



The Liberia Institute of Public Administration 2025 Course Matrix

Certificate Level 48 Hours

No	COURSES	Description	Who can take this course?	Mode of Delivery					Start Date	Duration	ENTRY REQUIREMENTS	Course Fee	Optional Cost	
				Option 1	Option 2	Option 3	Option 4	Option 5					Transportation	Lunch
1	Public Procurement Management	Introduction to the basics of procurement in the Public sector, explore PPCS act and key guidelines; provides practical learning opportunities to students in developing procurement plans	Young Professionals looking to start a career in Public Sector Procurement Management, Heads of units, entities and department leads wanting to sharpen their skills in the basics of public Procurement	MTWTFSS - 8 hrs/day	MWF - 4hr/ ay Time: 1-5 PM	FS - 10 hours a week Time: F- 1-5 /S- 9-30 - 4: 30	Sat. 8 hrs/day Time: 8:30 AM - 5:30 PM	Customized training solutions - we will tailor the training to your institutional needs and	TBD - Beginning May 2025; Minimum participants required is 25 Persons to begin this course.	48 credit hours over 1- 6 wks.	First Degree in any discipline, no prior knowledge of procurement required	\$ 265.00	\$30.00	\$10.00
2	Project Planning & Management - Beginner	Introduction to the basics about project cycles management, understanding key definition and terminologies, processes and commonly used strategies in identifying and designing a project.	Young Professionals looking to start a career in Project Management, Working professionals, Heads of units, entities and department leads wanting to sharpen their skills and gain basic understanding of project cycle. Participants will gain hands on knowledge and experiences in scanning and identifying a project.	MTWTFSS - 8 hrs/day	MWF - 4hr/ ay Time: 1-5 PM	FS - 10 hours a week Time: F- 1-5 /S- 9-30 - 4: 30	Sat. 8 hours Time: 8:30 AM - 5:30 PM	Customized training solutions - we will tailor the training to your institutional needs and deliver for a minimum of 20 person at you designated venue. (Other	TBD - Beginning May 2025; Minimum participants required is 25 Persons to begin this course. Course coordinator will communicate dates 2 weeks in advance. (Other	48 credit hours over 1- 6 wks.	First Degree in any discipline, no prior knowledge of project planning and management	\$ 265.00	\$30.00	\$10.00
3	Project Planning & Management - Intermediate	Building of the beginner courses, participants will explore key measures in developing the project charter, designing plans and the integration of Monitoring and evaluations for effective implementation.	Professionals with a minimum of 20 hours training in project management or 1 year working experiences in a project environment and looking to acquire an in-depth knowledge on the use of	MTWTFSS - 8 hrs/day	MWF - 4hr/ ay Time: 1-5 PM	TTS - 4 hours Time: 1-5 PM	Sat. 8 hours Time: 8:30 AM - 5:30 PM	N/A	TBD - Beginning May 2025; Minimum participants required is 25 Persons to begin this course.	48 credit hours over 1- 6 wks.	First Degree in any discipline, minimum 20 hours training or 1 year experiences working in a	\$ 265.00	\$30.00	\$10.00
4	Monitoring & Evaluation	Introduction to the basics of Monitoring and Evaluation, key terminologies, concepts and the specific roles of M&E during Project implementation.	Professionals looking to start a career in Public Sector Procurement Management, Heads of units, entities and department leads wanting to sharpen their skills in the	MTWTFSS - 8 hrs/day	MWF - 4hr/ ay Time: 1-5 PM	TTS - 4 hours Time: 1-5 PM	N/A	N/A	TBD - Beginning May 2025; Minimum participants required is 25 Persons to begin this course.	48 credit hours over 1- 6 wks.	First Degree in any discipline, no prior knowledge of M&E	\$ 265.00	\$30.00	\$10.00
5	Public Financial Management	This course provides detailed overview and in-depth guide on Liberia's public financial management laws, regulations and key accountability measures to institute when working in the public sector.	This course is a great resource for Civil Servants in positions relative to financial management, accounting, public procurement or leadership. Government partners, non-profits and private sector actors working with government on specific	MTWTFSS - 8 hrs/day	MWF - 4hr/ ay Time: 1-5 PM	TTS - 4 hours Time: 1-5 PM	N/A	Customized training solutions - we will tailor the training to your institutional needs and deliver for a minimum of 20	TBD - Beginning May 2025; Minimum participants required is 25 Persons to begin this course. Course coordinator will	48 credit hours over 1- 6 wks.	First Degree in any discipline, no prior knowledge of public financial management	\$ 265.00	\$30.00	\$10.00
