

MANAGEMENT DEVELOPMENT & PRODUCTIVITY INSTITUTE (MDPI)
2022 - CALENDAR

January 2021 Calendar

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

PRODUCTIVITY IMPROVEMENT THROUGH SKILLS TRAINING

February 2022 Calendar

Tue	1.	
Wed	2.	
Thu	3.	
Fri	4.	
Sat	5.	
Sun	6.	
Mon	7.	
Tue	8.	
Wed	9.	
Thu	10.	
Fri	11.	
Sat	12.	
Sun	13.	
Mon	14.	MM 112: Effective Service Marketing (Feb 14 – 18) MM 102: Front Desk Management (Feb 14 – 18) IE 117: Project Proposal Writing (Feb 14 – 18)
Tue	15.	
Wed	16.	FM 106: Microsoft Excel for Decision Making (Feb 16 - 18)
Thu	17.	
Fri	18.	
Sat	19.	
Sun	20.	
Mon	21.	MM 113: Conducting Market Research (Feb 21 – 25) MM 103: Managing Sales Force Effectiveness (Feb 21 – 25) IE 105: Productivity and Compensation Management (Feb 21 – 25) MIS 101: MIS (Compact) (Feb 21 – 25)
Tue	22.	
Wed	23.	IE 102: Attitudinal Change for Improved Productivity (Feb 23 – 25)
Thur	24.	
Fri	25.	
Sat	26.	
Sun	27.	
Mon	28.	IE 112: Managing Occupational Safety and Health (Feb 28 - Mar 11) IE 107: Facilities Management (Feb 28 - Mar 11) GM 101: Office Management and Administration (Feb 28 - Mar 11)

March 2022 Calendar

Tue	1.	
Wed	2.	
Thu	3.	
Fri	4.	
Sat	5.	
Sun	6.	Independence Day
Mon	7.	Independence Day Observed
Tue	8.	
Wed	9.	GM 106: Emotional Intelligence & Effective Leadership (Mar 09 – 11) IE 101: Productivity Improvement Techniques for Drivers (Mar 09 – 11)
Thu	10.	
Fri	11.	
Sat	12.	
Sun	13.	
Mon	14.	FM 121: Supply Chain Management (Mar 14 – 18) FM 122: Budgeting and Budgetary Control (Mar 14 – 25) IE 113: Project Management (Mar 14 – 25) GM 107: Practice of Supervision (Mar 14 – 25) IE 119: Cyber Security Awareness (Mar 14 – 18)
Tue	15.	
Wed	16.	
Thu	17.	
Fri	18.	
Sat	19.	
Sun	20.	
Mon	21.	MM 104: Improving Corporate Sales Performance (Mar 21 – 25) GM 124: Training Needs Analysis and Evaluation (Mar 21 – 25)
Tue	22.	
Wed	23.	GM 122: Time & Stress Management (Mar 23 – 25)
Thu	24.	
Fri	25.	
Sat	26.	
Sun	27.	
Mon	28.	GM 116: Business Ethics and Professionalism (Mar 28 – 30) MM 115: Advanced Selling Techniques (Mar 28 – 30) GM 123: Productivity & Salary & Wage Administration (Mar 28 – 30)
Tue	29.	
Wed	30.	
Thur	31.	

April 2022 Calendar

Fri	1.	Good Friday
Sat	2.	
Sun	3.	
Mon	4.	Easter Monday
Tue	5.	
Wed	6.	MIS 104: Data Analysis Using SPSS (Apr 06 – 08) GM 117: Pre-Retirement and Pension Planning (Apr 06 – 08) GM 120: Job Analysis and Evaluation (Apr 06 – 08)
Thu	7.	
Fri	8.	
Sat	9.	
Sun	10.	
Mon	11.	MM 108: Hotel & Hospitality Management (Apr 11 – 15) MM 117: Brand and Corporate Image Management (Apr 11 – 15) FM 111: Accounting for Non-Accountants (Apr 11 – 15) FM 113: International Financial Reporting Standards (Apr 11 – 22) GM 104: Managing Interpersonal Relations (Apr 11 – 15)
Tue	12.	
Wed	13.	
Thu	14.	
Fri	15.	
Sat	16.	
Sun	17.	
Mon	18.	IE 104: Productivity Measurement & Improvement Techniques (Apr 18 – 22) MM 111: Delighting the Customer (Apr 18 – 22) FM 120: Inventory Management (Apr 18 – 22) FM 110: Stores Management (Apr 18 – 22) MM 121: Product and Service Branding (Apr 18 – 22)
Tue	19.	
Wed	20.	
Thu	21.	
Fri	22.	
Sat	23.	
Sun	24.	
Mon	25.	FM 129: Financial Management & Risk (Apr 25 – 29) FM 115: Archival and Records Management (Apr 25 – May 06) FM 116: Records Management (Apr 25 – May 06) IE 106: Workplace Improvement Techs. for Increased Productivity (Apr 25 – 29) MM 122: Carving a Niche for Your Products and Services (Apr 25 – 29)
Tue	26.	
Wed	27.	
Thu	28.	
Fri	29.	
Sat	30.	

