

**LIST OF REGISTERED AND ACCREDITED EDUCATION TRAINING PROVIDERS AND THEIR NON CREDIT BEARING SHORT COURSES PROGRAMMES AS OF MARCH 2024**

**ETP0234**

Africa Insurance Training Institute  
Plot 145, Unit 12F  
International Finance Park  
Gaborone  
Tel 3113003

**No of short courses: 9**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Certificate of Proficiency (COP) Introduction to Short term Insurance	14/01/2022	13/02/2025
Emotional Intelligence	19/05/2023	18/05/2026
Introduction to Wealth Management	19/05/2023	18/05/2026
Team Building and Effective Communication	19/05/2023	18/05/2026
Customer Service Excellence	12/07/2023	27/10/2026
Personal Financial Management	12/07/2023	27/10/2026
Certificate of Proficiency (COP) Introduction to Long Term Insurance	14/12/2023	13/12/2026
Relationship Selling Skills	14/12/2023	13/12/2026
Merchandising	27/02/2024	26/02/2027

**ETP0453**

Akofa College of Health and Engineering (PTY) LTD  
 Plot 20209, Metlhabeng Ward  
 Tlokweng, Gaborone  
 Tel 74047121

**No of short courses: 2**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Occupational Health And Safety	14/01/2022	13/02/2025
Food Safety and Hygiene	10/11/2022	09/11/2025

**ETP0477**

Arrow Safety Solutions  
 Plot 56 Oodi  
 Tel 71332847

**No of short courses: 5**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Incident investigation course with ICAM (incident cause and analysis method) Analysis; <ul style="list-style-type: none"> <li>• Introduction to Incident Investigation with ICAM Analysis (Incident Cause and Analysis Method)</li> <li>• Refresher for Incident Investigation with ICAM (Incident Investigation and Analysis Method)</li> </ul>	03/02/2022	02/02/2025
Occupational Health and Safety	30/06/2022	29/06/2025
Personal Protective Equipment	20/10/2022	19/10/2025
Root Cause Analysis (with the WHY Method)	08/06/2023	07/06/2026
ISO 45001 Occupational Health and Safety Management Systems; <ul style="list-style-type: none"> <li>• Understanding of ISO 45001</li> <li>• Implementation of ISO 45001</li> </ul>	14/12/2023	13/12/2026

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**ETP0180**

Awil College

Plot 136, International Finance Park Gaborone

Tel 3102542

**No of short courses: 7**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Broadcast design	17/03/2022	16/03/2025
Digital Television Migration	17/03/2022	16/03/2025
Professional camera	17/03/2022	16/03/2025
Professional Editing	17/03/2022	16/03/2025
Professional Script development for Television	17/03/2022	16/03/2025
Professional Sound	17/03/2022	16/03/2025
Professional Television News and Reporting	17/03/2022	16/03/2025

**ETP0016**

BOBS

Plot 55745, Block 8, Main Airport Road

Gaborone

Tel 3645608

**No of short courses: 10**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Occupational Health and Safety Management	03/02/2022	02/02/2025
BOS ISO 9001:2015 Lead Auditor/Auditor	06/05/2022	05/05/2025
Awareness of BOS ISO 9001:2015 Quality Management Systems	01/09/2022	31/08/2025
Awareness of BOS ISO 14001:2015 Environment Management Systems	01/09/2022	31/08/2025
BOS ISO 9001:2015 Quality Management Systems Documentation	01/09/2022	31/08/2025
BOS ISO 14001:2015 Auditing	01/09/2022	31/08/2025
Understanding BOS ISO 9001:2015 Quality Management Systems	01/09/2022	31/08/2025
Understanding BOS ISO 14001:2015 Environment Management Systems	01/09/2022	31/08/2025

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Awareness of BOS ISO 45001:2018 Occupational health and safety management systems	31/01/2023	25/03/2026
Understanding BOS ISO 45001:2018 Occupational health and safety management systems	31/01/2023	25/03/2026

## ETP0022

Boitekanelo College  
Plot 5824, Masetlheng, Gaborone  
Tel 3980502

### No of short courses: 29

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Strategy In Health Care Environment	14/01/2022	13/01/2025
Leadership in Healthcare Management	14/01/2022	13/01/2025
Effective Communication	14/01/2022	13/01/2025
People's Management in Health Care Settings	14/01/2022	13/01/2025
Finance for Health Care Managers	14/01/2022	13/01/2025
Marketing in Healthcare Industry	14/01/2022	13/01/2025
Health Economics	14/01/2022	13/01/2025
Operations Management in Healthcare	14/01/2022	13/01/2025
Health Informatics	14/01/2022	13/01/2025
Quality and patient Safety Management	03/02/2022	02/02/2025
Professionalism in Healthcare	14/01/2022	13/01/2025
Basic Counselling Skills	02/05/2023	01/05/2026
First Aid	02/05/2023	01/05/2026
Occupational Health and Safety	02/05/2023	01/05/2026
Phlebotomy	02/05/2023	01/05/2026
Waste Management	02/05/2023	01/05/2026
Basic Public Health Emergency Management	08/06/2023	07/06/2026
Emergency and Disaster Management	12/07/2023	11/07/2026
Awareness Training Program on Responsible Gambling for Casino Employees	12/07/2023	11/07/2026
Hazardous Material Management	12/07/2023	11/07/2026

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Tactical Combat Casualty Care- Combat Life Saver (TCC-CLS)	12/07/2023	11/07/2026
Gambling Addiction Prevention for Casino Employees	12/07/2023	11/07/2026
Basic Public Health Emergency Management	12/07/2023	11/07/2026
Pharmacy Dispensing for Healthcare Practitioners	31/08/2023	30/08/2026
Customer Service	14/12/2023	13/12/2026
Trauma Debriefing for Call Center Agents/Staff and Healthcare Professionals	14/12/2023	13/12/2026
Food Safety, Sanitation and Hygiene	14/12/2023	13/12/2026
Academic Research Skills for Evidence-Based Decision Making	14/12/2023	13/12/2026
Wound Management	14/12/2023	13/12/2026

### ETP0175

Bosa Bosele Training Institute  
Plot 6407, Tlhwane Road, Broadhurst Industrial  
Gaborone  
Tel 7407027

### No of short courses: 7

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Animal Nutrition	17/03/2022	16/03/2025
Artificial Insemination	17/03/2022	16/03/2025
Fodder Production	17/03/2022	16/03/2025
Goat Production	20/05/2022	19/05/2025
Record Management	20/05/2022	19/05/2025
Teaching, Training and Assessing Learning	31/01/2023	30/01/2026
Security Risk and Loss Control Management	02/05/2023	01/05/2026

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**ETP0410**

Briteskills Academy  
 Plot 1155, Suite 8 Equity Building, Main mall  
 Gaborone  
 Tel 71676405

**No of short courses: 7**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Bid and Tender Management	24/02/2022	23/02/2025
Critical Elements of Customer Service	24/02/2022	23/02/2025
Digital Transformation and ICT for SME's	24/02/2022	23/02/2025
Microsoft Office 365	24/02/2022	23/02/2025
Purchasing Procurement logistics and Supply chain Management	24/02/2022	23/02/2025
Project Management Training- Understanding Project management	24/02/2022	23/02/2025
Effective Business Management	24/02/2022	23/02/2025

**ETP0512**

Cougar Institute of Drafting and Design (Pty) Ltd  
 Plot 23507, Phase 4 Gaborone  
 Tel 76548967/ 75478820

**No of short courses: 4**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
AutoCAD 3D Drawing and Modeling	14/01/2022	13/01/2025
AutoCAD Advanced 2D	17/03/2022	16/03/2025
AutoCAD Fundamentals	14/01/2022	13/01/2025
Revit Fundamentals	17/03/2022	16/03/2025

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**ETP0449**

Dualite holdings  
 Plot 19358, Extension 7 Palapye  
 Tel 4922424

**No of short courses: 1**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
PLC Programming Course(IEC61131-3)-Basic	24/02/2022	23/02/2025