6	HR & Performance Management	This course exposes participants to key concepts on HR management and procedures in the public sector, including detailed reviewed of the Liberian Labor law, decent work act and the Civil Service standing orders. It incorporates introductory to specific tools for HR/personnel planning, Recruitment, and performance management.	This course is a great resource for Civil Servants working as HR managers or administrators; people positions leadership positions in government, NGO partners and private sector looking to gain a deeper understanding on national HR regulations or enhance the skills in HR. It is also available for working	MTWTFSS - 8 hrs/day	MWF - 4hr/ ay Time: 1-5 PM	TTS - 4 hours Time: 1-5 PM	N/A	Customized training solutions - we will tailor the training to your institutional needs and deliver for a minimum of 20 person at you designated	TBD - Beginning May 2025; Minimum participants required is 25 Persons to begin this course. Course coordinator will communicate dates 2 weeks in	48 credit hours over 1- 6 wks.	First Degree in any discipline, no prior knowledge of project planning and management	\$ 265.00	\$30.00	\$10.00
4	Internal Audit & Control	This course exposes participants to key concepts in internal audits, systems and control in the public sector. It introduces participants routines, policy and control measures routine audit processes. It also exposes participants on the effective use of audit recommendations for systems improvements.	This course is a great resource for Civil Servants working as comptrollers, financial managers, internal auditors people with leadership positions in government, NGO partners and private sector looking to gain a deeper understanding on internal	MTWTFSS - 8 hrs/day	MWF - 4hr/ ay Time: 1-5 PM	TTS - 4 hours Time: 1-5 PM	N/A	Customized training solutions - we will tailor the training to your institutional needs and deliver for a minimum of 20	TBD - Beginning May 2025; Minimum participants required is 25 Persons to begin this course. Course coordinator will	48 credit hours over 1- 6 wks.	First Degree	\$ 265.00	\$30.00	\$10.00
8	Administrative Management	At the core of LIPA's original mandate, this course offers participants concepts on office management, administrative procedures and tips in coordinating executive office environment. With the integration of technology, this course exposes participants to the use of google office suite, MS teams, share drives filing systems and Zoom for virtual coordination, filing and documents management.	This course is a great resource for Civil Servants working in executive office environments, people with leadership positions in government, NGO partners and private sector looking to gain a deeper understanding and exposure to cutting edge tools and concept for effective administrative processes and procedures. It provides participants to use Google suites and other office application for practical learning and exposures.	MTWTFSS - 8 hrs/day	MWF - 4hr/ ay Time: 1-5 PM	TTS - 4 hours Time: 1-5 PM	N/A	Customized training solutions - we will tailor the training to your institutional needs and deliver for a minimum of 20 person at you designated venue. (Other charges maybe included for logistics)	TBD - Beginning May 2025; Minimum participants required is 25 Persons to begin this course. Course coordinator will communicate dates 2 weeks in advance. Early registrations is encouraged!	48 credit hours over 1- 6 wks.	First Degree	\$ 265.00	\$30.00	\$10.00
9	Public Sector Policy analysis and strategic planning	This course provides participants with detailed exposure to conducting real time policy analysis, drafting policy briefs and enhances their capabilities to develop strategic plans	This course is a great resource for Civil Servants working as policy analyst in executive office environments, senior managers and people with leadership positions in government, NGO partners and private sector looking to	MTWTFSS - 8 hrs/day	MWF - 4hr/ ay Time: 1-5 PM	TTS - 4 hours Time: 1-5 PM	N/A	Customized training solutions - we will tailor the training to your institutional needs and deliver for a	TBD - Beginning May 2025; Minimum participants required is 25 Persons to begin this course. Course	48 credit hours over 1- 6 wks.	First Degree	\$ 265.00	\$30.00	\$10.00
Flagship Training Programs - 2025														
