

MANAGEMENT DEVELOPMENT & PRODUCTIVITY INSTITUTE (MDPI)
2021 - CALENDAR

January 2021 Calendar

| | | |
|-------------|------------|-------------------------|
| Fri | 1. | <i>New Year's Day</i> |
| Sat | 2. | |
| Sun | 3. | |
| Mon | 4. | |
| Tue | 5. | |
| Wed | 6. | |
| Thu | 7. | <i>Constitution Day</i> |
| Fri | 8. | |
| Sat | 9. | |
| Sun | 10. | |
| Mon | 11. | |
| Tue | 12. | |
| Wed | 13. | |
| Thu | 14. | |
| Fri | 15. | |
| Sat | 16. | |
| Sun | 17. | |
| Mon | 18. | |
| Tue | 19. | |
| Wed | 20. | |
| Thu | 21. | |
| Fri | 22. | |
| Sat | 23. | |
| Sun | 24. | |
| Mon | 25. | |
| Tues | 26. | |
| Wed | 27. | |
| Thu | 28. | |
| Fri | 29. | |
| Sat | 30. | |
| Sun | 31. | |

February 2021 Calendar

| | | |
|-------------|------------|--|
| Mon | 1. | |
| Tue | 2. | |
| Wed | 3. | |
| Thu | 4. | |
| Fri | 5. | |
| Sat | 6. | |
| Sun | 7. | |
| Mon | 8. | |
| Tue | 9. | |
| Wed | 10. | |
| Thu | 11. | |
| Fri | 12. | |
| Sat | 13. | |
| Sun | 14. | |
| Mon | 15. | MM 112: Effective Service Marketing (Feb 15 – 19) MM 102: Front Desk Management (Feb 15 – 19) IE 117: Project Proposal Writing (Feb 15 – 19) |
| Tue | 16. | |
| Wed | 17. | FM 106: Microsoft Excel for Decision Making (Feb 17 - 19) |
| Thu | 18. | |
| Fri | 19. | |
| Sat | 20. | |
| Sun | 21. | |
| Mon | 22. | MM 113: Conducting Market Research (Feb 22 – 26) MM 103: Managing Sales Force Effectiveness (Feb 22 – 26) IE 105: Productivity and Compensation Management (Feb 22 – 26) MIS 101: MIS (Compact) (Feb 22 – 26) |
| Tue | 23. | |
| Wed | 24. | IE 102: Attitudinal Change for Improved Productivity (Feb 24 – 26) |
| Thur | 25. | |
| Fri | 26. | |
| Sat | 27. | |
| Sun | 28. | |

March 2021 Calendar

| | | |
|------------|------------|--|
| Mon | 1. | IE 112: Managing Occupational Safety and Health (Mar 01 – 12) IE 107: Facilities Management (Mar 01 – 12) GM 101: Office Management and Administration (01 – 12) |
| Tue | 2. | |
| Wed | 3. | |
| Thu | 4. | |
| Fri | 5. | |
| Sat | 6. | <i>Independence Day</i> |
| Sun | 7. | |
| Mon | 8. | |
| Tue | 9. | |
| Wed | 10. | GM 106: Emotional Intelligence & Effective Leadership (Mar 10 – 12) IE 101: Productivity Improvement Techniques for Drivers (Mar 10 – 12) |
| Thu | 11. | |
| Fri | 12. | |
| Sat | 13. | |
| Sun | 14. | |
| Mon | 15. | FM 121: Supply Chain Management (Mar 15–19) FM 122: Budgeting and Budgetary Control (Mar 15 – 26) IE 113: Project Management (Mar 15 – 26) GM 107: Practice of Supervision (Mar 15 – 26) IE 119: Cyber Security Awareness (Mar 15 – 19) |
| Tue | 16. | |
| Wed | 17. | |
| Thu | 18. | |
| Fri | 19. | |
| Sat | 20. | |
| Sun | 21. | |
| Mon | 22. | MM 104: Improving Corporate Sales Performance (Mar 22 – 26) |
| Tue | 23. | |
| Wed | 24. | |
| Thu | 25. | |
| Fri | 26. | |
| Sat | 27. | |
| Sun | 28. | |
| Mon | 29. | GM 116: Business Ethics and Professionalism (Mar 29 – 31) MM 115: Advanced Selling Techniques (Mar 29 – 31) |
| Tue | 30. | |
| Wed | 31. | |

