



**BQA (Botswana Qualifications Authority)  
ACCREDITED COURSES TAILORED FOR YOUR COMPANY**

<b>COURSE</b>	<b>LEVEL</b>	<b>DURATION</b>
<b>ACCOUNTING</b>		
Introduction to Accounting Concepts	Level 1	2 Days
Accounting Skills for New Supervisors	Level 1	2 Days
<b>BUSINESS</b>		
Entrepreneurship - 101	Level 1	3 Days
Business Process Management	Level 1	2 Days
Intermediate Project Management	Level 1	1 Day
Advanced Project Management	Level 2	1 Day
Crisis Management	Level 1	2 Days
Inventory Management - The Nuts & Bolts	Level 1	1 Day
Building a Consulting Business	Level 1	1 Day
Risk Management	Level 1	1 Day
Logistics & Supply Chain Management	Level 1	2 Days
<b>COMPUTERS &amp; IT</b>		
Introduction to Basic Computer Operations	Level 1	3 Days
<b>CUSTOMER SERVICE</b>		
Customer Service Customer Service Management	Level 1	1 Day
Customer Service Critical Elements of Customer Service	Level 2	2 Days
Customer Service	Level 3	2 Days
<b>ENVIRONMENTAL</b>		
Environmental Sustainability - A Practical Approach to Greening Your Organisation	Level 1	1 Day
Environmental Audit Primer	Level 2	1 Day
<b>FIRST AID</b>		
First Aid	Level 1	2 Days
First Aid	Level 2	2 Days
First Aid	Level 3	2 Days
<b>FINANCIAL WELLNESS</b>		
Financial Wellness	Level 1	1 Day
<b>HEALTH &amp; WELLNESS</b>		
Health & Wellness HIV & AIDS	Level 1	1 Day
Health & Wellness	Level 2	1 Day
<b>HUMAN RESOURCES</b>		
Basic Human Resource Management	Level 1	2 Days
Human Resource Management	Level 2	2 Days
Human Resource Management	Level 3	2 Days
Leadership & Management	Level 3	4 Days