1	The Young Public Administrators Career Development Program I (VPADP-I)	The Young Public Administrators Career Development Program (VPADP) is a structured initiative designed to equip high school graduates and entry-level university students with fundamental knowledge and skills who are aspiring to build a career in public service. The program begins with a three-week General Knowledge phase that provides participants with an understanding of core public sector functions before they specialize in one of the five tracks available.	The program is a great resource for aspiring professionals graduating high school, recent high school graduates, and entry-level (first and second year) university students actively seeking skills development for career opportunities in the public and private sectors. This program seeks to provide career guidance for participants, enhance work readiness skills, and expose participants to various career tracks and options for future career success.	N/A	MWF - 4hr/ ay Time: 1-5 PM	N/A	N/A	N/A	TBD - Beginning May 2025; Minimum participants required is 250 Persons to begin the 1st Cohort. The Program coordinator will communicate dates 2 weeks in advance. Early registrations is encouraged!	6 weeks	High school graduate or Entry level university students	\$150	-0-	-0-

	The Young Public Administrators Career Development Program II (YPADP-II)	The Young Public Administrators Career Development Program (YPADP) is a structured initiative designed to equip prospective and beyond college graduates with fundamental knowledge, skills and aptitude to ease the transition from school to work. The program begins with a three-week General Knowledge and preparatory career guidance training that provides participants with an orientation of public sector functions, various career track and opportunities. Following the preparatory stage, participants will be trained in specific career tracks to provide basic knowledges and enhance preparedness to enter the public sector.	This program targets Participants will The program is a great resource for aspiring professionals who are Prospective College Graduates and recent graduates actively exploring opportunities to launch a career in the public or private sectors. This program seeks to provide career guidance for participants, enhance work readiness skills, and expose participants to various career tracks and options for future career success.	N/A	N/A	TTS - 4 by Time: 1-5 PM	N/A	N/A	TBD - Beginning May 2025; Minimum participants required is 250 Persons to begin the 1st Cohort. The Program coordinator will communicate dates 2 weeks in advance. Early registrations is encouraged!	College graduate, prospective graduates actively seeking opportunities to acquire skills development opportunities and enhance their ability to thrive in a public sector role.	\$200	0	0	
2	WOMEN IN PUBLIC SECTOR LEADERSHIP PROGRAM (WPLP)	This course serves as a comprehensive leadership development initiative for female public servants in supervisory and managerial positions or aspiring to take on leadership roles within Liberia's Ministries, Agencies, and Commissions (MACs). Designed as a flagship program, it aims to establish a solid foundation for women's leadership in the public sector by equipping participants with essential skills, knowledge, and confidence to effectively execute their roles. By enhancing women's leadership capacities, this initiative contributes to the broader goal of gender-inclusive governance and the long-term transformation of public administration in Liberia	The course targets female within the public sector of Liberia who are supervisors, middle and first line managers and those who aspiring leadership positions.	N/A	N/A	N/A	Sat. 8 hours Time: 8:30 AM - 5:30 PM	Customized training solutions - we will tailor the training to your institutional needs and deliver to a minimum of 20 person at your designated venue. (Other charges maybe included for logistics)	TBD - Beginning May 2025; Minimum participants required is 25 Persons to begin the 1st Cohort. The Program coordinator will communicate dates 2 weeks in advance. Early registrations is encouraged!	50 hours over 10 Saturdays	Be a woman working in the public sector (government ministries, agencies, commissions, or public institutions). Hold a first-degree (bachelor's) or higher qualification from a recognized institution. Be	USD 250.00 (inclusive of meal & training material s)		
3	Service Officers Empowerment Training	The program is a specialised training for retirees and those to be retired. It provides empowerment to embrace their post-retirement years with purpose and confidence offering practical tools and skills to adapt to changing circumstances. The course will help retirees and professional nearing retirement utilize existing expertise while exploring new avenues for personal and professional growth.	This course is suitably designed for law enforcement officers (Police, LIS, Fire Service, LDEA, EPS, AFL, NSA, MOJ), Healthcare workers, Teachers, Customer Service Personnel, Hospitality staff etc. who are in active service with at least three years to retirement and who are retired.	N/A	N/A	TTS - 4 by Time: 1-5 PM	Sat. 8 hours Time: 8:30 AM - 5:30 PM	Customized training solutions - we will tailor the training to your institutional needs and deliver to a minimum of 20 person at your designated venue. (Other charges maybe included for logistics)	TBD - Beginning May 2025; Minimum participants required is 40 Persons to begin the 1st Cohort. The Program coordinator will communicate dates 2 weeks in advance. Early registrations is encouraged!	60 hours over 10 weeks	Be a Service officer working in any of the aforementioned nearing retirement or retired	USD 265.00 (inclusive of meal & training material s)		

