

**MANAGEMENT DEVELOPMENT & PRODUCTIVITY INSTITUTE (MDPI)
2025 - CALENDAR**

January 2025 Calendar

Wed	1.	<i>New Year's Day Observed</i>
Thu	2.	
Fri	3.	
Sat	4.	
Sun	5.	
Mon	6.	
Tue	7.	<i>Constitution Day Observed</i>
Wed	8.	
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.	
Fri	24.	
Sat	25.	
Sun	26.	
Mon	27.	
Tue	28.	
Wed	29.	
Thu	30.	
Fri	31.	

February 2025 Calendar

Sat	1.	
Sun	2.	
Mon	3.	
Tue	4.	
Wed	5.	
Thu	6.	
Fri	7.	
Sat	8.	
Sun	9.	
Mon	10.	MM 212: Excellence in Service Marketing (Feb 10 – 14)
Tue	11.	
Wed	12.	MM 102: Front Desk Management (Feb 12 – 14) MIS 106: Microsoft Excel for Decision Making (Feb 12 – 14)
Thu	13.	
Fri	14.	
Sat	15.	
Sun	16.	
Mon	17.	GM 206: Professional Business Writing Skills (Feb 17 – 19) MM 302: Conducting Market Research (Feb 17 – 21) IE 208: Health, Safety & Environment (HSE) at the workplace (Feb 17 – 28) MIS 101: MIS (Compact) (Feb 17 – 28)
Tue	18.	
Wed	19.	MM 301: Effective Sales Force Management (Feb 19– 21) IE 102: Attitudinal Change for Improved Productivity (Feb 19– 21)
Thu	20.	
Fri	21.	
Sat	22.	
Sun	23.	

Mon	24.	GM 101: Office Management and Administration (Feb 24 - 28) IE 203: Maintenance of Facilities and Office Buildings (Feb 24 - Mar 7) FM 203: Warehousing & Inventory Management (Feb 24 – 28)
Tue	25.	
Wed	26.	
Thu	27.	
Fri	28.	

March 2025 Calendar

Sat	1	
Sun	2	
Mon	3	GM 205: Emotional Intelligence & Effective Leadership (Mar 03 – 05) MM 310: Entrepreneurial Innovation and Leadership: (Mar 03 – 05) IE 101: Productivity Improvement Techniques for Drivers (Mar 03 – 05) IE 201: Effective Transport Management (Mar 03 – 05)
Tue	4	
Wed	5	
Thu	6	Independence Day
Fri	7	
Sat	8	
Sun	9	
Mon	10	GM 301: Practice of Supervision (Mar 10 – 14) FM 215: Budgeting and Budgetary Control (Mar 10– 14) IE 210: Cyber Security Awareness (Mar 10 - 14) IE 211: Project Management (Mar 10 – 21)
Tue	11	
Wed	12	

Thu	13	
Fri	14	
Sat	15	
Sun	16	
Mon	17	MM 202: Generating Sales lead for Profit (Mar 17 – 21) MM 311: Social Media Marketing (Mar 17 – 21) FM 304: Risk-Based internal Auditing (Mar 17 – 28)
Tue	18	
Wed	19	GM 314: Time & Stress Management (Mar 19 – 21) GM 316: Training Needs Analysis and Evaluation (Mar 19 – 21)
Thu	20	
Fri	21	
Sat	22	
Sun	23	
Mon	24	GM 311: Business Ethics and Professionalism (Mar 24 – 26) GM 315: Productivity & Salary & Wage Administration (Mar 24 – 26)
Tue	25	
Wed	26	MM 201: Communication Skills in a Digital Dispensation (Mar 26 – 28)
Thu	27	
Fri	28	
Sat	29	
Sun	30	
Mon	31	Id ul Fitr