April 2021 Calendar

| | | |
|-----|-----|---|
| Thu | 1. | |
| Fri | 2. | <i>Good Friday</i> |
| Sat | 3. | |
| Sun | 4. | |
| Mon | 5. | <i>Easter Monday</i> |
| Tue | 6. | |
| Wed | 7. | MIS 104: Data Analysis Using SPSS (Apr 07 – 09) GM 117: Pre-Retirement and Pension Planning (Apr 07 - 09) GM 120: Job Analysis and Evaluation (Apr 07 – 09) |
| Thu | 8. | |
| Fri | 9. | |
| Sat | 10. | |
| Sun | 11. | |
| Mon | 12. | MM 108: Hotel & Hospitality Management (Apr 12 – 16) MM 117: Brand and Corporate Image Management (Apr 12 – 16) FM 111: Accounting for Non-Accountants (Apr 12 – 16) FM 113: International Financial Reporting Standards (Apr 12 - 23) GM 104: Managing Interpersonal Relations (Apr 12 – 16) |
| Tue | 13. | |
| Wed | 14. | |
| Thu | 15. | |
| Fri | 16. | |
| Sat | 17. | |
| Sun | 18. | |
| Mon | 19. | IE 104: Productivity Measurement & Improvement Techniques (Apr 19–23) MM 111: Delighting the Customer (Apr 19 – 23) FM 120: Inventory Management (Apr 19 – 23) FM 110: Stores Management (Apr 19 - 23) MM 110: Product and Service Branding (Apr 19 – 23) |
| Tue | 20. | |
| Wed | 21. | |
| Thu | 22. | |
| Fri | 23. | |
| Sat | 24. | |
| Sun | 25. | |
| Mon | 26. | FM 129: Funds and Debt Recovery Management (Apr 26 – May 07) FM 115: Archival and Records Management (Apr 26 - May 07) FM 116: Records Management (Apr 26 – May 07) IE 106: Workplace Improvement Techs. for Increased Productivity (Apr 26 – 30) MM 108: Carving a Niche for Your Products and Services (Apr 26 – 30) |
| Tue | 27. | |
| Wed | 28. | |
| Thu | 29. | |
| Fri | 30. | |

May 2021 Calendar:

| | | |
|-------------|------------|--|
| Sat | 1. | |
| Sun | 2. | |
| Mon | 3. | |
| Tue | 4. | |
| Wed | 5. | IE 102: Attitudinal Change for Improved Productivity (May 05 – 07) GM 119: Strategic Plan Development (May 05 – 07) |
| Thu | 6. | |
| Fri | 7. | |
| Sat | 8. | |
| Sun | 9. | |
| Mon | 10. | MM 105: Effective Marketing Communication (May 10 – 14) MM 107: Protocol and Event Management (May 10 – 14) FM 118: Procurement Principles and Practice (May 10 – 21) GM 103: Administrative Management Skills (May 10 - 21) FM 127: Forensic Audit (May 10 – 14) |
| Tue | 11. | |
| Wed | 12. | |
| Thu | 13. | |
| Fri | 14. | |
| Sat | 15. | |
| Sun | 16. | |
| Mon | 17. | MM 110: Developing a Winning Business Plan (May 17 – 21) GM 109: Managerial Leadership Skills Development (May 17 – 21) IE 115: Result-Based Monitoring and Evaluation (May 17 - 21) |
| Tue | 18. | |
| Wed | 19. | |
| Thu | 20. | |
| Fri | 21. | |
| Sat | 22. | |
| Sun | 23. | |
| Mon | 24. | FM 125: Investigative and Forensic Audit (May 24 – Jun 04) FM 126: Investigative Audit (May 24 – 28) IE 109: Production Planning & Control Techniques (May 24 - 28) FM 109: Finance for Non-Finance Officers (May 24 – 28) MM 116: Competitive Edge Marketing (May 24 - 28) |
| Tue | 25. | |
| Wed | 26. | |
| Thur | 27. | |
| Fri | 28. | |
| Sat | 29. | |
| Sun | 30. | |
| Mon | 31 | GM 105: Report Writing and Presentation Skills (May 31 – Jun 04) IE 110: Total Quality Management (TQM) (May 31 – Jun 11) FM 123: Risk-Based Internal Auditing (May 31 – Jun 11) FM 112: Internal Auditing (May 31 – Jun 11) |