PUBLIC SECTOR ORIENTATION PROGRAM - 2025

4	Public Sector Executive On-Boarding and Refresher Training	This onboarding training is designed to provide general knowledge for executive appointees on leading and managing in the public sector and in-depth exposures to key governance and accountability regulations, guidelines and standard operating procedures (SOP). Key elements of this training will include, introductions to the mandates and functions of key MACs, (Ministries, Agencies and Commissions), linkages and interconnectedness of key MACs, coordinating mechanisms, government budgetary processes, planning and implementation. Participants will also be exposed to key Governance and Accountability policies, regulations and guidelines including the DOs and DON'Ts for public sector actors relative to the Code of Conducts, Performance Management and Compliance Systems, GAC Audits and compliance Regulations, LACC compliance regulations, Internal Audit Compliance and regulations Public Procurement Compliance and Regulations, CSA standing orders and overview of the IFMIS systems among others. functions, policies and the Executive job specific tasks in Peace building and Statebuilding.	This course is a great resource for Public Sector Executives (Ministers) appointed by the President and through the Director of Cabinet have signed Performance Management Contracts. This course enhances Executives leaders understanding of the Public Sector and provides overview on the linkages and interconnectedness of key MACs, government coordinating mechanisms, Donors and Partners coordination; government budgetary processes, planning and implementation. Participants will also be exposed to key Governance and accountability policies, regulations and guidelines including the DOs and DON'Ts, for public sector actors relative to the Code of Conducts, Performance Management and Compliance Systems, GAC Audits and compliance	N/A	N/A	N/A	N/A	Customized training solutions - Online Video Training Platform designed for 20-30 minutes per content delivery. Total number of Course Hours Delivery is 12hours. The recorded video training sessions will be prepared by experienced Public Sector Management Practitioners in Liberia, in Collaboration with Key sector Ministries and Antigrift institutions.	TBD: April 2025, through potential partnership with CRS, CSA, GC, and key MACs.	NA					
5	Public Sector Managers Orientation Program	The Public Sector Managers orientation or refresher training incorporates knowledge sharing and practical skills exchange between public sector managers to enhance general understanding of Public Administration among national leaders at managerial and supervisory levels in public sector institutions. The course will elaborate on MACs Mandates, Functions, Policies, Organization Systems, Processes and Procedures. Other content includes the Government Architecture (at the org. level), to demonstrate the interconnectedness of key MACs Mandates and functions. It targets managers and supervisors in the Public Sector specifically because they are leaders at the technical level implementing specific tasks daily and as such, it incorporates Peace building and other contents including Performance Management and Compliance Systems, GAC Audits and compliance Regulations, LACC compliance regulations, Internal Audit Compliance and regulations Public Procurement Compliance and Regulations, CSA standing orders and overview of the IFMIS systems among others.	The public sector orientation and refresher training is a great resource for all Deputy Ministers, Assistant Ministers, Directors, Managers, coordinators and generally anyone in supervisory role at national level of the public sector aspiring to gain deeper understanding of the policy, regulations, and the specific mandates, functions or interconnectedness of MACs. It is designed to equip all newly recruited Public Sector Managers at the Supervisory Level and or Coordination unit of MACs who are within P1-4; D1-3	The course is to be delivered in 48 hours, 8 hours per day five days a week.	MWF - 4hr/ Day Time: 1-5 PM	N/A	N/A	Customized training solutions - we will tailor the training to your institutional needs and deliver to a minimum of 20 person at your designated venue. (Other charges maybe included for logistics)	TBD: May 2025	NA					