April 2025 Calendar

Tue	1	
Wed	2	MIS 104: Data Analysis Using SPSS (Apr 02 – 04) GM 312: Pre-Retirement and Pension Planning (Apr 02 – 04) GM 313: Job Evaluation: Principles and Practice (Apr 02 – 04)
Thu	3	
Fri	4	
Sat	5	
Sun	6	
Mon	7	MM 207: Hotel & Hospitality Management (Apr 07 – 11) MM 304: Brand and Corporate Image Management (Apr 07 – 11) MM 210: Customer Delight (Apr 07 – 11) MM 303: Winning and Maintaining Customers (Apr 07 - 11) FM 204: Accounting for Non-Accountants (Apr 07 – 11) FM 206: International Financial Reporting Standards (Apr 07 – 18) GM 203: Managing Interpersonal Relations (Apr 07 – 11)
Tue	8	
Wed	9	
Thu	10	
Fri	11	
Sat	12	
Sun	13	
Mon	14	FM 212: Managing Credit Risk (Apr 14 – 18) FM 202: Inventory & Stores Management (Apr 14 – 18)
Tue	15	
Wed	16	

Thu	17	
Fri	18	Good Friday
Sat	19	
Sun	20	
Mon	21	Easter Friday
Tue	22	
Wed	23	MM 206: Personal Branding (Apr 23 – 25)
Thu	24	
Fri	25	
Sat	26	
Sun	27	
Mon	28	IE 102: Attitudinal Change for Improved Productivity (Apr 28 – 30) FM 209: Electronic Records Management (Apr 28 – 09 May)
Tue	29	
Wed	30	

May 2025 Calendar:

Thu	1	May day
Fri	2	
Sat	3	
Sun	4	
Mon	5	MM 203: Effective Marketing Communication (May 05 – 09) MM 312: Tourism and Hospitality Management (May 05 – 09) FM 211: Procurement Principles and Practice (May 05 – 16) GM 202: Administrative Management Skills (May 05 – 09) FM 309: Assets Management (May 06 – 10)
Tue	6	

Wed	7	MM 205: Stakeholder Engagement, Navigating External Relationships (May 07 – 09)
Thu	8	
Fri	9	
Sat	10	
Sun	11	
Mon	12	MM 209: Crafting a Winning Business Plan (May 12 – 16) GM 303: Managerial Leadership Skills Development (May 12 – 16) IE 302: Monitoring, Evaluation and Learning Systems (May 12 – 16) IE 212: Preparing Asset Register & Maintenance Management (May 12 – 16) FM 308: Research methods for Managers (May 12 -16) FM 316: Taxation in E-commerce Treaty Negotiations (May 12 – 16)
Tue	13	
Wed	14	
Thu	15	
Fri	16	
Sat	17	
Sun	18	
Mon	19	GM 207: Human Capital Management (May 19 – 23) GM 208: Reward & Compensation Management (May 19 – 23) FM 307: Forensic and Investigative Audit (May 19 – 23) IE 213: Attitudinal Change, Work Ethics & Productivity Improvement (May 19 – 23) FM 201: Finance for Non-Finance Officers (May 19 – 23)
Tue	20	
Wed	21	
Thu	22	
Fri	23	
Sat	24	

Sun	25	African Union day
Mon	26	GM 204: Report Writing and Presentation Skills (May 26 - 30) IE 206: Implementing Total Quality Management (TQM) (May 26 – June 06) FM 216: Risk-Based Internal Auditing (May 26 – 30) FM 205: Internal Auditing (May 26 – 30) FM 306: Records Management (May 26 – Jun 06)
Tue	27	
Wed	28	
Thu	29	
Fri	30	
Sat	31	

June 2025 Calendar

Sun	1	
Mon	2	GM 209: Labour Dispute & Their Settlement Procedure (Jun 02 – 06) MM 212: Excellence in Service Marketing (Jun 02 – 06) MM 308: Global Marketing Strategies (Jun 02 – 06) IE 202: Workplace Improvement Planning for Increased Productivity (Jun 02 – 06)
Tue	3	
Wed	4	
Thu	5	
Fri	6	
Sat	7	Eid al-Adha (Tentative)
Sun	8	
Mon	9	Eid al-Adha (Tentative) MM 211: Strategic Marketing Plan & Management (Jun 09 – 13) IE 303: Fraud Investigation and Security Management (Jun 09 – 20) FM 311: Financial Risk Management (Jun 09 – 13) FM 315: Taxation and Auditing in the Oil & Gas Sector (Jun 09 – 13)