June 2020 Calendar

| | | |
|------------|------------|---|
| Tue | 1. | |
| Wed | 2. | |
| Thu | 3. | |
| Fri | 4. | |
| Sat | 5. | |
| Sun | 6. | |
| Mon | 7. | GM 102: Executive Assistant / Secretary Programme (Jun 07 – 11) MM 112: Effective Service Marketing (Jun 07 – 11) IE 103: Transport Management (Jun 07 – 18) |
| Tue | 8. | |
| Wed | 9. | |
| Thu | 10. | |
| Fri | 11. | |
| Sat | 12. | |
| Sun | 13. | |
| Mon | 14. | MM 118: Managing Customer Service (Jun 14 – 18) MM 114: Developing a Strategic Marketing Plan (Jun 14 – 18) IE 116: Fraud Investigation and Security Management (Jun 14 – 25) FM 119: Public Procurement Policy in Ghana (Jun 14 – 18) FM 132: Effective Payroll Administration & Tax Management (Jun 14 – 18) |
| Tue | 15. | |
| Wed | 16. | |
| Thu | 17. | |
| Fri | 18. | |
| Sat | 19. | |
| Sun | 20. | |
| Mon | 21. | GM 115: Church Leadership and Administration (Jun 21 – 25) FM 117: Financial Management (Jun 21 – Jul 02) IE 118: Professional-Led Research Development (Jun 21 – Jul 02) FM 133: Procurement and Supply Chain Management (Jun 21 – Jul 02) |
| Tue | 22. | |
| Wed | 23. | |
| Thu | 24. | |
| Fri | 25. | |
| Sat | 26. | |
| Sun | 27. | |
| Mon | 28. | GM 110: Human Resource Management (Jun 28 – Jul 09) FM 128: Management Accounting (Jun 28 – Jul 09) |
| Tue | 29. | |
| Wed | 30. | |

July 2020 Calendar

| | | |
|-----|-----|---|
| Thu | 1. | |
| Fri | 2. | |
| Sat | 3. | |
| Sun | 4. | |
| Mon | 5. | MM 103: Managing Sales Force Effectiveness (Jul 05 – 09) FM 123: Budgeting and Budgetary Control (Jul 05 – 16) GM 107: Practice of Supervision (Jul 05 – 16) MIS 108: Data Entry Management (Jul 05 – 09) |
| Tue | 6. | |
| Wed | 7. | |
| Thu | 8. | |
| Fri | 9. | |
| Sat | 10. | |
| Sun | 11. | |
| Mon | 12. | GM 101: Office Management and Administration (Jul 12 – 23) IE 108: Maintenance Management (Jul 12 - 23) MM 119: Customer Relationship Management (Jul 12 – 16) IE 120: Logistics Management and Administration (Jul 12 – 23) MM 102: Front Desk Management (Jul 12 – 16) |
| Tue | 13. | |
| Wed | 14. | |
| Thu | 15. | |
| Fri | 16. | |
| Sat | 17. | |
| Sun | 18. | |
| Mon | 19. | |
| Tue | 20. | <i>Eid al-Adha (Feast of Sacrifice) Holiday</i> |
| Wed | 21. | FM 102: Data Management Using Microsoft Excel and Access (Jul 21 - 23) |
| Thu | 22. | |
| Fri | 23. | |
| Sat | 24. | |
| Sun | 25. | |
| Mon | 26. | MM 106: Business Communication Excellence (Jul 26 – 30) MM 120: Entrepreneurship Skills Development (Jul 26 – 30) FM 134: Financial Modelling Using Advanced Features of Excel (Jul 26 – 30) GM 108: Managerial Skills for Professionals (Jul 26 – 30) |
| Tue | 27. | |
| Wed | 28. | GM 111: Effective Performance Management (Jul 28 – 30) |
| Thu | 29. | |
| Fri | 30. | |
| Sat | 31. | |

