

GUYANA MANAGEMENT INSTITUTE  
CALENDER OF COURSES – 1989

1. ADMINISTRATIVE DEVELOPMENT PROGRAMME (ADP)

A.D.P is a ten-month full time programme for middle and senior level officers to improve the administrative and management capabilities of the Public Service and Disciplined Forces. The Programme covers Financial Management, Human Resource Management, Managing Programmes and Projects Communication and Ideological Foundations.

COST - \$24,000.00 per participant No. 25 persons

DURATION - March 6 – November 30, 1989.

2. SECRETARIAL TRAINING PROGRAMME (STP)

S.T.P. is a six-week full time programme for Confidential Secretaries and Administrative Assistants. The programme covers Oral Communication, Effective Correspondence and Office Management.

COST - \$6,000.00 per participant No. 15 persons

DURATION - June 15 – July 14, 1989

3. MANAGEMENT DEVELOPMENT PROGRAMME (MDP)

M.D.P. is an eight-week full time programme for executives, senior managers, and senior technical specialists, and covers the areas of Communication, Human System, Engineering, Financial Management and Management Information Systems.

COST - \$9,000.00 per participant No. 10 persons

DURATION

4. SUPERVISORY DEVELOPMENT PROGRAMME (SDP)

S.D.P. is an eight-week full time programme designed for middle level managers, supervisors and technical officers and covers the areas of Communication, Financial Management, People Management and Plant and Operations Supervision.

COST - \$6,000.00 per participant No. 15 persons

DURATION - August 7 – September 29, 1989

## 5. COMPUTER TRAINING PROGRAMME (CTP)

C.T.P. is seventy-two hours full time package for senior managers and executives. The programmed covers the hardware components of personnel computers, and the use and application of software packages such as word-star 2000: Lotus I – III: Symphony Base III and Financial Accounting.

COST - \$24,000.00 for 6 participants from one agency.

DURATION - 4 days full time for 3 weeks during the following months in 1989

- March – September
- April – October
- May – November
- July