May 2022 Calendar:

Sun	1.	May Day
Mon	2.	May Day Observed
Tue	3.	Eid ul-Fitr
Wed	4.	IE 102: Attitudinal Change for Improved Productivity (May 04 – 06) GM 119: Strategic Plan Development (May 04 – 06)
Thu	5.	
Fri	6.	
Sat	7.	
Sun	8.	
Mon	9.	MM 105: Effective Marketing Communication (May 09 – 13) MM 107: Protocol and Event Management (May 09 – 13) FM 118: Procurement Principles and Practice (May 09 - 20) GM 103: Administrative Management Skills (May 09 - 20) FM 127: Development of Assets Register in Accordance with IFRS (May 09 – 13)
Tue	10.	
Wed	11.	
Thu	12.	
Fri	13.	
Sat	14.	
Sun	15.	
Mon	16.	MM 110: Developing a Winning Business Plan (May 16 – 20) GM 109: Managerial Leadership Skills Development (May 16 – 20) IE 115: Result-Based Monitoring and Evaluation (May 16 – 20) IE 121: Preparing Asset Register & Maintenance Plan (May 16 – 20)
Tue	17.	
Wed	18.	
Thu	19.	
Fri	20.	
Sat	21.	
Sun	22.	
Mon	23.	FM 125: Investigative and Forensic Audit (May 23 – Jun 03) IE 122: Attitudinal Change, Work Ethics & Productivity Improvement (May 23 – 27) IE 109: Production Planning & Control Techniques (May 23 - 27) FM 109: Finance for Non-Finance Officers (May 23 – 27) MM 116: Competitive Edge Marketing (May 23 - 27)
Tue	24.	
Wed	25.	
Thur	26.	
Fri	27.	
Sat	28.	
Sun	29.	
Mon	30.	GM 105: Report Writing and Presentation Skills (May 30 – Jun 03) IE 110: Total Quality Management (TQM) (May 30 – Jun 10) FM 123: Risk-Based Internal Auditing (May 30 – Jun 10) FM 112: Internal Auditing (May 30 – Jun 10)
Tue	31.	

June 2022 Calendar

Wed	1.	
Thu	2.	
Fri	3.	
Sat	4.	
Sun	5.	
Mon	6.	GM 102: Executive Assistant / Secretary Programme (Jun 06 – 10) MM 112: Effective Service Marketing (Jun 06 – 10) IE 103: Transport Management (Jun 06 – 17)
Tue	7.	
Wed	8.	
Thu	9.	
Fri	10.	
Sat	11.	
Sun	12.	
Mon	13.	MM 118: Managing Customer Service (Jun 13 – 17) MM 114: Developing a Strategic Marketing Plan (Jun 13 – 17) IE 116: Fraud Investigation and Security Management (Jun 13 – 24) FM 119: Public Procurement Policy in Ghana (Jun 13 – 17) FM 132: Entrepreneurship and Risk (Jun 13 – 17)
Tue	14.	
Wed	15.	
Thu	16.	
Fri	17.	
Sat	18.	
Sun	19.	
Mon	20.	GM 115: Church Leadership and Administration (Jun 20 – 24) FM 117: Financial Management (Jun 20 – Jul 01) IE 118: Professional-Led Research Development (Jun 20 – Jul 01) FM 133: Procurement and Supply Chain Management (Jun 20 – Jul 01)
Tue	21.	
Wed	22.	
Thu	23.	
Fri	24.	
Sat	25.	
Sun	26.	
Mon	27.	GM 110: Human Resource Management (Jun 27 – Jul 08) FM 128: Management Accounting (Jun 27 – Jul 08)
Tue	28.	
Wed	29.	
Thur	30.	

