



Botswana Open  
University

## Centre for Continuing Professional Development (CCPD) Short Courses Training Calendar 2024-2025

LOCATION	COURSE	PRICE	DURATION	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
Francistown	Assessment	P3500	5 Days	8 - 12											
	Customer Care	P2550	5 Days					5 - 9							
	Labour Relations	P3500	5 Days				22 - 26								
	Project Management	P6000	6 Weeks							14 Oct - 22 Nov					
	Strategic Planning	P3500	5 Days						23 - 27						
	Moderation	P3500	5 Days			24 - 28									
	Training of Trainers	P4500	3 weeks										20 Jan - 7 Feb		
	Safety, Health and Environment	P3500	5 days		20 - 24										

LOCATION	COURSE	PRICE	DURATION	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
Gaborone	Assessment	P3500	5 Days							28 Oct - 1 Nov					
	Customer Care	P2550	5 Days								18 - 22				
	Labour Relations	P3500	5 Days						2 - 6						
	Project Management	P6000	6 Weeks	8 April - 17 May									27 Jan - 7 Mar		
	Strategic Planning	P3500	5 Days					12 - 16							
	Moderation	P3500	5 Days		27 - 31										
	Training of Trainers	P4500	3 weeks			10 - 28								10 - 28	
	Safety, Health and Environment	P3500	5 days									2 - 6			

LOCATION	COURSE	PRICE	DURATION	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
Kang	Assessment	P3500	5 Days						9 - 13						
	Customer Care	P2550	5 Days							7 - 11					
	Labour Relations	P3500	5 Days					19 - 23							
	Project Management	P6000	6 Weeks				8 Jul - 16 Aug								
	Strategic Planning	P3500	5 Days			10 - 14									
	Moderation	P3500	5 Days								25 - 29				
	Training of Trainers	P4500	3 weeks				22 Jul - 9 Aug								
	Safety, Health and Environment	P3500	5 days											3 - 7	



Inspire Tomorrow, Today



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LOCATION	COURSE	PRICE	DURATION	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
Maun	Assessment	P3500	5 Days								11 - 15				
	Customer Care	P2550	5 Days						16 - 20						
	Labour Relations	P3500	5 Days			17 - 21									
	Project Management	P6000	6 Weeks					12 Aug - 20 Sep							
	Strategic Planning	P3500	5 Days				29 Jul - 2 Aug								
Maun	Moderation	P3500	5 Days											17 - 21	
	Training of Trainers	P4500	3 weeks	22 Apr - 10 May											
	Safety, Health and Environment	P3500	5 days							21 - 25					
LOCATION	COURSE	PRICE	DURATION	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
Palapye	Assessment	P3500	5 Days					26 - 30							
	Customer Care	P2550	5 Days										27 - 31		
	Labour Relations	P3500	5 Days							14 - 18					
	Project Management	P6000	6 Weeks						23 Sep - 1 Nov						
	Strategic Planning	P3500	5 Days								4 - 8				
	Moderation	P3500	5 Days				8 - 12								
	Training of Trainers	P4500	3 weeks		13 - 31									23 - 14	
	Safety, Health and Environment	P3500	5 days			3 - 7									

### Application Requirements and Procedures

- Send an email to [shortcourses@stud.bou.ac.bw](mailto:shortcourses@stud.bou.ac.bw) to complete the Expression of Interest Form.
- Please note that the course shall only commence when the University has reached a minimum target number of 15 learners.
- Go to <https://www.bou.ac.bw/index.php/ccpd-home> to get more information about the short courses.
- Once a threshold has been reached, applicants shall be contacted for registrations and payment of fees in accordance with the University registration and payment procedures.
- While every effort is made to ensure the timeliness and accuracy of the information, it is however, subject to change without notice.

### Spaces are limited

Payment: One Week before commencement of the Training Week

Registration: First Come First Served Basis

Sitting per course: Minimum of 15 Learners

### Regional Campuses Enquiry Contact

Gaborone	Tel: 3646107/3646108
Kang	Tel: 6517248
Francistown	Tel: 2418383
Palapye	Tel: 4924024
Maun	Tel: 6865621