**ETP0366**

Eland Brooks Corporate Solutions  
 Plot 54368, Western Commercial Road  
 Ground and First Floor, The Hub iTowers CBD  
 Gaborone  
 Tel 3117803

**No of short courses: 12**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
HR for Non HR Managers	14/01/2022	13/01/2025
Merchandising	03/08/2022	02/08/2025
Shop Steward Development Programme	02/05/2023	01/05/2026
Management and Supervisory Skills	22/03/2024	21/03/2027
Basic First Aid	22/03/2024	21/03/2027
Emotional Intelligence	22/03/2024	21/03/2027
Customer Service	22/03/2024	21/03/2027
Discipline and Grievance Handling	22/03/2024	21/03/2027
Microsoft Excel Foundation	22/03/2024	21/03/2027
Microsoft Excel Intermediate	22/03/2024	21/03/2027
Microsoft Excel Advanced	22/03/2024	21/03/2027
Team Building	22/03/2024	21/03/2027

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**ETP0500**

Fez Education Proprietary Limited  
 Plot 50370, 2<sup>nd</sup> Floor, Twin Towers ShowGrounds  
 Gaborone  
 Tel 71579012

**No of short courses: 6**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Management Course	17/03/2022	16/03/2025
Stock, Loss and Control Shrinkage Course	17/03/2022	16/03/2025
Calculations and Communications	17/03/2022	16/03/2025
Personal Finance	23/09/2022	22/09/2025
Customer Service Principles	14/12/2023	13/12/2026
Workplace Etiquette, Professionalism and Team-Work	14/12/2023	13/12/2026

**ETP0155**

Gateway Academy of Business Studies  
 Plot 145, Tlokweng  
 Tel 3185513

**No of short courses: 10**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Health and Sanitation	14/01/2022	13/01/2025
Business Management	03/08/2022	02/08/2025
Cashier Service Basics	03/08/2022	02/08/2025
Health and Safety	03/08/2022	02/08/2025
Public Relations	03/08/2022	02/08/2025
Spreadsheet	03/08/2022	02/08/2025
Word Processing	03/08/2022	02/08/2025
Safety Induction for Oil and Gas Employees	19/08/2022	18/08/2025
Computerised Accounting	10/11/2022	09/11/2025
Basic Working at Heights	04/10/2023	03/10/2026

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**ETP0540**

Igiene PTY LTD  
 Plot 68276, CARLEY House, Molosiwa Road  
 Gaborone  
 Tel 3904955/ 72271380

**No of short courses: 7**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Apply Hygiene Procedures	03/02/2022	02/02/2025
Monitor Critical Control Points	03/02/2022	02/02/2025
Health and safety in workplace	20/05/2022	19/05/2025
Maintain Personal Hygiene: Health Presentation In A Food Handling Environment	20/05/2022	19/05/2025
HACCP Food Safety Inspection	12/07/2023	11/07/2026
Housekeeping Inspection	12/07/2023	11/07/2026
Infection Control in Cleaning and Housekeeping	12/07/2023	11/07/2026

**ETP0443**

IGNYTWEALTH training Institute  
 Unit 67, The Office, Fairgrounds Gaborone  
 Tel 3950026

**No of short courses: 2**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Personal Financial Management	14/01/2022	13/01/2025
Leadership and Management Skills	19/05/2023	18/05/2026

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**ETP0024**

Imperial School of Business and Science  
 Plot 6035, Extension 2, Main mall  
 Gaborone  
 Tel 3190810

**No of short courses: 52**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
International Computer Driving License	03/02/2022	02/02/2025
Customer Relationship Management	13/12/2022	12/12/2025
Food Hygiene and Safety	13/12/2022	12/12/2025
Lean Operations	13/12/2022	12/12/2025
Productivity in the Workplace	13/12/2022	12/12/2025
Retailing	13/12/2022	12/12/2025
ABCs for Human Resource	08/06/2023	07/07/2026
Administrative Management Skills	08/06/2023	11/08/2026
Anti-Corruption, Integrity and Corporate Governance	08/06/2023	07/07/2026
Basic Banking Skills	08/06/2023	07/07/2026
Basic Financial Literacy	08/06/2023	07/07/2026
Book Keeping	08/06/2023	07/07/2026
Communication Strategies	08/06/2023	11/08/2026
Conflict Management	08/06/2023	11/08/2026
Digital Marketing	08/06/2023	07/08/2026
Effective Communication Skills	08/06/2023	11/08/2026
Ethics at Workplace	08/06/2023	11/08/2026
Finance for Non-Finance Managers	08/06/2023	11/08/2026
Financial Crimes and Money Laundering	08/06/2023	11/08/2026
First Aid Foundation	08/06/2023	11/08/2026
HIV/AIDS Care and Counselling	08/06/2023	07/07/2026
Personal Accountability	08/06/2023	11/08/2026
Housekeeping Skills	08/06/2023	07/07/2026
Meetings and Minutes Taking Skills	08/06/2023	07/07/2026
Motivation at Workplace	08/06/2023	11/08/2026
Pastel Accounting Software	08/06/2023	07/07/2026
Safety, Health, Environment and Quality Management	08/06/2023	11/08/2026
Presentation (MS PowerPoint)	08/06/2023	11/08/2026
Project Management	08/06/2023	11/08/2026
Safe Handling of Hazardous Materials	08/06/2023	07/07/2026
Safe Waste Management Practices	08/06/2023	07/07/2026
Understanding Employees and Their Performance	08/06/2023	11/08/2026

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Spreadsheet (MS Excel)	08/06/2023	11/08/2026
Stress Management	08/06/2023	11/08/2026
Teamwork and Team Building	08/06/2023	11/08/2026
Change Management	12/07/2023	27/10/2026
Customer Centric Service	12/07/2023	27/10/2026
Emotional Intelligence	12/07/2023	27/10/2026
Fire Prevention and Management- Advanced	12/07/2023	27/10/2026
Fire Prevention and Management- Foundation	12/07/2023	27/10/2026
Fire Prevention and Management- Intermediate	12/07/2023	27/10/2026
First Aid- Advanced	12/07/2023	11/08/2026
First Aid- Intermediate	12/07/2023	11/08/2026
Inventory Management	12/07/2023	27/10/2026
Managing and Supervising Others	12/07/2023	27/10/2026
Public Relations in Organisations	12/07/2023	27/10/2026
Smart Selling	12/07/2023	27/10/2026
Word Processing (MS Word)	12/07/2023	27/10/2026
Virtual Conferencing	04/10/2023	03/10/2026
Online Information Search Skills	04/10/2023	03/10/2026
Online Essential Skills	04/10/2023	03/10/2026
Computer Applications and Technology	04/10/2023	03/10/2026

### ETP0033

Innolead Consulting  
International Finance Park  
Gaborone  
Tel 3909102

### No of short courses: 36

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Scrum Master 1	24/02/2022	23/02/2025
Scrum Master 2	24/02/2022	23/02/2025
Balance Scorecard	14/06/2022	13/06/2025
Change Management	14/06/2022	13/06/2025
Leadership	14/06/2022	13/06/2025
Product Owner I	14/06/2022	13/06/2025
Product Owner II	14/06/2022	13/06/2025
Microsoft Project Skills	14/06/2022	13/06/2025

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PRINCE2 Agile Foundation and Practitioner	14/06/2022	13/06/2025
Project Management	14/06/2022	13/06/2025
Team Efficiency	01/09/2022	31/08/2025
PRINCE2 Foundation and Practitioner	13/12/2022	12/12/2025
PRINCE2 Agile Foundation	13/12/2022	31/12/2026
PRINCE2 Agile Practitioner	13/12/2022	29/01/2026
PRINCE2 Foundation	13/12/2022	31/12/2026
PRINCE2 Practitioner	13/12/2022	09/03/2026
Project Controls	13/12/2022	09/03/2026
Project Management Essentials	13/12/2022	29/01/2026
Better Business Cases Foundation and Practitioner	02/05/2023	01/05/2026
AgileSHIFT	02/05/2023	01/05/2026
Managing Successful Programmes	02/05/2023	01/05/2026
ITIL 4 Foundation	22/08/2023	21/08/2026
Fundamentals of Primavera P6 Planning and Scheduling Software	22/08/2023	21/08/2026
COBIT Foundation	24/10/2023	23/10/2026
Artificial Intelligence Engineer	30/11/2023	29/11/2026
AWS Cloud Architect	30/11/2023	29/11/2026
Azure Cloud Architect	30/11/2023	29/11/2026
Big Data Engineer	30/11/2023	29/11/2026
Business Analyst	30/11/2023	29/11/2026
Cyber Security Expert	30/11/2023	29/11/2026
Data Analyst	30/11/2023	29/11/2026
Data Scientist	30/11/2023	29/11/2026
Data Visualization Expert	30/11/2023	29/11/2026
Design Thinking Leader	30/11/2023	29/11/2026
Digital Transformation Leader	30/11/2023	29/11/2026
UI/UX Design Expert	30/11/2023	29/11/2026