	Local Government Administration Orientation Program	This orientation program is designed with foundational knowledge and skills for Local Government Administrator in Peace building and State building necessary for effective public administration at the local government level. Enhancing the administrator understanding of local government structures, responsibilities, and functions, Financial Management and Public Policy, the Rule of Law, Civil Service Standing Order, Code of conduct, economic development, parks, recreation, and public health and to foster leadership skills crucial for County, Cities, Districts and community development.	Local Government employees at the county levels; newly hired decentralized staff of MACs and appointed officials of government at the county level: Superintendents; Development/Fiscal Superintendents; Urban City Mayors.	The course is to be delivered in three (3) Cohorts; total course delivery hours is 24 hours, 8 hours per day. Total	TBD	N/A	Newly recruited personnel certified by the Civil Service Agency/Employees' MACs	Through Tripod (GC, CSA, LIPA) Partnership	Working with Development Partners	NA					



The Liberia Institute of Public Administration 2025 Course Matrix

No	Description	Who can take this course?	Mode of Delivery			Course Fee	Transportation	Lunch	Optional Cost				
COURSES 96 Hours Diploma or Advance Certificate Courses													
1	Diploma Procurement This course is designed to deepen participants knowledge, skills and aptitude in the application of Public Procurement management guidelines and processes. It exposes participants to real word procurement processes and challenges in conducting National and International competitive bidding processes. It also provides participants tools and details guidance for developing bid documents and conducting the bid process. Finally, it exposes Participant to e-Procurement processes and regulations including the government procurement.	Mid Level Professionals with experience in Public Procurement Management (including directors, procurement officers, procurement assistants or budget and program managers) looking to expand their knowledge, skills and aptitude in conductive effective procurement processes. Participants will use practical examples and work in team on specific projects to conduct reviews of existing procurement plans, develop bid documents and simulation the conduct of bid processes.	N/A	MWF - 4hr/Day Time: 1-5 PM	TTS - 4 hours/day Time: 1-5 PM	Sat. 8 hours Time: 8:30 AM - 5:30 PM	Customized training solutions - we will tailor the training to your institutional needs and deliver to a minimum of 20 person at you designated venue. (Other charges maybe included for logistics)	TBD - Beginning May 2025; Minimum participants required is 25 Persons to begin this course. Course coordinator will communicate dates 2 weeks in advance. Early registrations is encouraged!	96 Credit Hours	First Degree, LIPA Certificate, or Minimum 2 years experiences working in procurement related roles	\$ 315,000	\$300	\$100
2	Diploma Monitoring & Evaluation This course provides participants with a comprehensive understanding of the principles, practices and techniques used in monitoring and evaluating development programs and projects. It also incorporates practical training for data collection and analysis using excel and an introduction to other relevant tools (STATA, etc).	Mid Level Professionals with experience in M&E or project management, looking to expand their knowledge, skills and aptitude in designing and implementing M&E plans, reviewing Data using Excel, and conducting basic analysis for reporting and decision making. Participants will use practical examples and work in team on specific projects to conduct reviews of M&E plans, serve as external evaluators and document findings for reporting.	MTWTFSS - 8 hrs/day	MWF - 4hr/Day Time: 1-5 PM	T/Th/S - 4 hours/day Time: 1-5 PM	Sat. 8 hours Time: 8:30 AM - 5:30 PM	Customized training solutions - we will tailor the training to your institutional needs and deliver to a minimum of 20 person at you designated venue. (Other charges maybe included for logistics)	TBD - Beginning May 2025; Minimum participants required is 25 Persons to begin this course. Course coordinator will communicate dates 2 weeks in advance. Early registrations is encouraged!	96 Credit Hours	First Degree, LIPA Certificate, or Minimum 2 years experiences working in M&E related roles	\$ 315,000	\$300	\$100