Tue	10	
Wed	11	GM 206: Professional Business Writing Skills (Jun 11 – 13) MM 305: Elevating Customer Experience in Service Management (Jun 11 – 13)
Thu	12	
Fri	13	
Sat	14	
Sun	15	
Mon	16	GM 310: Church Leadership and Administration (Jun 16–20) FM 210: Financial Management (Jun 16 – 27) IE 304: Professional Approach to the Conduct of Research Studies (Jun 16 – 27)
Tue	17	
Wed	18	
Thu	19	
Fri	20	
Sat	21	
Sun	22	
Mon	23	GM 304: Human Resource Management (Jun 23 – 27) MM 309: Marketing for Startups (Jun 23 – 27) FM 212: Effective Delinquency Management (Jun 23 – 27) FM 310: Management Accounting (Jun 23 – Jul 04)
Tue	24	
Wed	25	
Thu	26	
Fri	27	
Sat	28	
Sun	29	
Mon	30	FM 215: Budgeting and Budgetary Control (Jun 30 – Jul 04) GM 301: Practice of Supervision (Jun 30 – Jul 04)

July 2025 Calendar

Tue	1	
Wed	2	
Thu	3	
Fri	4	
Sat	5	
Sun	6	
Mon	7	GM 101: Office Management and Administration (Jul 07 – 11) IE 204: Maintenance Management (Jul 07 – 18) IE 211: Logistics & Supply Chain Management and Administration (Jul 07 – 18) MIS 108: Data Management Using Computer Application (Jul 07 – 11) FM 304: Risked Based Internal Auditing (Jul 07 – 18)
Tue	8	
Wed	9	
Thu	10	
Fri	11	
Sat	12	
Sun	13	
Mon	14	GM 309: Change Management & Organizational Development (Jul 14 – 18) MM 306: Customer Relationship Management (Jul 14 – 18)
Tue	15	
Wed	16	MM 102: Front Desk Management (Jul 16 – 18) MIS 102: Data Management Using Microsoft Excel & Access (Jul 16 – 18)
Thu	17	
Fri	18	
Sat	19	

Sun	20	
Mon	21	GM 302: Managerial Skills for Professionals (Jul 21 – 25) GM 402: Talent Management (Jul 21 – 25) MM 204: Digital Marketing Management (Jul 21 – 25) FM 322: Financial Modelling Using Advanced Computer Application (Jul 21 – Aug 01)
Tue	22	
Wed	23	MIS 109: Stores/Inventory Management Using Microsoft Excel (Jul 23 – 25)
Thu	24	
Fri	25	
Sat	26	
Sun	27	
Mon	28	GM 305: Effective Performance Management (Jul 28 – 30) GM 314 : Time & Stress Management (Jul 29 – 31) GM 315: Productivity & Salary & Wage Administration (Jul 28 – 30) FM 302: Fraud and Corporate Governance (Jul 28 – Aug 01) FM 314: Transfer Pricing & Taxation (Jul 28 – 30)
Tue	29	
Wed	30	
Thu	31	

August 2025 Calendar:

Fri	1	
Sat	2	
Sun	3	
Mon	4	Founders' Day Observed
Tue	5	GM 308: Training Methodology (Training the Trainer) (Aug 04 – 15) FM 303: Fraud & Corporate Governance (Aug 04 – 15)
Wed	6	