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**ETP0036**

Institute of Development Management  
 Plot 21222, 21254, Mabuto Road  
 Gaborone  
 Tel 3612102

**No of short courses: 41**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Public Private Partnership Foundations	14/01/2022	13/01/2025
Curriculum Development and Review	14/01/2022	13/01/2025
Financial Management	14/01/2022	13/01/2025
Introduction to International Public Sector Accounting Standards	14/01/2022	13/01/2025
Moderation	14/01/2022	13/01/2025
International computer driving license	21/04/2022	20/04/2025
Outcome based assessment	21/04/2022	20/04/2025
Public health surveillance and data management	21/04/2022	20/04/2025
Corporate Governance	19/08/2022	18/08/2025
Records Management Incorporated into Anti-Corruption	19/08/2022	18/08/2025
Customer Service	20/10/2022	19/10/2025
Project Management Fundamentals	20/10/2022	19/10/2025
Tendering and Contract Management	20/10/2022	19/10/2025
Foundation of Archives and Records Management	20/10/2022	28/02/2025
Change Management	20/10/2022	28/02/2025
Entrepreneurship and Innovation	20/10/2022	28/02/2025
Professional Business Communication and Writing Skills	20/10/2022	28/02/2025
Purchasing and Materials Management	20/10/2022	28/02/2025
Transport (Freight Transport Operations)	20/10/2022	28/02/2025
Basic Computer Application Skills	20/10/2022	28/02/2025
Finance for Non-Finance Managers	20/10/2022	28/02/2025
Intermediate Excel	20/10/2022	28/02/2025
Management Training for Personal Assistants	20/10/2022	28/02/2025
Managing Consultancy Services	20/10/2022	28/02/2025
Occupational Health and Safety	20/10/2022	28/02/2025
Corporate Strategy	20/10/2022	28/02/2025
Public Relations	20/10/2022	28/02/2025
Stores Management and Stock Control	20/10/2022	28/02/2025
Leadership and Management Development	20/10/2022	28/02/2025
Balanced Scorecard	13/12/2022	12/12/2025
Data Visualization with Advanced Excel	13/12/2022	12/12/2025
Data Protection Awareness	19/05/2023	18/05/2026

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Data Protection for Government Structures	19/05/2023	18/05/2026
Implementing Data Protection	19/05/2023	18/05/2026
Competency Based Interview	04/08/2023	03/08/2026
Food Safety and Hygiene Management	09/02/2024	08/02/2027
Front Office Operations	09/02/2024	08/02/2027
Fundamentals of Culinary Arts	09/02/2024	08/02/2027
Hospitality Chain Management	09/02/2024	08/02/2027
Managing Land Records	22/03/2024	21/03/2027
Train of Trainers	22/03/2024	21/03/2027

#### ETP0484

Kago Academy

Plot 21256, Boikago ward Palapye

Tel 77515577

#### No of short courses: 5

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Life coaching	03/02/2022	02/02/2025
Team building	03/02/2022	02/02/2025
Biblical and theological studies	03/02/2022	02/02/2025
Customer Service	03/02/2022	02/02/2025
Introduction to trauma and basic counselling skills	03/02/2022	02/02/2025

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**ETP0404**

Kromberg & Schubert Botswana (pty) Ltd  
Plot 32084, Mahudithlake Road  
Gaborone West Industrial, Block 4  
Gaborone  
Tel 3987708

**No of short courses: 22**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Friedel Press Crimping	24/02/2022	23/02/2025
Butyl Cable Sealing	24/02/2022	23/02/2025
Crimping Lead Preparation	24/02/2022	23/02/2025
Cutting Wires using Komax Machine	24/02/2022	23/02/2025
Electrostatic Discharge	24/02/2022	23/02/2025
ETB Testing and Harness Small Rework	24/02/2022	23/02/2025
Ultrasonic Welding	24/02/2022	23/02/2025
Harness Foaming	24/02/2022	23/02/2025
Harness Packaging	24/02/2022	23/02/2025
Harness Rework	24/02/2022	23/02/2025
Harness Terminal cutting	24/02/2022	23/02/2025
Harness Torque	24/02/2022	23/02/2025
Harness Twisting	24/02/2022	23/02/2025
Harness Vision Inspection and Control	24/02/2022	23/02/2025
Harness Water Tightness	24/02/2022	23/02/2025
Health and Safety in the Workplace	24/02/2022	23/02/2025
Heat Shrinking	24/02/2022	23/02/2025
Introduction to Manufacturing	24/02/2022	23/02/2025
LWL Fiber Optic Cable Assembly	24/02/2022	23/02/2025
Nano Micro Quad-Lock System Assembly	24/02/2022	23/02/2025
Soldering	24/02/2022	23/02/2025
Team Leader Leadership Training	24/02/2022	23/02/2025

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**ETP0436**

Kwape Legal Services  
 Plot 129, Unit F, International Finance Park  
 Kgale, Gaborone  
 Tel 3101496

**No of short courses: 8**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Employment Law	03/02/2022	02/02/2025
Real Estate Law	03/02/2022	02/02/2025
Will, Trust& Administration	03/02/2022	02/02/2025
Customer Care	17/02/2023	16/02/2026
Disciplinary Hearing and Grievance Handling Procedures	17/02/2023	16/02/2026
Leadership and Management	17/02/2023	16/02/2026
Competency-Based Interviews	17/02/2023	16/02/2026
Corporate Governance	06/04/2023	05/04/2026

**ETP0521**

Lavendis Education and Skills Development  
 Plot 38689, Block 6 Gaborone  
 Tel 73159721

**No of short courses: 3**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Team Building and Management	03/02/2022	02/02/2025
Plastic Extrusion Process and Control	22/07/2022	21/07/2025
Workplace Safety, Health, Hazards and First Aid	01/12/2022	30/11/2025

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**ETP0522**

Leading Edge  
 Plot 54368, Western Commercial Road  
 CBD, Gaborone  
 Tel 71318775

**No of short courses: 2**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECONTION EXPIRY DATE
Effective Supervisory Skills	17/03/2022	16/03/2025
Team Building	17/03/2022	16/03/2025

**ETP0506**

Lima Consulting  
 Plot 75783, Unit 3, Building 7 Setlhoa Office Park  
 Gaborone  
 Tel 72303444

**No of short courses: 5**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Retirement Planning	03/02/2022	02/02/2025
Financial Fitness	03/08/2022	02/08/2025
Introduction to Investments	20/10/2022	19/10/2025
Risk Management	20/10/2022	19/10/2025
Anti-Money Laundering/Counter Finance of Terrorism	22/03/2024	21/03/2027