3	Diploma Public Financial Mgt This course is designed to equip participants with the essential skills and knowledge required to manage and oversee public sector finances effectively. Participants will explore topics such as fiscal policy, financial reporting, auditing, management of public funds in compliance with both national and international standards. This course also introduces key elements on the use of the Integrated Financial Management Information System (IFMIS) and quickbooks for managing financial transactions during Audit Processes.	Mid Level Professionals with experience working in public financial management roles (Comptrollers, Senior and Junior accountants, auditing and procurement officers), project management in public sector or overseas budgetary allocations and implementation. This course is a great resource to explore best practices, build knowledge, skills and aptitude in overseeing financial management processes in the public sector. It empowers participants through the real word case studies for practical learning in teams.	N/A	N/A	T/Th/S - 4 hours/day Time: 1-5 PM	Sat. 8 hours Time: 8:30 AM - 5:30 PM	Customized training solutions - we will tailor the training to your institutional needs and deliver to a minimum of 20 person at you designated venue. (Other charges maybe included for logistics)	TBD - Beginning May 2025; Minimum participants required is 25 Persons to begin this course. Course coordinator will communicate dates 2 weeks in advance. Early registrations is encouraged!	96 Credit Hours	First Degree, LIPA Certificate, or Minimum 2 years experiences working in PFM related roles	\$ 315,000	\$300	\$100
4	Associate Professional in Human Resource Management (aPHRM) International Certification Prep This course sets you on a path for international career in Human Resource Management. It is designed to prepare participants for a life long career in human resource management with the acquisition of an internationally recognized certificate as an Associate In Human Resource Management. With this qualification, you can launch a career in Human Resource Management, beginning as a clerk, assistant, and officer.	Beginners in Human Resource Management, working in the public sector as Interns, Clerks, Officers, Administrative Assistants and all others looking to launch a career in Human Resource Management. This international certification tracks incorporate updated globally accepted principles and practices of basic Human resource management and qualifies you as an aPHRM following a successful pass in the exam. This Track is provided by LIPA through a partnership and license from HRCA in the USA. This is a life time opportunity to acquire global certification locally and in a cost effective way.	MTWTFSS - 8 hrs/day	MWF - 4hr/Day Time: 1-5 PM	T/Th/S - 4 hours/day Time: 1-5 PM	N/A	Customized training solutions - we will tailor the training to your institutional needs and deliver to a minimum of 20 person at you designated venue. (Other charges maybe included for logistics)	TBD - Beginning May 2025; Minimum participants required is 25 Persons to begin this course. Course coordinator will communicate dates 2 weeks in advance. Early registrations is encouraged!	90 Credits including Self study time	No Degree required, LIPA Certificate in HR or minimum two years working in HR roles	\$ 850,000	\$300	\$100
5	Professional Human Resource Management (PHRM) certification prep course This is an advance level international certification prep course, it is designed to provide participants continuous professional development in HR to accelerated their career in Human resource management. It provide top level skill development required for the acquisition of an internationally recognized certificate as a Professional in Human Resource Management (PHRM). With this qualification, you can become a Human Resource Manager, Assistant Director and Director.	Human Resource Junior Professionals, looking for opportunities for professional growth in the public sector and private sectors (Officers, Assistants, Team Leads etc). This international certification tracks incorporate updated globally accepted principles and practices of Advance Human resource management and qualifies you as an PHRM following a successful pass in the exam. This Track is provided by LIPA through a partnership and license from HRCA in the USA. This is a life time opportunity to acquire global certification locally and in a cost effective way.	N/A	MWF - 4hr/Day Time: 1-5 PM	T/Th/S - 4 hours/day Time: 1-5 PM	Sat. 8 hours Time: 8:30 AM - 5:30 PM	Customized training solutions - we will tailor the training to your institutional needs and deliver to a minimum of 20 person at you designated venue. (Other charges maybe included for logistics)	TBD - Beginning May 2025; Minimum participants required is 25 Persons to begin this course. Course coordinator will communicate dates 2 weeks in advance. Early registrations is encouraged!	96 Credit Hours	First Degree, LIPA Certificate in HR, aPHRM or minimum 4 years working in HR roles. MA in HR Management with a Minimum of 1 year working in HR related roles	\$1,200,000	\$300	\$100