August 2020 Calendar:

| | | |
|-----|-----|--|
| Sun | 1. | |
| Mon | 2. | |
| Tue | 3. | |
| Wed | 4. | <i>Founders' Day</i> |
| Thu | 5. | |
| Fri | 6. | |
| Sat | 7. | |
| Sun | 8. | |
| Mon | 9. | MM 113: Conducting Market Research (Aug 09 – 13) GM 113: Training Methodology (Training the Trainer) (Aug 09 – 20) GM 103: Administrative Management Skills (Aug 09 – 20) |
| Tue | 10. | |
| Wed | 11. | FM 124: Risk Management and Corporate Governance (Aug 11 – 13) GM 106: Emotional Intelligence and Effective Leadership (Aug 11 – 13) |
| Thu | 12. | |
| Fri | 13. | |
| Sat | 14. | |
| Sun | 15. | |
| Mon | 16. | MM 117: Brand and Corporate Image Management (Aug 16 – 20) IE 109: Production Planning & Control Techniques (Aug 16 – 20) GM 109: Managerial Leadership Skills Development (Aug 16 – 20) IE 112: Managing Occupational Health and Safety (Aug 16 – 27) |
| Tue | 17. | |
| Wed | 18. | |
| Thu | 19. | |
| Fri | 20. | |
| Sat | 21. | |
| Sun | 22. | |
| Mon | 23. | MM 108: Carving a Niche for Your Products and Services (Aug 23 – 27) FM 122: Supply Chain Management (Aug 23 – 27) |
| Tue | 24. | |
| Wed | 25. | GM 118: Corporate Governance (Aug 25 – 27) GM 121: Team Development and Quality Circles Workshop (Aug 25 – 27) |
| Thu | 26. | |
| Fri | 27. | |
| Sat | 28. | |
| Sun | 29. | |
| Mon | 30. | GM 104: Managing Interpersonal Relations (Aug 30 - Sept 03) GM 105: Report Writing and Presentation Skills (Aug 30 - Sept 03) MM 101: Effective Public Speaking & Communication Strategy (Aug 30 - Sept 03) FM 118: Procurement Principles and Practice (Aug 30 - Sept 10) MM 109: Developing Effective Negotiation Skills (Aug 30 – Sept 03) |
| Tue | 31. | |