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**ETP0083**

Mazars

Plot 139, Finance Park Gaborone

Tel 3957466

**No of short courses: 41**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Anti-Money laundering	03/02/2022	02/02/2025
Basic Bookkeeping Skills	14/06/2022	13/06/2025
Basic First Aid	14/06/2022	13/06/2025
Basic Health and Safety	14/06/2022	13/06/2025
Controlling and Locating Stock	14/06/2022	13/06/2025
Employee Relations	14/06/2022	13/06/2025
Finance for Non-Finance Managers	14/06/2022	13/06/2025
Fire Marshal	14/06/2022	13/06/2025
Inventory Management	14/06/2022	13/06/2025
Introduction to Income Withholding Tax	30/06/2022	29/06/2025
Personal Finance	30/06/2022	29/06/2025
Quickbooks	30/06/2022	29/06/2025
Selling Skills	30/06/2022	29/06/2025
Stress Management	30/06/2022	29/06/2025
Working at Heights	30/06/2022	29/06/2025
Occupational Health and Safety	03/08/2022	02/08/2025
Team Building	03/08/2022	02/08/2025
Time Management	03/08/2022	02/08/2025
Hazard Analysis and Critical Control Point	19/08/2022	18/08/2025
Corporate Supervisory	01/09/2022	31/08/2025
Management of Performance	01/09/2022	31/08/2025
Value Added Tax (VAT)	23/09/2022	22/09/2025
Microsoft Excel Intermediate	01/12/2022	30/11/2025
Microsoft Excel Advanced	01/12/2022	30/11/2025
Microsoft Excel Basic	01/12/2022	30/11/2025
Microsoft Word	01/12/2022	30/11/2025
Basic Food Hygiene and Safety	16/03/2026	15/03/2026
Customer Care	16/03/2026	15/03/2026
Effective Communication Skills	16/03/2026	15/03/2026

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HIV/AIDS Awareness In the Workplace	16/03/2026	15/03/2026
Visual Merchandising	16/03/2026	15/03/2026
Advanced First Aid	12/07/2023	11/07/2026
Cleaning & Hygiene for Food Handlers	04/08/2023	03/08/2026
Employee Wellness	04/08/2023	03/08/2026
Mental Health and Positive Thinking	04/08/2023	03/08/2026
FSSC 22000	31/08/2023	30/08/2026
ISO 22000	31/08/2023	30/08/2026
Meat Examination and Inspection Level 1	14/09/2023	13/09/2026
Customer Service Excellence	09/02/2024	08/02/2027
ISO 9001:2015 Quality Management Systems Awareness Course	09/02/2024	08/02/2027
Kerridge System	09/02/2024	08/02/2027

### **ETP0455**

Mkhize Sancos Holdings

Plot 145, Unit 12F, International Finance Park

Gaborone

Tel 3113003

### **No of short courses: 1**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Safety in Workplace	24/02/2022	23/02/2025

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**ETP0230**

Nef-Aid Solutions (PTY) LTD  
 Plot 4993A, Village Gaborone  
 Tel 71637477

**No of short courses: 6**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Introduction to Customer Experience Management	24/02/2022	23/02/2025
The efficient administrative assistant-soft skills	21/04/2022	20/04/2025
Professional Emailing 101	19/05/2023	18/05/2026
Internal & External Customer Service (Feelings For Professionals)	04/08/2023	03/08/2026
GO BEREKA MMOGO- Building Strong Teams For Construction and Non-Office Jobs	04/08/2023	03/08/2026
Basics of Exceptional Customer Service	22/03/2024	21/03/2027

**ETP0365**

Peres Consultancy (Proprietary) Limited  
 Plot 7027, Pelolwane Street, Minestone  
 Francistown  
 Tel 2419696

**No of short courses: 8**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Business Skills	17/03/2022	16/03/2025
Customer Service	17/03/2022	16/03/2025
Gender Based Violence	17/03/2022	16/03/2025
Sustainable Procurement	17/03/2022	16/03/2025
Essentials of Records and Archives Management	17/03/2022	16/03/2025
Conflict Management	23/09/2022	22/09/2025
Emotional Intelligence	23/09/2022	22/09/2025
Supervisory Skills	23/09/2022	22/09/2025

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**ETP0098**

Perfect Computers  
 Plot 2564, Behind Shoppers Supermarket  
 Old Mall, Maun  
 Tel 6840771/ 74783157

**No of short courses: 5**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
QuickBooks Accounting-Intermediate	17/03/2022	16/03/2025
Microsoft Excel (Level 2)	20/05/2022	20/05/2025
Microsoft Word (Level 2)	20/05/2022	20/05/2025
Pastel Partner Accounting-Intermediate	01/12/2022	30/11/2025
Microsoft Excel Level 3	09/02/2024	08/02/2027

**ETP0161**

Performance Growth Consultancy  
 Plot 20579, Mokolane Road, Block 3 Industrial  
 Gaborone  
 Tel 3973687/ 72828601

**No of short courses: 3**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Performance Management Systems	17/03/2022	16/03/2025
International Balanced Scorecard Certification and Master Class	01/12/2022	30/11/2025
Coaching and Mentoring	12/07/2023	11/07/2026

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**ETP0476**

Pistachio Solutions Propriety Limited  
Plot 68280, Magang Drive Gaborone  
Tel 71778984

**No of short courses: 2**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Customer service-vision energy passion to sell	03/02/2022	02/02/2025
Call Center Call Control	17/02/2023	16/02/2026

**ETP0492**

Praise Consultants  
Plot 10328, Magang Drive  
White City, Gaborone  
Tel 72199926

**No of short courses: 3**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Advanced Selling Skills	03/02/2022	02/02/2025
Anti-Money Laundering	03/02/2022	02/02/2025
Customer Service	03/02/2022	02/02/2025

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**ETP0561**

Quality and Radiation Management Consulting Proprietary Limited  
 Plot 70938, Phakalane, Gaborone  
 Tel 71708477

**No of short courses: 5**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Radiation Safety Training in Nuclear Technology Applications	17/03/2022	16/03/2025
Radiation Safety Awareness	13/12/2022	12/12/2025
Understanding Requirements of the ISO/IEC 17025:2017 Standard	31/08/2023	30/08/2026
Documentation and Implementation of a Quality Management System based on the ISO/IEC 17025:2017 Standard	31/08/2023	30/08/2026
Internal Auditing of a Quality Management System based on the ISO/IEC 17025/2017 Standard	31/08/2023	30/08/2026

**ETP0063**

Quality Skills and Frameworks Consultancy  
 Plot 5290, Marataditaba Road  
 Village, Gaborone  
 Tel 3930614

**No of short courses: 8**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Educational Leadership and Management	03/02/2022	02/02/2025
Training of trainers	21/04/2022	20/04/2025
Assessment Design Training	06/05/2022	05/05/2025
Assessor(SBA) Training	06/05/2022	05/05/2025
Customer Service	06/05/2022	05/05/2025
Emotional Intelligence	06/05/2022	05/05/2025
Management and Supervisory	06/05/2022	05/05/2025
Assessment and Preceptor Course	23/09/2022	22/09/2025

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**ETP0231**

Sky Protocol &amp; Etiquette (PTY) LTD

Office 31, I-Tower Building

Gaborone

Tel 72637413

**No of short courses: 10**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
International Protocol & Business Etiquette	24/02/2022	23/02/2025
Food Health and Safety	08/06/2023	07/06/2026
Introduction to Entrepreneurship	08/06/2023	07/06/2026
Team Building	08/06/2023	07/06/2026
Energy Management Essentials	30/11/2023	29/11/2026
Mindset & Change Management	30/11/2023	29/11/2026
Non-Communicable Diseases	30/11/2023	29/11/2026
Personal Development & Branding	30/11/2023	29/11/2026
Environmental Social Governance	09/02/2024	08/02/2027
Hazardous Area Specification	09/02/2024	08/02/2027

**ETP0358**

Sky Limit

Plot 2626, 2<sup>nd</sup> Floor Room 16, Susan Building

Tshekedi Road, The Mall, Selebi Phikwe

Tel 71 311 640

**No of short courses: 2**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer care	24/02/2022	23/02/2025
Human Resource Management	20/05/2022	19/05/2025

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**ETP0389**

Snake Relocation Gaborone  
 Plot 170, Unit 1, International Commerce Park  
 Gaborone  
 Tel 3908919

**No of short courses: 1**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Snake Management Training	24/02/2022	23/02/2025

**ETP0006**

Southwest Training Institute  
 Plot 20582/6, Block 3 Industrial  
 Gaborone  
 Tel 3903921

