 Weeks
KGI 619	Eco-farming Practices for Small Holding	1/2 Weeks
KGI 620	Environmental Impact Assessment of Agriculture Projects	1/2 Weeks
KGI 621	Environmental Monitoring in the Agriculture Sector	1/2 Weeks
KGI 622	Farming Planning Management	1/2 Weeks
KGI 623	Field Crop Production for Sustainable Agriculture	1/2 Weeks
KGI 624	Financing of Agricultural Projects	1/2 Weeks

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KGI 625	Food Insecurity and Vulnerability Information and Map	1/2 Weeks
KGI 626	Food Security and Land Rights	1/2 Weeks
KGI 627	Land Policy Formulation, Implementation and Monitoring	1/2 Weeks
KGI 628	Land Tenure and Policy and Policy Issues in Land use Planning	1/2 Weeks
KGI 629	Mapping Agricultural Value Chain	1/2 Weeks
KGI 630	Planning, Monitoring & Evaluation of Agricultural Projects	1/2 Weeks
KGI 631	Governance in Global Value Chain	1/2 Weeks
KGI 632	High Value Agriculture Products for Smallholders Marketing	1/2 Weeks
KGI 633	Land Conflict Resolution	1/2 Weeks

9.0 MICRO FINANCE ENTERPRICE DEVELOPMENT (MAED): SOUTH AFRICA

CODE	COURSE	DURATION
KGI 700	Basic Entrepreneurial and Business Management Skills	1/2 Weeks
KGI 701	Business Planning for Microfinance	1/2 Weeks
KGI 702	Business, Credit Appraisal and Entrepreneurship Development	1/2 Weeks
KGI 703	Financial Analysis for Microfinance Institutions	1/2 Weeks
KGI 704	Microfinance Training of Trainers	1/2 Weeks
KGI 705	Operational risk Management for Microfinance Institutions	1/2 Weeks
KGI 706	Sustainable Enterprise Development and Management	1/2 Weeks
KGI 707	Financial Control and Accountability	1/2 Weeks
KGI 708	Management Reporting for Accountants	1/2 Weeks
KGI 709	Micro Insurance	1/2 Weeks

10.0 PROJECT AND CONTRACT MANAGEMENT (PACM): SOUTH AFRICA

CODE	COURSES	DURATION
KGI 800	Effective Planning and Scheduling	1/2 Weeks
KGI 801	Negotiation Skills on Energy Projects and Supervision	1/2 Weeks
KGI 802	Participatory Project Planning and Management	1/2 Weeks
KGI 803	Private Public Partnerships for Development Projects	1/2 Weeks
KGI 804	Project Design Planning and Management	1/2 Weeks
KGI 805	Project Design Proposal Writing and Fund Raising	1/2 Weeks
KGI 806	Project Finance Analysis	1/2 Weeks
KGI 807	Project Planning, Monitoring and Evaluation	1/2 Weeks

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KGI 808	Project Management	1/2 Weeks
KGI 809	Project Management for PAs, Secretaries and Administrators	1/2 Weeks
KGI 810	Project Management Skills for Non- Project Managers	1/2 Weeks
KGI 811	Project Planning and Management of NGO projects	1/2 Weeks
KGI 812	Results Based Monitoring and Evaluation of Development Projects	1/2 Weeks
KGI 813	Strategic Financial Management of NGO projects	1/2 Weeks
KGI 814	Sustainable Development Projects in Rural Communities	1/2 Weeks
KGI 815	Project Management for Engineers	1/2 Weeks
KGI 816	Methods and tools for Project Monitoring and Evaluation	1/2 Weeks

11.0 SECRETARIAL AND OFFICE ADMINISTRATION (SAOM) :(SOUTH AFRICA)

CODE	COURSES	DURATION
KGI 900	Advanced Executive Office Administration and Secretarial Skills	1/2 Weeks
KGI 901	Advanced Writing Skills	1/2 Weeks
KGI 902	Archives Management and Documentation	1/2 Weeks
KGI 903	Basic Executive Office Administration and Secretarial Skills	1/2 Weeks
KGI 904	Communication and Report Writing Skills	1/2 Weeks
KGI 905	Computerized Management of Institutional Records	1/2 Weeks
KGI 906	Developing Communication Skills	1 /2 Weeks
KGI 907	Event Planning Management	1/2 Weeks
KGI 908	Executive Administration Skills for PA's and Secretaries	1/2 Weeks
KGI 909	Executive Secretarial and Administrators Course	1/2 Weeks
KGI 910	Intermediate Executive Office Administration and Secretarial Skills	1/2 Weeks
KGI 911	Library Management and Documentation	1/2 Weeks
KGI 912	Management Advancement Program for Secretaries	1/2 Weeks
KGI 913	Management Skills for Minister's Secretaries	1/2 Weeks
KGI 914	Managing Information Registry	1/2 Weeks
KGI 915	NGO Management and Administration	1/2 Weeks
KGI 916	Professional Minute Taking and Report Writing Skills	1/2 Weeks
KGI 917	Management Development Program for Personal Assistants, Executive Secretaries and Admin Support Staff	1/2 Weeks
KGI 918	International Diplomacy and Protocol for PA's, Executive Secretaries and Admin Support Staff	1/2 Weeks
KGI 919	Advanced Records Management and Archival System	1/2 Weeks
KGI 920	Electronic Records Management	1/2 Weeks
KGI 921	International Diplomacy, Ethics and Etiquette	1/2 Weeks