September 2020 Calendar

| | | |
|-------------|------------|--|
| Wed | 1. | |
| Thu | 2. | |
| Fri | 3. | |
| Sat | 4. | |
| Sun | 5. | |
| Mon | 6. | FM 114: Financial Control (Sept 06 – 10) MM 114: Developing a Strategic Marketing Plan (Sept 06 – 10) IE 113: Project Management (Sept 06 - 17) FM 112: Internal Auditing (Sept 06 - 17) |
| Tue | 7. | |
| Wed | 8. | |
| Thu | 9. | |
| Fri | 10. | |
| Sat | 11. | |
| Sun | 12. | |
| Mon | 13. | FM 125: Investigative and Forensic Audit (Sept 13 – 24) IE 111: Feasibility Studies (Sept 13 – 24) MM 111: Delighting the Customer (Sept 13 – 17) MIS 101: MIS (Compact) (Sept 13 – 17) |
| Tue | 14. | |
| Wed | 15. | |
| Thu | 16. | |
| Fri | 17. | |
| Sat | 18. | |
| Sun | 19. | |
| Mon | 20. | |
| Tue | 21. | <i>Kwame Nkrumah Memorial Day</i> |
| Wed | 22. | IE 114: Executive Maintenance Management (Sept 22 - 24) GM 119: Strategic Plan Development (Sept 22 – 24) MIS 103: Microsoft PowerPoint (Sept 22 – 24) |
| Thu | 23. | |
| Fri | 24. | |
| Sat | 25. | |
| Sun | 26. | |
| Mon | 27. | IE 107: Facilities Management (Sept 27 – Oct 08) FM 113: International Financial Reporting Standards (Sept 27 - Oct 08) FM 123: Risk-Based Internal Auditing (Sept 27 – Oct 08) MM 104: Improving Corporate Sales Performance (Sept 27 – Oct 01) MM 105: Effective Marketing Communication (Sept 27 – Oct 01) |
| Tue | 28. | |
| Wed | 29. | |
| Thur | 30. | |

October 2020 Calendar

| | | |
|------------|------------|---|
| Fri | 1. | |
| Sat | 2. | |
| Sun | 3. | |
| Mon | 4. | MM 116: Competitive-Edge Marketing (Oct 04 – 08) FM 116: Records Management (Oct 04 – 15) |
| Tue | 5. | |
| Wed | 6. | |
| Thu | 7. | |
| Fri | 8. | |
| Sat | 9. | |
| Sun | 10. | |
| Mon | 11. | GM 102: Executive Assistant / Secretary (Oct 11 – 15) FM 128: Management Accounting (Oct 11 – 22) GM 110: Human Resource Management (Oct 11 – 22) IE 110: Total Quality Management (TQM) (Oct 11 - 22) |
| Tue | 12. | |
| Wed | 13. | |
| Thu | 14. | |
| Fri | 15. | |
| Sat | 16. | |
| Sun | 17. | |
| Mon | 18. | IE 103: Transport Management (Oct 18 – 29) MM 118: Managing Customer Service (Oct 18 – 22) |
| Tue | 19. | |
| Wed | 20. | |
| Thu | 21. | |
| Fri | 22. | |
| Sat | 23. | |
| Sun | 24. | |
| Mon | 25. | IE 108: Maintenance Management (Oct 25 – Nov 05) MM 119: Customer Relationship Management (Oct 25 – 29) IE 106: Workplace Improvement Techniques for Increased Productivity (Oct 25 - 29) |
| Tue | 26. | |
| Wed | 27. | IE 102: Attitudinal Change for Improved Productivity (Oct 27 – 29) |
| Thu | 28. | |
| Fri | 29. | |
| Sat | 30. | |
| Sun | 31. | |