**No of short courses: 12**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic First Aid	24/02/2022	23/02/2025
Finance for Non Finance Managers	21/04/2022	20/04/2025
Occupational Health and Safety	21/04/2022	20/04/2025
Performance Management System	21/04/2022	20/04/2025
Supervisory Skills	21/04/2022	20/04/2025
Change Management	06/05/2022	05/05/2025
Corporate Governance and Risk Management	06/05/2022	05/05/2025
Credit Control and Debt Management	06/05/2022	05/05/2025
Entrepreneurship Skills Development	22/07/2022	21/07/2025
Project Management	22/07/2022	21/07/2025
Sales and Marketing	22/07/2022	21/07/2025
Microsoft Office Excel	03/08/2022	02/08/2025

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**ETP0539**

StaffSmart Pty.LTD  
 Plot 140, Unit 5, Kgale Terrace  
 Gaborone  
 Tel 75910657

**No of short courses: 5**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Coaching Skills for Managers	24/02/2022	23/02/2025
Customer Care	24/02/2022	23/02/2025
Finance for Non-finance Mangers	24/02/2022	23/02/2025
Sales and Merchandising	24/02/2022	23/02/2025
Teamwork	24/02/2022	23/02/2025

**ETP0127**

Star June Investments  
 Plot 1290, Loapi House, Old Lobatse Road  
 Gaborone  
 Tel 3935683

**No of short courses: 5**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Breathing Apparatus	03/02/2022	02/02/2025
Fire Fighting and Rescue	03/02/2022	02/02/2025
First Aid	03/02/2022	02/02/2025
High Angle Rescue	14/01/2022	13/01/2025
Vehicle Extraction Rescue	03/02/2022	02/02/2025

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**ETP0510**

Summit Academy (PTY) LTD  
Plot 75783, Unit 5, Setlhoa Park, Block 10  
Gaborone  
Tel 77661994

**No of short courses: 1**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
SAP Business One	03/02/2022	02/02/2025

**ETP0422**

The Training Master for First aid and safety  
PO Box 20192, Francistown  
Tel 71657190/ 73855077

**No of short courses: 2**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Fire Marshal Training	17/03/2022	16/03/2025
First Aid	17/03/2022	16/03/2025

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**ETP0584**

The Centre for Tuberculosis and Leprosy Control Botswana  
 Plot 23931, Phase 4 Gaborone  
 Tel 71336481

**No of short courses: 1**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Community Training in Tuberculosis, Leprosy and HIV/AIDS Care and Support	17/03/2022	16/03/2025

**ETP0390**

Time Chaser Investment (Proprietary) Limited T/A Cardio Life  
 Plot 330, Boseja Ward Maun  
 Tel 75401727

**No of short courses: 5**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
First Aid 1	30/06/2022	29/06/2025
First Aid 2	30/06/2022	29/06/2025
First Aid 3	30/06/2022	29/06/2025
Basic fire aid	21/04/2022	20/04/2025
Occupational Health and Safety	17/02/2023	16/02/2026

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**ETP0407**

Variety Buckets

International Finance Park Office, Gaborone

Tel 73460248

**No of short courses: 2**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Customer Service	24/02/22	23/02/25
Food Health Safety & Hygiene	24/02/22	23/02/25

**ETP0487**

V.I.P Training and Management Consultancy Proprietary Limited

Plot 42824, Phakalane Gaborone

Tel 74263742

**No of short courses: 5**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Customer Service Excellence	14/01/2022	13/02/2025
Occupational Health And Safety	14/01/2022	13/02/2025
Retail and Warehouse Management	30/06/2022	29/06/2025
Team Building for High Performing Teams	30/06/2022	29/06/2025
Supervisory and Leadership Development Training	08/06/2023	07/06/2026

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**ETP0360**

Vumila (pty) Ltd  
 Plot 2754, Ext 9 Nkwe Close  
 Gaborone  
 Tel 71325611

**No of short courses: 3**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Carpentry and Joinery Maintenance	03/02/2022	02/02/2025
Plumbing and Drilling Maintenance	03/02/2022	02/02/2025
Introduction to Sustainable Energy Design	14/06/2022	13/06/2022
Introduction to Food Processing and Preservation; <ul style="list-style-type: none"> <li>• Fruits and Vegetables</li> <li>• Meat</li> </ul>	04/08/2023	03/08/2026

**ETP0474**

Young Professionals Business Consultants (PTY) LTD  
 Plot 112, Unit 3, Ext 9, Along Independence Avenue  
 Gaborone  
 Tel 75426087

**No of short courses: 1**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Financial Wellness In the workplace	03/02/2022	02/02/2025

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**ETP0014**

Botho University  
 Botho Education Park, Diratsame Mosielele  
 Gaborone  
 Tel: +267 72167759

**No of short courses: 34**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Financial modelling in excel	21/04/2022	20/04/2025
Advanced Multimedia Using Adobe Flash	22/07/2022	21/07/2025
Multimedia Using Adobe Flash	22/07/2022	21/07/2025
Business English	19/08/2022	18/08/2025
Customer Care	19/08/2022	18/08/2025
Effective Presentation Skills	19/08/2022	18/08/2025
Influence and Persuasion in Communication	19/08/2022	18/08/2025
Introduction to Inspirational Communication	19/08/2022	18/08/2025
Business Communication	01/09/2022	31/08/2025
Corporate Governance	01/09/2022	31/08/2025
International Financial Reporting Standards	01/09/2022	31/08/2025
ISO 9001:2015 Quality Management System Awareness	01/09/2022	31/08/2025
Negotiation Skills	01/09/2022	31/08/2025
Risk Based Internal Audit	01/09/2022	31/08/2025
Working with Linux	01/09/2022	31/08/2025
Computerised Accounting	20/10/2022	19/10/2025
ISO 9001:2015 Understanding	20/10/2022	19/10/2025
Advanced Financial Modelling in Excel	10/11/2022	09/11/2025
Basics of Kaizen	10/11/2022	09/11/2025
ISO 9001:2015 Quality Management System Auditor	10/11/2022	09/11/2025
Lean Management	10/11/2022	09/11/2025
Six Sigma Greenbelt	10/11/2022	09/11/2025
Office 365	19/05/2023	18/05/2026
Advanced Microsoft Excel	19/05/2023	18/05/2026
Basic Microsoft Excel	19/05/2023	18/05/2026
Microsoft Access	19/05/2023	18/05/2026

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Microsoft PowerPoint	19/05/2023	18/05/2026
Network Administration	19/05/2023	18/05/2026
Adapting to Workplace Team Effectiveness	22/08/2023	21/08/2026
Social Entrepreneurship	09/02/2024	08/02/2027
Advanced Microsoft Word	22/03/2024	21/03/2027
Basic Microsoft Word	22/03/2024	21/03/2027
Online Teaching: E-Pedagogy and Technology	12/04/2024	11/04/2027

### ETP0256

Defensive Driving Academy  
Plot 299, Mogoditshane  
Tel: 3953934/76786606

**No of short courses: 22**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Dump Truck	21/04/2022	20/04/2025
Excavator Operator	21/04/2022	20/04/2025
Truck mounted crane	21/04/2022	20/04/2025
Heavy Duty Truck Operator	21/04/2022	20/04/2025
Train the Trainer	21/04/2022	20/04/2025
Defensive Driving	20/05/2022	19/05/2025
Earth Moving Equipment Operators; <ul style="list-style-type: none"> <li>• Tractor Loader Backhoe Operator</li> <li>• Fork Lift Truck Operator</li> <li>• Motor Grader Operator</li> <li>• Front End Operator</li> </ul>	20/05/2022	19/05/2025
Fire Prevention Management	20/05/2022	19/05/2025
First Aid	20/05/2022	19/05/2025
Off Road Driving	20/05/2022	19/05/2025
Transportation of Dangerous Goods by Road	20/05/2022	19/05/2025
Alcohol Breathalyzer Test	19/05/2023	18/05/2026
Fleet Management	19/05/2023	18/05/2026