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KGI 922	Office Assistance and Receptionists Course	1/2 Weeks
KGI 923	Office Management	1/2 Weeks
KGI 924	Managing the Office Function	1/2 Weeks
KGI 925	Skills for the Administrative Assistant	1/2 Weeks
KGI 926	Strategic Marketing Communication and Business Development	1/2 Weeks

12.0 HUMAN RIGHTS AND LAW COURSES (HRL): SOUTH AFRICA

CODE	COURSE	DURATION
KGI 930	Human Rights and Global Ethics	1/2 Weeks
KGI 931	International Human Rights Laws and Practice	1/2 Weeks
KGI 932	Law, War and Human Rights	1/2 Weeks
KGI 933	Understanding Children's Human Rights	1/2 Weeks
KGI 934	Understanding Women's Human Rights	1/2 Weeks
KGI 935	Criminal Justice and Forensic Investigation	1/2 Weeks
KGI 935	Money Laundering Control	1/2 Weeks
KGI 936	Compliance Management	1/2 Weeks
KGI 937	Drafting and Interpretation of Contracts	1/2 Weeks
KGI 938	Paralegal Specialty Course	1/2 Weeks
KGI 939	African Human Rights System in Comparative	1/2 Weeks
KGI 940	Judicial and Enforcement of Socio-Economic Rights in Africa	1/2 Weeks
KGI 941	International Taxation	1/2 Weeks
KGI 942	Company Law and Corporate Governance	1/2 Weeks
KGI 943	Competition Law	1/2 Weeks
KGI 944	Environmental Law for Non-Lawyers	1/2 Weeks
KGI 945	Environmental Law	1/2 Weeks
KGI 946	Mining Law	1/2 Weeks
KGI 947	Mediation and Arbitration in Insurance	1/2 Weeks
KGI 948	Litigation	1/2 Weeks
KGI 949	Sustainable Mining Laws and Policy Implementation	1/2 Weeks

13.0 COMMUNICATION COURSES: SOUTH AFRICA

CODE	COURSE	DURATION
KGI 960	Events Management	1/2 Weeks
KGI 961	Events Management, Diplomacy and Protocol	1/2 Weeks
KGI 962	International Diplomacy and Protocol	1/2 Weeks

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KGI 963	Strategic Communication and PR program	1/2 Weeks
KGI 964	Communication (advocacy) and behavioral change	1/2 Weeks
KGI 965	Advanced Professional Office English & Grammar	1/2 Weeks
KGI 966	Conquering Fear of Public Speaking	1/2 Weeks
KGI 967	Media Communication and Advocacy	1/2 Weeks
KGI 968	Social Media and Corporate Relations	1/2 Weeks
KGI 969	Social Media and Digital Journalism	1/2 Weeks

14.0 GOVERNANCE COURSES: SOUTH AFRICA

CODE	COURSE	DURATION
KGI 970	Advanced governance and trustees	1/2 Weeks
KGI 971	A practical workshop in corporate governance and risk management	1/2 Weeks
KGI 972	Ethics and corporate governance	1/2 Weeks
KGI 973	Public participation in service delivery and development	1/2 Weeks
KGI 974	Municipal management development program on leadership and management	1/2 Weeks
KGI 975	Local government strategic leadership management	1/2 Weeks
KGI 976	Politics and governance	1/2 Weeks
KGI 977	Advanced governance and finance seminar for trustees	1/2 Weeks
KGI 978	Cooperate governance for secretaries	1/2 Weeks

15.0 GENDER MANAGEMENT COURSES: SOUTH AFRICA

CODE	COURSE	DURATION
KGI 980	Gender Issues for Sustainable Development & Poverty Reduction	1/2 Weeks
KGI 981	HIV/AIDS in Gender Research Project	1/2 Weeks
KGI 982	Training the Gender Trainer	1/2 Weeks
KGI 983	Women Empowerment, gender issues & Sustainable Development	1/2 Weeks
KGI 984	Gender Advocacy, Networking & Strategy Management	1/2 Weeks
KGI 985	Capacity Building for Effective Management & Leadership for Gender	1/2 Weeks
KGI 986	Gender Management	1/2 Weeks
KGI 987	Gender Mainstreaming in Public Service Management	1/2 Weeks

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16.0 TOURISM MANAGEMENT PROGRAMMES: SOUTH AFRICA

CODE	COURSE	DURATION
KGI 988	Heritage and Museum Management	1/2 Weeks
KGI 989	Sustainable Tourism Management and Development	1/2 Weeks
KGI 990	Tourism and Hotel Management	1/2 Weeks
KGI 991	Tourism Leisure Management and Development	1/2 Weeks
KGI 992	E –Tourism Management	1/2 Weeks
KGI 993	Eco –Tourism Development	1/2 Weeks
KGI 994	Sustainable Tourism in Protected Areas	1/2 Weeks
KGI 995	Policy Development for Sustainable Tourism	1/2 Weeks
KGI 996	Human Resources Management in Tourism & Hospitality	1/2 Weeks
KGI 997	Wildlife Life Conservation	1/2 Weeks

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