November 2020 Calendar

| | | |
|------------|------------|---|
| Mon | 1. | GM 103: Administrative Management Skills (Nov 01 - 12) IE 120: Logistics Management and Administration (Nov 01 – 12) GM 101: Office Management and Administration (Nov 01 – 12) FM 134: Financial Modelling Using Advanced Features of Excel (Nov 01 – 12) |
| Tue | 2. | |
| Wed | 3. | |
| Thu | 4. | |
| Fri | 5. | |
| Sat | 6. | |
| Sun | 7. | |
| Mon | 8. | FM 117: Financial Management (Nov 08 – 19) |
| Tue | 9. | |
| Wed | 10. | |
| Thu | 11. | |
| Fri | 12. | |
| Sat | 13. | |
| Sun | 14. | |
| Mon | 15. | GM 113: Training Methodology (Training the Trainer) (Nov 15 – 26) MM 108: Hotel & Hospitality Management (Nov 15 – 19) IE 116: Fraud Investigation and Security Management (Nov 15 – 26) MM 110: Developing a Winning Business Plan (Nov 15 – 19) |
| Tue | 16. | |
| Wed | 17. | |
| Thu | 18. | |
| Fri | 19. | |
| Sat | 20. | |
| Sun | 21. | |
| Mon | 22. | GM 107: Practice of Supervision (Nov 22 – Dec 03) GM 108: Managerial Skills for Professionals (Nov 22 – 26) |
| Tue | 23. | |
| Wed | 24. | FM 105: Microsoft Excel for Accounts and Finance Staff (Nov 24 - 26) |
| Thu | 25. | |
| Fri | 26. | |
| Sat | 27. | |
| Sun | 28. | |
| Mon | 29. | IE 104: Productivity Measurement and Improvement Techniques (Nov 29 – Dec 03) GM 112: Training Management and Administration (Nov 29 – Dec 03) FM 107: Microsoft Outlook (Nov 29 – Dec 01) IE 101: Productivity Improvement Techniques for Drivers (Nov 29 – Dec 01) |
| Tue | 30. | |

December 2020 Calendar

| | | |
|-----|-----|--|
| Wed | 1. | |
| Thu | 2. | |
| Fri | 3. | <i>Farmers' Day</i> |
| Sat | 4. | |
| Sun | 5. | |
| Mon | 6. | GM 117: Pre-Retirement and Pension Planning (Dec 06 - 08) GM 118: Corporate Governance (Dec 06 – 08) FM 130: Tax Compliance (Dec 06 – 17) FM 131: Corporate Tax (Dec 06 – 10) |
| Tue | 7. | |
| Wed | 8. | GM 114: Training Within Industry (On-The-Job Training) (Dec 08 – 10) |
| Thu | 9. | |
| Fri | 10. | |
| Sat | 11. | |
| Sun | 12. | |
| Mon | 13. | |
| Tue | 14. | |
| Wed | 15. | |
| Thu | 16. | |
| Fri | 17. | |
| Sat | 18. | |
| Sun | 19. | |
| Mon | 20. | |
| Tue | 21. | |
| Wed | 22. | |
| Thu | 23. | <i>Christmas Eve</i> |
| Fri | 24. | <i>Christmas Day</i> |
| Sat | 25. | <i>Boxing Day</i> |
| Sun | 26. | |
| Mon | 27. | |
| Tue | 28. | |
| Wed | 29. | |
| Thu | 30. | <i>New Year's Eve</i> |

COURSE CODES

MM: Marketing Management
 GM: General Management
 IE: Industrial Engineering
 FM: Financial Management and MIS

Special Courses

1. Women in Entrepreneurship

ILO-SCORE Short Courses

1. SCORE Short Course Training
2. Business Continuity Planning

HOCO Courses

1. Module 1 Workplace Cooperation
2. Module 2 Service Excellence
3. Module 3 Good Environmental, Practice, Hygiene/OSH & Digitalisation

Admission Procedure

Nominations should be made by the sponsoring organization on a Nomination Form, copies of which can be obtained from the Institute or downloaded. Completed Forms should be returned to the Director General of the Institute at least, One week before the commencement of a course.

Certificate is issued at the end of the Course.

For further information, kindly contact:

The Director, Training, MDPI, P. O. Box GP 297, Accra – Ghana

You may call for further clarifications on:

Director, Training: 00233-20-8282138
Business Development Officer: 00233-302-252323/244-929735
Training Manager: 00233-27-6984870

Website: www.mdpi.gov.gh
Email: training@mdpi.gov.gh or info@mdpi.gov.gh
zoetan929@yahoo.com / naateteokor.crabbe@yahoo.com