



Botswana Open
University

Centre for Continuing Professional Development (CCPD)

Short Courses Training Calendar May 2025- March 2026

LOCATION	COURSE	FEE	DURATION	MAY	JUNE	JULY	AUGUST	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Francistown	Assessment	P3,500.00	5 days (F2F)									19-23		
	Customer Care	P2,250.00	5 days (F2F)											9-13
	Labour Relations	P3,500.00	5 days (F2F)								8-12			
	Moderation	P3,500.00	5 days (F2F)	12-16										
	Project Management (PM)	P6,000.00	6 weeks (5 days F2F, 5 weeks Virtual)								Nov 3-Dec 12			
	Safety, Health & Environment (SHE)	P3,500.00	5 days (F2F)						20-24					
	Strategic Planning	P3,500.00	5 days (F2F)										16-20	
	Training of Trainers (ToT)	P4,500.00	3 weeks (5 days F2F, 2 weeks Virtual)				11-29							
	Youth Development	P3,600.00	5 days (F2F)					15-19						

LOCATION	COURSE	FEE	DURATION	MAY	JUNE	JULY	AUGUST	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Gaborone	Assessment	P3,500.00	5 days (F2F)										2-6	
	Customer Care	P2,250.00	5 days (F2F)		23-27									
	Labour Relations	P3,500.00	5 days (F2F)										9-13	
	Moderation	P3,500.00	5 days (F2F)							17-21				
	Project Management (PM)	P6,000.00	6 weeks (5 days F2F, 5 weeks Virtual)					Sep 1-Oct 10						
	Safety, Health & Environment (SHE)	P3,500.00	5 days (F2F)		9-13									
	Strategic Planning	P3,500.00	5 days (F2F)				18-22							
	Training of Trainers (ToT)	P4,500.00	3 weeks (5 days F2F, 2 weeks Virtual)						Oct 27-Nov 14					
	Youth Development	P3,600.00	5 days (F2F)	5-9										
	MSO (Word, Excel, Access, PowerPoint, Internet)	P950.00 per course			2 - 27		4 -29		6 - 31					

LOCATION	COURSE	FEE	DURATION	MAY	JUNE	JULY	AUGUST	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Palapye	Assessment	P3,500.00	5 days (F2F)	19-23										
	Customer Care	P2,250.00	5 days (F2F)										23-27	
	Labour Relations	P3,500.00	5 days (F2F)					22-26						
	Moderation	P3,500.00	5 days (F2F)											
	Project Management (PM)	P6,000.00	6 weeks (5 days F2F, 5 weeks Virtual)		Jun 2 - July 11									
	Safety, Health & Environment (SHE)	P3,500.00	5 days (F2F)			Jul 28-Aug 1								
	Strategic Planning	P3,500.00	5 days (F2F)						13-17					
	Training of Trainers (ToT)	P4,500.00	3 weeks (5 days F2F, 2 weeks Virtual)							Nov 24-Dec 12				
	Youth Development	P3,600.00	5 days (F2F)											16-20



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Kang	Assessment	P3,500.00	5 days (F2F)			14-18									
	Customer Care	P2,250.00	5 days (F2F)		23-27										
	Labour Relations	P3,500.00	5 days (F2F)						20-24						
	Moderation	P3,500.00	5 days (F2F)				25-29			3-7					
	Project Management (PM)	P6,000.00	6 weeks (5 days F2F, 5 weeks Virtual)									Jan 12-Feb 20			
	Safety, Health & Environment (SHE)	P3,500.00	5 days (F2F)							10-14					
	Strategic Planning	P3,500.00	5 days (F2F)								1-5				
	Training of Trainers (ToT)	P4,500.00	3 weeks (5 days F2F, 2 weeks Virtual)	May 26 - Jun 13											
	Youth Development	P3,600.00	5 days (F2F)											9-13	

LOCATION	COURSE	FEE	DURATION	MAY	JUNE	JULY	AUGUST	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Maun	Assessment	P3,500.00	5 days (F2F)											2-6
	Customer Care	P2,250.00	5 days (F2F)									26-30		
	Labour Relations	P3,500.00	5 days (F2F)	26-30										
	Moderation	P3,500.00	5 days (F2F)						6-10					
	Project Management (PM)	P6,000.00	6 weeks (5 days F2F, 5 weeks Virtual)				Aug 4-Sept 12							
	Safety, Health & Environment (SHE)	P3,500.00	5 days (F2F)					8-12						
	Strategic Planning	P3,500.00	5 days (F2F)											
	Training of Trainers (ToT)	P4,500.00	3 weeks (5 days F2F, 2 weeks Virtual)			7-25								
	Youth Development	P3,600.00	5 days (F2F)											23-27

	COURSE	FEE	DURATION	MAY	JUNE	JULY	AUGUST	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Online	Leadership, Management and Governance for Health System Strengthening (LMGHSS)	P3,600.00	Self-paced (12 weeks access)				Jun 2- Aug 22		Sep 1 - Nov 21		Dec 1 – Feb 20			

Application Requirements and Procedures

- Send an email to 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.
- Payment must be made at least one week** before the course commencement date.
- While every effort is made to ensure the accuracy and timeliness of the information, it is **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

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