July 2022 Calendar

Fri	1.	
Sat	2.	
Sun	3.	
Mon	4.	MM 103: Managing Sales Force Effectiveness (Jul 04 – 08) FM 122: Budgeting and Budgetary Control (Jul 04 – 15) GM 107: Practice of Supervision (Jul 04 – 15) MIS 108: Data Entry Management (Jul 04 – 08)
Tue	5.	
Wed	6.	
Thu	7.	
Fri	8.	
Sat	9.	
Sun	10.	<i>Eid al-Adha (Feast of Sacrifice) Holiday</i>
Mon	11.	GM 101: Office Management and Administration (Jul 11 – 22) IE 108: Maintenance Management (Jul 11 – 22) IE 120: Logistics Management and Administration (Jul 11 – 22)
Tue	12.	
Wed	13.	
Thu	14.	
Fri	15.	
Sat	16.	
Sun	17.	
Mon	18.	MM 119: Customer Relationship Management (Jul 18– 22) MM 102: Front Desk Management (Jul 18 – 22)
Tue	19.	
Wed	20.	FM 102: Data Management Using Microsoft Excel and Access (Jul 20 - 22) GM 114: Change Management & Organisational Development (Jul 20 – 22)
Thu	21.	
Fri	22.	
Sat	23.	
Sun	24.	
Mon	25.	MM 106: Business Communication Excellence (Jul 25 – 29) MM 120: Entrepreneurship Skills Development (Jul 25 – 29) FM 134: Financial Modelling Using Advanced Features of Excel (Jul 25 – 29) GM 108: Managerial Skills for Professionals (Jul 25 – 29)
Tue	26.	
Wed	27.	GM 111: Effective Performance Management (Jul 27 – 29)
Thu	28.	
Fri	29.	
Sat	30.	
Sun	31.	

August 2022 Calendar:

Mon	1.	GM 122: Time & Stress Management (Aug 01 – 03) GM 123: Productivity & Salary and Wage Administration (Aug 01 – 03)
Tue	2.	
Wed	3.	
Thu	4.	<i>Founders' Day</i>
Fri	5.	
Sat	6.	
Sun	7.	
Mon	8.	MM 113: Conducting Market Research (Aug 08 – 12) GM 113: Training Methodology (Training the Trainer) (Aug 08 – 19) GM 103: Administrative Management Skills (Aug 08 – 19)
Tue	9.	
Wed	10.	FM 124: Risk Management and Corporate Governance (Aug 10 – 12) GM 106: Emotional Intelligence and Effective Leadership (Aug 10 – 12)
Thu	11.	
Fri	12.	
Sat	13.	
Sun	14.	
Mon	15.	MM 117: Brand and Corporate Image Management (Aug 15 – 19) IE 109: Production Planning & Control Techniques (Aug 15 – 19) GM 109: Managerial Leadership Skills Development (Aug 15 – 19) IE 112: Managing Occupational Health and Safety (Aug 15 – 26)
Tue	16.	
Wed	17.	
Thu	18.	
Fri	19.	
Sat	20.	
Sun	21.	
Mon	22.	MM 122: Carving a Niche for Your Products and Services (Aug 22 – 26) FM 121: Supply Chain Management (Aug 22 – 26)
Tue	23.	
Wed	24.	GM 118: Corporate Governance (Aug 24 – 26) GM 121: Teamwork and Diversity Management (Aug 24 – 26)
Thu	25.	
Fri	26.	
Sat	27.	
Sun	28.	
Mon	29.	GM 104: Managing Interpersonal Relations (Aug 29 - Sept 02) GM 105: Report Writing and Presentation Skills (Aug 29 - Sept 02) MM 101: Effective Public Speaking & Communication Strategy (Aug 29 - Sept 02) FM 118: Procurement Principles and Practice (Aug 29 - Sept 09) MM 109: Developing Effective Negotiation Skills (Aug 29 - Sept 02)
Tue	30.	
Wed	31.	

September 2022 Calendar

Thu	1.	
Fri	2.	
Sat	3.	
Sun	4.	
Mon	5.	FM 114: Financial Control (Sept 05 – 09) MM 114: Developing a Strategic Marketing Plan (Sept 05 – 09) IE 113: Project Management (Sept 05 - 16) FM 112: Internal Auditing (Sept 05 - 16)
Tue	6.	
Wed	7.	
Thu	8.	
Fri	9.	
Sat	10.	
Sun	11.	
Mon	12.	FM 125: Investigative and Forensic Audit (Sept 12 – 23) IE 111: Feasibility Studies (Sept 12 – 23) MM 111: Delighting the Customer (Sept 12 – 16) MIS 101: MIS (Compact) (Sept 12 – 16)
Tue	13.	
Wed	14.	
Thu	15.	
Fri	16.	
Sat	17.	
Sun	18.	
Mon	19.	IE 114: Executive Maintenance Management (Sept 19 - 22) GM 119: Strategic Plan Development (Sept 19 – 22) MIS 103: Microsoft PowerPoint (Sept 19 – 22)
Tue	20.	
Wed	21.	<i>Kwame Nkrumah Memorial Day</i>
Thu	22.	
Fri	23.	
Sat	24.	
Sun	25.	
Mon	26.	IE 107: Facilities Management (Sept 26 – Oct 07) FM 113: International Financial Reporting Standards (Sept 26 – Oct 07) FM 123: Risk-Based Internal Auditing (Sept 26 – Oct 07) MM 104: Improving Corporate Sales Performance (Sept 26 – 30) MM 105: Effective Marketing Communication (Sept 26 – 30)
Tue	27.	
Wed	28.	
Thur	29.	
Fri	30.	