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Safety Health and Environmental Representative (SHEREP)	19/05/2023	18/05/2026
Earth Moving Equipment Operator; <ul style="list-style-type: none"> <li>• Skid steer Operator</li> <li>• Roller Compactor Operator</li> <li>• Drill Rig Operator</li> </ul>	19/05/2023	18/05/2026
Lifting Equipment Operator; <ul style="list-style-type: none"> <li>• Scissors Jack Operator</li> <li>• Cherry Picker Operator</li> <li>• Sky Jack Operator</li> <li>• Overhead Crane Operator</li> <li>• Telescopic Handler Operator</li> </ul>	19/05/2023	18/05/2026
Loading Equipment Operator; <ul style="list-style-type: none"> <li>• Mobile Crane Operator</li> <li>• Rigging and Hoisting Fundamentals</li> </ul>	19/05/2023	18/05/2026
Working at Heights	19/05/2023	18/05/2026
Lifting Equipment Operator; <ul style="list-style-type: none"> <li>• 2-Post Lift Operator</li> </ul>	14/12/2023	13/12/2026
Traffic Marshal & Spotter; <ul style="list-style-type: none"> <li>• Traffic Marshal</li> <li>• Spotter</li> </ul>	27/02/2024	26/02/2027
Driving License Class; <ul style="list-style-type: none"> <li>• Class A, B, C</li> <li>• Class EB, EC, H</li> <li>• Class P4, P5, CON 5</li> </ul>	27/02/2024	26/02/2027
16 Modules Train the Trainer; <ul style="list-style-type: none"> <li>• Defensive Driving &amp; Cab Safety</li> <li>• Driver Mentorship Training</li> <li>• Journey Management &amp; Driver League System</li> <li>• Health and Safety</li> </ul>	27/02/2024	26/02/2027

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**ETP0481**

Delta Training Academy  
 Plot 4956, Boseja Maun  
 Tel: +267 75711345

**No of short courses: 8**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Basic fire fighting	21/04/2022	20/04/2025	
Professional Chef	17/03/2022	16/03/2025	
Professional Housekeeping	17/03/2022	16/03/2025	
Professional Maintenance	17/03/2022	16/03/2025	
Professional Waitron	14/06/2022	13/06/2025	
Customer Service	19/08/2022	18/08/2025	
Management Through Leadership	01/12/2022	30/11/2025	
Advanced First Aid	17/02/2023	16/02/2026	
Basic First Aid	17/02/2023	16/02/2026	
Intermediate First Aid	17/02/2023	16/02/2026	
Boat Operation and Safety	04/08/2023	03/08/2026	

**ETP0442**

Fig Business Solutions  
 Metsimotlhabe  
 Tel: 72983099 / 71886800

**No of short courses: 13**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Forklift operations	21/04/2022	20/04/2025	
Fundamentals of rigging	21/04/2022	20/04/2025	
Overhead crane	21/04/2022	20/04/2025	
Truck mounted crane	21/04/2022	20/04/2025	
Working at heights	21/04/2022	20/04/2025	
Earth Moving Equipment Operator; <ul style="list-style-type: none"> <li>Excavator Operator</li> </ul>	30/06/2022	29/06/2025	

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<ul style="list-style-type: none"> <li>• Tractor Loader Backhoe Operator</li> <li>• Telescopic Handler Operator</li> <li>• Skid Steer Loader Operator</li> </ul>		
Elevating Working Platforms; <ul style="list-style-type: none"> <li>• Cherry Picker</li> </ul>	30/06/2022	29/06/2025
Fire Fighting; <ul style="list-style-type: none"> <li>• Basic</li> <li>• Intermediate</li> <li>• Advanced</li> </ul>	20/10/2022	19/10/2025
Defensive Driving (All Vehicles)	01/12/2022	30/11/2025
Safety Health and Environment Representative	01/12/2022	30/11/2025
Scaffolding Erection, Dismantling and Inspection	24/10/2023	23/10/2026
Hazardous Material Management; <ul style="list-style-type: none"> <li>• Convey of Dangerous Goods by Road and Rail</li> <li>• Hazardous Substance Handling</li> <li>• Hazard Identification and Risk Management</li> </ul>	14/12/2023	13/12/2026
Operating Lifting Equipment Machines; <ul style="list-style-type: none"> <li>• Mobile Crane Operator</li> <li>• Crawler Crane Operator</li> <li>• Tower Crane Operator</li> <li>• Derrick Crane Operator</li> <li>• Electric and Manual Hoists</li> </ul>	12/04/2024	11/04/2027

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**ETP0399**

Legal Expenses Insurance

Plot: Suite 302, 3rd Floor East-Wing, Turnstar House, Main Mall

Gaborone

Tel: 3951578

**No of short courses: 1**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Certificate of proficiency in short term insurance	21/04/2022	20/04/2025

**ETP0456**

Storkfort Health

Plot 5066 Suite 2, Medical Mews, Fairgrounds Gaborone

Tel: 71422419

**No of short courses: 11**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic fire safety	21/04/2022	20/04/2025
Basic first aid	21/04/2022	20/04/2025
Food safety and hygiene	21/04/2022	20/04/2025
Occupational health and safety	21/04/2022	20/04/2025
M&E Training for Executives- part 1	22/07/2022	21/07/2025
M&E Training for Executives part 2	22/07/2022	21/07/2025
Foundational Course on Mental Health for Healthcare Workers	04/08/2023	03/08/2026
Foundational Course on Non-Communicable Disease Prevention and Control	04/08/2023	03/08/2026
Introduction to Medical Law, Ethics and Leadership in Health	04/08/2023	03/08/2026

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Management of Obstetric Emergencies	04/08/2023	03/08/2026
Recognizing the Sick and Deteriorating Patient	04/08/2023	03/08/2026

### ETP0289

Ultimax Training Solutions  
Plot 17867, unit 7, Gaborone West mall  
Gaborone  
Tel: 3634092

### No of short courses: 7

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Fire Management and Prevention	21/04/2022	20/04/2025
Team Building	23/09/2022	22/09/2025
Disciplinary Hearing and Grievance Procedure	08/06/2023	07/06/2026
First Aid	08/06/2023	07/06/2026
Labour Relations	08/06/2023	07/06/2026
Train the Trainer	08/06/2023	07/06/2026
Supervisory Skills	24/10/2023	23/10/2026

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**ETP0013**

Ba Isago University  
 11 Koi Street, Peolwane  
 Gaborone  
[Tel: 3957744](tel:3957744)

**No of short courses: 48**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Fire Prevention	20/05/2022	19/05/2025
First Aid	30/06/2022	29/06/2025
High Angle Rescue	30/06/2022	29/06/2025
Confined Spaces Rescue	22/07/2022	21/07/2025
Property Technology	22/07/2022	21/07/2025
Effective Business Communications	20/05/2022	19/05/2025
Performance Management	20/05/2022	19/05/2025
Project Management	20/05/2022	19/05/2025
Project Management	30/06/2022	29/06/2025
Construction Site Management	19/08/2022	18/08/2025
AutoCad Training	01/09/2022	31/08/2025
CCNA Cyber Security Operations	20/10/2022	19/10/2025
Credit Risk Control and Management	10/11/2022	09/11/2025
CompTIA A+	10/11/2022	09/11/2025
Forti-Gate Security 6.4	10/11/2022	09/11/2025
Hazardous Material Management	10/11/2022	09/11/2025
Incident Investigation and Reporting Training- Incident Cause Analysis (ICAM)	10/11/2022	09/11/2025
Microsoft Excel; <ul style="list-style-type: none"> <li>• Basic</li> <li>• Intermediate</li> <li>• Advanced</li> </ul>	10/11/2022	09/11/2025
Public Sector Financial Management	01/12/2022	30/11/2025
Business Management	13/12/2022	12/12/2025
Leadership Skills	13/12/2022	12/12/2025
Customer Service	17/02/2023	16/02/2026
Research Methods and Statistical Analysis	16/03/2023	15/03/2026