6	Diploma Internal Audit & Control This course is designed to provide comprehensive knowledge and practical skills for individuals seeking to pursue a career in internal auditing. This course covers the essential principles, practices and techniques used to evaluate and improve organization risk management, internal controls and governance processes. Through a combination of theoretical knowledge and real world applications, participants will gain expertise in audit planning, methodology, risk assessment, control evaluation, reporting. This course also introduces key elements on the use of quickbooks for reviewing transactions during Audit Processes.	Internal audit professional / practitioners- people who are already working as internal auditors want to enhance their skills and qualifications. Finance and Accounting professionals- those working in the field of accounting, risk management or compliance seeking deeper understanding of internal audit practices. Compliance and Risk management professionals- individuals in compliance or risk management position who want to broaden their expertise. Aspiring Internal auditors- individuals looking to start a career in internal auditing or transitioning from related field. Individuals with background in accounting, Finance or Business who are fresh graduates from the university looking to specialize in auditing part of career development.	N/A	MWF - 4hr/Day Time: 1-5 PM	T/Th/S - 4 hours/day Time: 1-5 PM	Sat. 8 hours Time: 8:30 AM - 5:30 PM	Customized training solutions - we will tailor the training to your institutional needs and deliver to a minimum of 20 person at you designated venue. (Other charges maybe included for logistics)	TBD - Beginning May 2025; Minimum participants required is 25 Persons to begin this course. Course coordinator will communicate dates 2 weeks in advance. Early registrations is encouraged!	96 Credit Hours	First Degree, LIPA Certificate in Internal AUDIT, or Minimum of 3 years working in Audit related roles	\$ 315,000	\$300	\$100
7	QuickBooks for Financial Managers This is a five-weeks QuickBooks training program designed to equip financial management professionals with the necessary skills to effectively manage their organization's finances using QuickBooks. Through practical learning, participants will explore quickbooks as a tool to manage the day-to-day financial transactions of their entities (Businesses, and Organization) and keep accounts up to date. These include functions for completing sales or revenue circle, expenses or expenditure circle, banking and cash management, and financial reporting.	This course is a great resource for Financial Managers, Comptrollers or Team leads, looking to improve their skills in the use of Quick Books. It will empower participants to navigate the QBO interface with confidence. Set up and maintain accurate chart of accounts, Record transactions and Generate comprehensive financial reports among other core functions. To be effective in the course, participants are expected to have basic computer knowledge including Excel.	N/A	N/A	N/A	Sat. 8 hours Time: 8:30 AM - 5:30 PM	Customized training solutions - we will tailor the training to your institutional needs and deliver to a minimum of 20 person at you designated venue. (Other charges maybe included for logistics). As part of this package, we will set up Quick book for your organization.	TBD - Beginning May 2025; Minimum participants required is 25 Persons to begin this course. Course coordinator will communicate dates 2 weeks in advance. Early registrations is encouraged!	64 credits including self study time	First Degree, LIPA Certificate in Internal AUDIT, Public Financial Management, or Minimum of 3 years working financial management related roles	\$ 400,000	\$300	\$100