Thu	7	
Fri	8	
Sat	9	
Sun	10	
Mon	11	GM 202: Administrative Management skills (Aug 11 – 15) GM 303: Managerial Leadership Skills Development (Aug 11 – 15) MM 304: Brand and Corporate Image Management (Aug 11 – 15) MM 302: Conducting Market Research (Aug 11 – 15) IE 205: Production Planning & Control for Productivity Improvement (Aug 11 – 15) IE 208: Health, Safety & Environment at the Workplace (Aug 11 – 22) FM 318: Enterprise Risk Management (Aug 11 – 15)
Tue	12	
Wed	13	MIS 112: Payroll Using GRA Income Tax Bracket (Aug 13 – 15)
Thu	14	
Fri	15	
Sat	16	
Sun	17	
Mon	18	FM 214: Effective Budgeting & Operational Cost Control (Aug 18 – 22)
Tue	19	
Wed	20	GM 401: Mastering the art of Corporate Governance (Aug 20 – 22) GM 306: Building and Managing Diversity in Teams (Aug 20 – 22) MM 206: Personal Branding (Aug 20-22) MIS 111: Employee Data Management System (Aug 20-22)
Thu	21	
Fri	22	
Sat	23	
Sun	24	

Mon	25	GM 203: Managing Interpersonal Relations (Aug 25 - 29) GM 204: Report Writing and Presentation Skills (Aug 25 - 29) MM 101: The Art of Influence: Dynamic Public Speaking and Communication Strategy (Aug 25 – 27) MM 208: Successful Negotiation: Essential Strategies and Skills (Aug 25 – 29) FM 211: Procurement Principles and Practice (Aug 25 - Sep 05)
Tue	26	
Wed	27	
Thu	28	
Fri	29	
Sat	30	
Sun	31	

September 2025 Calendar

Mon	1	MM 211: Strategic Marketing Plan & Management (Sept 01 – 05) IE 209: Project Management (Sept 01 - 12) FM 205: Internal Auditing (Sept 01 - 05) FM 207: Financial Control – Public & Corporate (Sept 01 – 05)
Tue	2	
Wed	3	MIS 110: Microsoft Excel for Secretaries & HR Officers (Sept 03 – 05)
Thu	4	
Fri	5	
Sat	6	
Sun	7	
Mon	8	MM 210: Customer Delight (Sept 08 – 12) IE 207: Replacement of Asset Value to Audit Maintenance (Sept 08 – 12) MIS 101: MIS (Compact) (Sept 08 – 19) FM 208: Financial Accounting (Sept 08 – 12) FM 307: Forensic & Investigative Audit (Sept 08 – 12)

Tue	9	
Wed	10	GM 404: Sustainable Leadership & Governance (Sept 10 – 12)
Thu	11	
Fri	12	
Sat	13	
Sun	14	
Mon	15	MM 102: Generating Sales Lead for Profit (Sept 15 – 19) FM 216: Risk-Based Internal Auditing (Sept 15 – 19) FM 305: Final Accounts (Sept 15 – 19)
Tue	16	
Wed	17	IE 301: Strategic Maintenance Management (Sept 17 - 19) MIS 103: Microsoft PowerPoint (Sept 17 - 19)
Thu	18	
Fri	19	
Sat	20	
Sun	21	Kwame Nkrumah Memorial Day
Mon	22	Kwame Nkrumah Memorial Day Observed
Tue	23	
Wed	24	
Thu	25	
Fri	26	
Sat	27	
Sun	28	
Mon	29	IE 203: Maintenance of Facilities & Office Buildings (Sept 29 – Oct 10) IE 212: Preparing Asset Register & Maintenance Management (Sept 29 – Oct 03) IE 213: Attitudinal Change, Work Ethics & Productivity Improvement (Sept 29 – Oct 03) FM 206: International Financial Reporting Standards (Sept 29 – Oct 10) FM 209: Electronic Records Management (Sept 29 – Oct 10) FM 317: Enterprise Risk Management & Executive Development (Sept 29 – Oct 10)

Tue	30	
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October 2025 Calendar