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Finance for Non-Finance Managers	16/03/2026	15/03/2026
Entrepreneurship Skills	02/05/2023	01/05/2026
Geographical Information Systems for Disaster and Risk Management	12/07/2023	11/07/2026
Industrial Relations: Employment Act	12/07/2023	11/07/2026
Intensive General English-Level 1	12/07/2023	11/07/2026
Intensive General English-Level 2	12/07/2023	11/07/2026
Vehicle Extrication Training	12/07/2023	11/07/2026
Retail Management	22/08/2023	21/08/2026
Landscape Management	22/08/2023	21/08/2026
Transport and Fleet Management	22/08/2023	21/08/2026
Procurement Tendering and Contract Negotiation	04/10/2023	03/10/2026
Supervisory Skills and Management	04/10/2023	03/10/2026
Service Quality Management	04/10/2023	03/10/2026
Computer Literacy Skills	24/10/2023	23/10/2026
Coaching and Mentoring	24/10/2023	23/10/2026
Records Management Systems	30/11/2023	29/11/2026
Excellence in Warehouse, Stores and Inventory Management	30/11/2023	29/11/2026
Auctioneering	14/12/2023	13/12/2026
Strategic Planning and Competitiveness	14/12/2023	13/12/2026
Assessor Training	22/03/2024	21/03/2027
Emotional Intelligence	22/03/2024	21/03/2027
Effective Selling and Sales Techniques	22/03/2024	21/03/2027
Effective Team Building	22/03/2024	21/03/2027
Effective Time Management	22/03/2024	21/03/2027
Trainer of Trainer	22/03/2024	21/03/2027

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**ETP0514**

Be-Spoke Emergency Rescue & Training Institute  
 Mafulo House, Broadhurst, Plot 10212/3 Unit 13  
 Gaborone  
 Tel: 73449600

**No of short courses: 2**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION DATE	EXPIRY
Advanced First Aid-Levels 1,2 & 3	20/05/2022	19/05/2025	
Fire Prevention and Management	20/05/2022	19/05/2025	

**ETP 0064**

Botswana National Productivity Centre  
 Plot 21222/21254, Giraffe Road  
 Gaborone  
 Tel: 3626300

**No of short courses: 11**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION DATE	EXPIRY
5s in the workplace	20/05/2022	19/05/2025	
Collective bargaining	20/05/2022	19/05/2025	
Organisational Behavior	20/05/2022	19/05/2025	
Project Management	20/10/2022	19/10/2025	
Supervisory Development Programme	20/10/2022	19/10/2025	
Labour Management Relations	20/10/2022	19/10/2025	
Smart Work Ethics	20/10/2022	19/10/2025	
Kaizen	17/02/2023	16/02/2026	
Advanced Leadership and Mindset Programme	02/05/2023	01/05/2026	
Effective Customer Service	02/05/2023	01/05/2026	
ISO 9001 Quality Management Systems	31/08/2023	30/08/2026	

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**ETP0372**

Breaking Grounds Technologies  
 Plot 72 Mokolodi 2 Gaborone  
 Tel: 72176180

**No of short courses: 2**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Essential Networking Skills	20/05/2022	19/05/2025
Expert Networking Skills	14/03/2024	13/03/2027

**ETP0479**

Graywaters Resources  
 Plot 20353 Phase 2 Gaborone  
 Tel: 3112578

**No of short courses: 26**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Employee Essential Skills	20/05/2022	19/05/2025
Employee Wellness	20/05/2022	19/05/2025
First Aid	20/05/2022	19/05/2025
Food Safety and Hygiene	20/05/2022	19/05/2025
Fire marshal	06/05/2022	05/05/2025
Inventory Management	06/05/2022	05/05/2025
Microsoft Applications	06/05/2022	05/05/2025
Occupational Health and Safety	06/05/2022	05/05/2025
Basic Accounting	14/06/2022	13/06/2025
Computer Basics	14/06/2022	13/06/2025
Customer Service Display, Promote and Sell Products	14/06/2022	13/06/2025
Fire Marshal	14/06/2022	13/06/2025
HIV-AIDS Awareness	14/06/2022	13/06/2025
Forklift Operator Training	01/09/2022	31/08/2025
Cyber Security Awareness	20/10/2022	19/10/2025
Management and Supervisory Skills	20/10/2022	19/10/2025

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Team Building	20/10/2022	19/10/2025
Accident Prevention Procedures	22/08/2023	21/08/2026
Hazard Identification and Risk Awareness	22/08/2023	21/08/2026
Public Relations and Crisis Management	22/08/2023	21/08/2026
Health and Hygiene for Poultry Staff	22/08/2023	21/08/2026
Office Procedures	22/08/2023	21/08/2026
Safety Induction for Oil and Gas Employees	22/08/2023	21/08/2026
Waste Management	22/08/2023	21/08/2026
Wellness and Sanitation at Work	22/08/2023	21/08/2026
Work Practices, Hazard, and Control	22/08/2023	21/08/2026

### ETP0319

Monchos Associates  
Plot 20651 Block3 Industrial  
Gaborone  
[Tel:3111148/77445521](tel:3111148/77445521)

**No of short courses: 7**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Fire Safety	20/05/2022	19/05/2025
First Aid	20/05/2022	19/05/2025
Food Hygiene and Safety	20/05/2022	19/05/2025
Occupational Health and Safety	20/05/2022	19/05/2025
Working at Heights	20/05/2022	19/05/2025
Botswana Data Protection Act Awareness and Compliance	19/05/2023	18/05/2026
Botswana Financial Intelligence Act Awareness and Compliance	19/05/2023	18/05/2026

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**ETP0358**

Total Emergency Solutions  
 Plot 14403, G-West Gaborone  
 Tel: 74229159/3910088

**No of short courses: 3**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Fire Fighting For Fire Marshals	20/05/2022	19/05/2025
First Aid	20/05/2022	19/05/2025
Safety Health and Environment Representative (SHEREP)	27/02/2024	26/02/2027

**ETP0157**

Trix Investments  
 Plot 1676 Metlhabeng  
 Tlokweg  
 Tel: 3934347

**No of short courses: 19**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Driving Course-Heavy Duty	20/05/2022	19/05/2025
Driving Instructors Course	20/05/2022	19/05/2025
Forklift Operators Course	20/05/2022	19/05/2025
Workplace Safety	20/05/2022	19/05/2025
Customer Service	14/06/2022	13/06/2025
Fleet Management	14/06/2022	13/06/2025
Occupational Health and Safety	14/06/2022	13/06/2025
Mental Health	23/09/2022	22/09/2025
Critical Thinking	01/12/2022	30/11/2025
First Aid	01/12/2022	04/12/2025
Fire Marshal	01/12/2022	04/12/2025
Team Building	01/12/2022	04/12/2025
Emotional Intelligence	01/12/2022	27/01/2026
Finance for Non-Finance Managers	02/05/2023	07/07/2026

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Supervisory and Management Skills	02/05/2023	01/05/2026
Fire Fighting; <ul style="list-style-type: none"> <li>• Basic</li> <li>• Intermediate</li> <li>• Advanced</li> </ul>	14/12/2023	13/12/2026
Class B Driving License	09/02/2024	08/02/2027
Change Management; <ul style="list-style-type: none"> <li>• Principles of Change Management</li> <li>• Mindset Change</li> <li>• Organizational Change Management</li> </ul>	27/02/2024	26/02/2027
Defensive Driving; <ul style="list-style-type: none"> <li>• Convey of Dangerous Goods by Road and Rail</li> <li>• Hazardous Substance Handling</li> <li>• Incident &amp; Accident Investigation</li> </ul>	27/02/2024	26/02/2027

### ETP0096

GrowthPoint Training and Development  
Plot 50161 Unit 11 Grand Park Scheme  
Gaborone  
Tel: 71405747

**No of short courses: 38**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Introduction to computers	06/05/2022	05/05/2025
MS Excel-Level 1	06/05/2022	05/05/2025
FSSC 22000v5.1 Food Safety Awareness Course	03/08/2022	02/08/2025
Poultry Meat Examination and Inspection Level 1	03/08/2022	02/08/2025