8	Data inputation and analysis using Excel and the integration to other data management tools (SPSS, R) This is a five-weeks course designed to equip Monitoring and Evaluations professionals with the necessary skills to effectively use excel as a primary tool for data collection, manipulations, data quality reviews and analysis. Through practical learning, participants will explore excels for data inputation, and transfer to other tools (including SPSS) for reporting and strategic information.	This course is a great resource for M&E professionals, project managers, team leads and young professional completing courses in M&E who may need additional skills for data collection and analysis. To be effective in the course, participants are expected to have basic computer knowledge including Excel.	N/A	N/A	N/A	Sat. 8 hours Time: 8:30 AM - 5:30 PM	Customized training solutions - we will tailor the training to your institutional needs and deliver to a minimum of 20 person at you designated venue. (Other charges maybe included for logistics). As part of this package, we will set up Quick book for your organization.	TBD - Beginning May 2025; Minimum participants required is 25 Persons to begin this course. Course coordinator will communicate dates 2 weeks in advance. Early registrations is encouraged!	64 credits including self study time	First Degree, LIPA Certificate in M&E, or Minimum of 3 years working M&E related roles	\$ 400,000	\$300	\$100
9	Project Management Professional (PMP) certification prep This is an advance level international certification prep course to obtain a PMP certification. It is designed to provide participants continuous professional development in project management and empower them to accelerated their careers as Project Management Professionals.	This course is a great resource for public sector leaders, private sector project managers, contractors, construction project managers. IT project Managers and Non profit project managers. This international certification tracks incorporate updated globally accepted principles and practices of Advance project management and qualifies you as a Project Management Professional (PMP), following a successful pass in the exam. This Track is provided by LIPA through a partnership and license from the Project Management Institute in the USA. This is a life time opportunity to acquire global certification locally and in a cost effective way.	MTWTFSS - 8 hrs/day	N/A	T/Th/S - 4 hours/day Time: 1-5 PM	Sat. 8 hours Time: 8:30 AM - 5:30 PM	Customized training solutions - we will tailor the training to your institutional needs and deliver to a minimum of 20 person at you designated venue. (Other charges maybe included for logistics). As part of this package, we will set up Quick book for your organization.	TBD - Beginning May 2025; Minimum participants required is 25 Persons to begin this course. Course coordinator will communicate dates 2 weeks in advance. Early registrations is encouraged!	96 Credit Hours including self study time	First Degree, LIPA Certificate in Internal AUDIT, or Minimum of 3 years working in Audit related roles	\$1,650,000	\$0.00	\$100
10	Diploma Development Mgt This course delves deeper into the complexities of development theories and practices focusing on the intricate relationship between global economic systems, political institutions, culture and environmental sustainability. Building on foundational knowledge participants will engage with cutting-edge research, policy debates and case studies that will highlight both successful and failed development interventions. Through seminars, debates, research-based projects, participants will sharpen their ability to critically evaluate development policies, propose innovative solutions to global challenges, and contribute to scholarly discourse in the field.	Development professionals and practitioners working in international organizations, NGOs, MACs who wish to enhance their knowledge and skills in development policies and practices. Policy Analysts and Researchers involved in policy analysis, research or consulting roles who seek to gain more nuanced understanding about global development. Graduate students pursuing master's or doctoral studies in development studies, political science, economics or related discipline. Also to attend include Human Rights and Social Justice advocates, International Relations enthusiasts and global development enthusiasts.	MTWTFSS - 8 hrs/day	N/A	T/Th/S - 4 hours/day Time: 1-5 PM	Sat. 8 hours Time: 8:30 AM - 5:30 PM	Customized training solutions - we will tailor the training to your institutional needs and deliver to a minimum of 20 person at you designated venue. (Other charges maybe included for logistics). As part of this package, we will set up Quick book for your organization.	TBD - Beginning May 2025; Minimum participants required is 25 Persons to begin this course. Course coordinator will communicate dates 2 weeks in advance. Early registrations is encouraged!	97 Credit Hours including self study time	First Degree, LIPA Certificate in Internal AUDIT, or Minimum of 3 years working in Audit related roles	\$ 315,000	\$300	\$100