October 2022 Calendar

Sat	1.	
Sun	2.	
Mon	3.	MM 116: Competitive-Edge Marketing (Oct 03 – 07) FM 116: Records Management (Oct 03 – 14) IE 121: Preparing Asset Register & Maintenance Plan (Oct 03 – 07) IE 122: Attitudinal Change, Work Ethics & Productivity Improvement (Oct 03 – 07)
Tue	4.	
Wed	5.	
Thu	6.	
Fri	7.	
Sat	8.	
Sun	9.	
Mon	10.	GM 102: Executive Assistant / Secretary (Oct 10 – 14) FM 128: Management Accounting (Oct 10 – 21) GM 110: Human Resource Management (Oct 10 – 21) IE 110: Total Quality Management (TQM) (Oct 10 - 21)
Tue	11.	
Wed	12.	
Thu	13.	
Fri	14.	
Sat	15.	
Sun	16.	
Mon	17.	IE 103: Transport Management (Oct 17 – 28) MM 118: Managing Customer Service (Oct 17 – 21)
Tue	18.	
Wed	19.	
Thu	20.	
Fri	21.	
Sat	22.	
Sun	23.	
Mon	24.	IE 108: Maintenance Management (Oct 24 – Nov 04) MM 119: Customer Relationship Management (Oct 24 – 28) IE 106: Workplace Improvement Techniques for Increased Productivity (Oct 24 - 28)
Tue	25.	
Wed	26.	IE 102: Attitudinal Change for Improved Productivity (Oct 26 – 28)
Thu	27.	
Fri	28.	
Sat	29.	
Sun	30.	
Mon	31.	GM 103: Administrative Management Skills (Oct 31 – Nov 11) IE 120: Logistics Management and Administration (Oct 31 – Nov 11) GM 101: Office Management and Administration (Oct 31 – Nov 11) FM 134: Financial Modelling Using Advanced Features of Excel (Oct 31 – Nov 11)

November 2022 Calendar

Tue	1.	
Wed	2.	
Thu	3.	
Fri	4.	
Sat	5.	
Sun	6.	
Mon	7.	FM 117: Financial Management (Nov 07 – 18)
Tue	8.	
Wed	9.	
Thu	10.	
Fri	11.	
Sat	12.	
Sun	13.	
Mon	14.	GM 113: Training Methodology (Training the Trainer) (Nov 14 – 25) MM 108: Hotel & Hospitality Management (Nov 14 – 18) IE 116: Fraud Investigation and Security Management (Nov 14 – 25) MM 110: Developing a Winning Business Plan (Nov 14 – 18)
Tue	15.	
Wed	16.	
Thu	17.	
Fri	18.	
Sat	19.	
Sun	20.	
Mon	21.	GM 107: Practice of Supervision (Nov 21 – Dec 02) GM 108: Managerial Skills for Professionals (Nov 21 – 25)
Tue	22.	
Wed	23.	FM 105: Microsoft Excel for Accounts and Finance Staff (Nov 23 - 25)
Thu	24.	
Fri	25.	
Sat	26.	
Sun	27.	
Mon	28.	IE 104: Productivity Measurement and Improvement Techniques (Nov 28 – Dec 02) GM 112: Training Management and Administration (Nov 28 – Dec 02) FM 107: Microsoft Outlook (Nov 28 – 30) IE 101: Productivity Improvement Techniques for Drivers (Nov 28 – 30) FM 127: Development of Assets Register in Accordance with IFRS (Nov 28 – Dec 02)
Tue	29.	
Wed	30.	

December 2022 Calendar

Thu	1.	
Fri	2.	<i>Farmers' Day</i>
Sat	3.	
Sun	4.	
Mon	5.	GM 117: Pre-Retirement and Pension Planning (Dec 05 - 07) GM 118: Corporate Governance (Dec 05 – 07) FM 130: Tax Compliance (Dec 05 – 16) FM 131: Corporate Tax & Effective Payroll Administration & Tax Mgt. (Dec 05 – 09)
Tue	6.	
Wed	7.	GM 114: Change Management & Organisational Development (Dec 07 – 09)
Thu	8.	
Fri	9.	
Sat	10.	
Sun	11.	
Mon	12.	
Tue	13.	
Wed	14.	
Thu	15.	
Fri	16.	
Sat	17.	
Sun	18.	
Mon	19.	
Tue	20.	
Wed	21.	
Thu	22.	
Fri	23.	
Sat	24.	Christmas Eve
Sun	25.	Christmas Day
Mon	26.	Boxing Day
Tue	27.	
Wed	28.	
Thu	29.	New Year's Eve
Fri	30.	
Sat	31.	

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

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