Wed	1	
Thu	2	
Fri	3	
Sat	4	
Sun	5	
Mon	6	GM 201: Executive Assistant / Secretary (Oct 06 – 10) FM 310: Management Accounting (Oct 06 – 17) GM 304: Human Resource Management (Oct 06 – 10) IE 206: Implementing Total Quality Management (TQM) (Oct 06 – 17)
Tue	7	
Wed	8	Winning and Maintaining Customers (Oct 08 – 12)
Thu	9	
Fri	10	
Sat	11	
Sun	12	
Mon	13	IE 205: Production Planning & Control for Productivity Improvement (Oct 13 – 17) FM 306: Records Management (Oct 13 – 24)
Tue	14	
Wed	15	MM 305: Elevating Customer Experience in Service Management (Oct 15 – 17)
Thu	16	
Fri	17	
Sat	18	
Sun	19	
Mon	20	IE 204: Maintenance Management (Oct 20 – 31) MM 306: Customer Relationship Management (Oct 20– 24) IE 202: Workplace Improvement Planning for Increased Productivity (Oct 20 – 24) FM 319: Public Sector Financial Management (Oct 20 – 24)

Tue	21	
Wed	22	IE 102: Attitudinal Change for Improved Productivity (Oct 22 – 24)
Thu	23	
Fri	24	
Sat	25	
Sun	26	
Mon	27	GM 202: Administrative Management Skills (Oct 27 – 31) IE 211: Logistics & Supply Chain Management and Administration (Oct 27 – Nov 7) FM 320: Procurement Management (Oct 27 – 31) FM 322: Financial Modelling Using Advanced Computer Application (Oct 27 – Nov 7)
Tue	28	
Wed	29	
Thu	30	
Fri	31	

November 2025 Calendar

Sat	1	
Sun	2	
Mon	3	
Tue	4	
Wed	5	
Thu	6	
Fri	7	
Sat	8	
Sun	9	

Mon	10	GM 308: Training Methodology (Training the Trainer) (Nov 10 – 21) MM 207: Hospitality Management Skills (Nov 10 – 14) IE 303: Fraud Investigation and Security Management (Nov 10 – 21)
Tue	11	
Wed	12	
Thu	13	
Fri	14	
Sat	15	
Sun	16	
Mon	17	GM 301: Practice of Supervision (Nov 17 – 21) GM 302: Managerial Skills for Professionals (Nov 17 – 21)
Tue	18	
Wed	19	MIS 105: Microsoft Excel for Accounts and Finance Staff (Nov 19 – 21)
Thu	20	
Fri	21	
Sat	22	
Sun	23	
Mon	24	GM 307: Training Management & Administration (Nov 24 – 28) FM 309: Assets Management (Nov 24 – 28)
Tue	25	
Wed	26	IE 101: Productivity Improvement Techniques for Drivers (Nov 26-28) IE 201: Effective Transport Management (Nov 26 – 28) MIS 107: Microsoft Outlook (Nov 26 – 28)
Thu	27	
Fri	28	
Sat	29	
Sun	30	

December 2025 Calendar

Mon	1	GM 312: Pre-Retirement and Pension Planning (Dec 01 -03) GM 401: Mastering the Art of Corporate Governance (Dec 01 – 03)
Tue	2	
Wed	3	
Thu	4	
Fri	5	Farmer's Day Observed
Sat	6	
Sun	7	
Mon	8	GM 309: Change Management & Organisational Development (Dec 08 – 12) FM 302: Fraud & Corporate Governance (Dec 08 – 12) FM 312: Taxation (Dec 08 – 12) FM 313: Tax Compliance (Dec 08 – 12) FM 321: Forensic Audit & Cyber Security (Dec 08 – 12)
Tue	9	
Wed	10	
Thu	11	
Fri	12	
Sat	13	
Sun	14	
Mon	15	
Tue	16	
Wed	17	
Thu	18	
Fri	19	
Sat	20	

Sun	21	
Mon	22	
Tue	23	
Wed	24	Christmas Eve
Thu	25	Christmas Day
Fri	26	Boxing Day
Sat	27	
Sun	28	
Mon	29	
Tue	30	New Year's Eve
Wed	31	