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Poultry Meat Examination and Inspection Level 2	03/08/2022	02/08/2025
Poultry Meat Examination and Inspection Level 3	03/08/2022	02/08/2025
Poultry Meat Quality Assurance	03/08/2022	02/08/2025
Advanced Inventory Management	19/08/2022	18/08/2025
Basic Inventory Management	19/08/2022	18/08/2025
Fleet and Transport Management	19/08/2022	18/08/2025
Logistics and Supply Chain Management	19/08/2022	18/08/2025
Merchandising Techniques	19/08/2022	18/08/2025
Advanced Customer Service	19/08/2022	18/08/2025
Basic Fire Safety	19/08/2022	18/08/2025
Basic First Aid	19/08/2022	18/08/2025
Basic Occupational Hygiene and Safety Awareness	19/08/2022	18/08/2025
Effective Organisational Communication	19/08/2022	18/08/2025
Employee Wellness and Stress Management at the Workplace	19/08/2022	18/08/2025
Everyday Customer Service Essentials	19/08/2022	18/08/2025
Hazard Identification and Risk Assessment	19/08/2022	18/08/2025
Introduction to Marketing and Sales	19/08/2022	18/08/2025
Safety at Heights	19/08/2022	18/08/2025
Supervisory and Leadership Skills	19/08/2022	18/08/2025
Change Management	01/09/2022	31/08/2025
Conflict Resolution and Management Skills	01/09/2022	31/08/2025
Employee Relations	01/09/2022	31/08/2025
Enhancing Productivity Through Time Management Skills	01/09/2022	31/08/2025
Financial Wellness	01/09/2022	31/08/2025
Microsoft Excel Intermediate	01/09/2022	31/08/2025
Microsoft Excel Level 3	01/09/2022	31/08/2025
Workplace Etiquette and Professionalism	01/09/2022	31/08/2025
HACCP and Food Safety Awareness	01/12/2022	29/01/2026

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Ammonia Plant Operation and Site Response Preparedness	13/12/2022	12/12/2025
Basic Forklift Skills	13/12/2022	12/12/2025
Defensive Driving	08/06/2023	07/06/2026
Certificate of Proficiency (COP)- Short Term Insurance	22/08/2023	21/08/2026
Emotional Intelligence at Work	04/10/2023	03/10/2026
Cyber and Network Security	22/03/2024	21/03/2027

### ETP0441

Holistic HR Management  
Plot 6496 Chelford Plaza  
Maun  
Tel: 72349846

**No of short courses: 2**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Stress Management	06/05/2022	05/05/2025
Team Building	06/05/2022	05/05/2025

### ETP0516

Ramsadie Consultancy  
Kanye  
Tel: 74438653

**No of short courses: 2**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Financial Literacy	06/05/2022	05/05/2025
Corporate Governance	09/02/2024	08/02/2027

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**ETP0562**

Ranks Up Training  
 Plot 39430 Unit C, Mogoditshane  
 Tel: 3907523

**No of short courses: 4**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Customer Service Skills	06/05/2022	05/05/2025
Management Information Systems	06/05/2022	05/05/2025
Retail Management: merchandising and customer communication	06/05/2022	05/05/2025
Supervision and management skills	06/05/2022	05/05/2025

**ETP 0570**

Botswana Unified Revenue Service  
 Burs, CBD  
 Tel: 3957794

**No of short courses: 5**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Essential Management Skills	14/06/2022	13/06/2025
Executive Leadership Skills	14/06/2022	13/06/2025
Fundamental Supervisory Skills	14/06/2022	13/06/2025
Outcome Based Training of Trainers	14/06/2022	13/06/2025
Successful Employee Onboarding	14/06/2022	13/06/2025

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**ETP 0462**

Dignet Institute  
 Plot 69184, Block 8 Gaborone  
 Tel: 73910248

**No of short courses: 11**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Enhancing Teaching Innovation Through Online Teaching	14/06/2022	13/06/2025
Corporate Governance	22/07/2022	21/07/2025
Exceptional Customer Service	10/11/2022	09/11/2025
Fire Marshal	10/11/2022	09/11/2025
Records Management	13/12/2022	12/12/2025
First Aid Level 1-3	13/12/2022	12/12/2025
Occupational Health and Safety	13/12/2022	12/12/2025
Team Building	16/03/2023	15/03/2026
Hotel Housekeeping	22/08/2023	21/08/2026
Advanced Microsoft Excel	12/04/2024	11/04/2027
Assessor and Moderator Training	12/04/2024	11/04/2027

**ETP 0576**

Emergency Assist 991  
 Plot 20695 Unit 5, Gaborone Botswana  
 Tel: 3904537

**No of short courses: 5**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Defensive Driving	14/06/2022	13/06/2025
First Aid Level 1	14/06/2022	13/06/2025
First Aid Level 2	14/06/2022	13/06/2025
First Aid Level 3	14/06/2022	13/06/2025
Basic Fire Fighting	16/03/2023	15/03/2026

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**ETP 0376**

I-Six Training  
 Plot 205 Independence Avenue  
 Gaborone  
 Tel: 3934258

**No of short courses: 6**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Defensive Driving	14/06/2022	13/06/2025
Credit Control and Management	14/06/2022	13/06/2025
Entrepreneurship Development Programme	06/04/2023	05/04/2026
Customer Care Programme	06/04/2023	05/04/2026
Management and Supervisory Skills	06/04/2023	05/04/2026
Research, Monitoring and Evaluation	06/04/2023	05/04/2026

**ETP 0559**

Monthati Projects Pty Ltd  
 Plot 22737, Serorome, Palapye  
 Tel: 75243689

**No of short courses: 1**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Performance Management	14/06/2022	13/06/2025

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**ETP 0088**

Claritech Institute  
 Plot 31218 Itiko House, Somerset Industrial, Francistown  
 Tel: 2408622

**No of short courses: 9**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
First Aid	30/06/2022	29/06/2025
Horticulture	30/06/2022	29/06/2025
Project Management	30/06/2022	29/06/2025
Textiles Management	30/06/2022	29/06/2025
Safety Health and Environment	20/05/2022	19/05/2025
Customer Service	04/08/2023	03/08/2026
Scaffolding Erection, Dismantling and Inspection	04/08/2023	03/08/2026
Quality Management	14/03/2024	13/03/2027
Introduction to Accounting and Finance	22/03/2024	21/03/2027

**ETP 0012**

Compucom Training  
 Plot 50362 Unit 4, Fairgrounds  
 Gaborone  
 Tel: 3112578/72506477

**No of short courses: 39**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Defensive Driving	30/06/2022	29/06/2025
Food Safety and Hygiene	20/05/2022	19/05/2025
Leadership Skills	20/05/2022	19/05/2025
Merchandising	20/05/2022	19/05/2025
Microsoft Applications	20/05/2022	19/05/2025
Computer Basics	03/08/2022	02/08/2025
Confidence and Motivation	03/08/2022	02/08/2025

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Control of Fraud in and Office Environment	03/08/2022	02/08/2025
Crisis Management and Risk Management	03/08/2022	02/08/2025
Dealing with Conflict and Complaints	03/08/2022	02/08/2025
Managing Pressure and Maintaining Balance	03/08/2022	02/08/2025
Cash Handling and Banking Skills	23/09/2022	22/09/2025
Cyber Security Awareness	23/09/2022	22/09/2025
Hand Power Tools Safety	23/09/2022	22/09/2025
Hazardous Substances Management	23/09/2022	22/09/2025
Health and Safety in Mining	23/09/2022	22/09/2025
Management and Supervisory Skills	23/09/2022	22/09/2025
Mental Health and Positive Thinking	23/09/2022	22/09/2025
Purchasing Management	23/09/2022	22/09/2025
Records Management	23/09/2022	22/09/2025
Sales and Marketing	23/09/2022	22/09/2025
Workplace Ethical Behavior	23/09/2022	22/09/2025
Basic First Aid	10/11/2022	09/11/2025
Basic Fire Fighting	10/11/2022	09/11/2025
Occupational Health and Safety	10/11/2022	09/11/2025
Customer Service	10/11/2022	09/11/2025
Stress Management	10/11/2022	09/11/2025
Total Quality Management	10/11/2022	09/11/2025
Time Management	10/11/2022	09/11/2025
Team Building	10/11/2022	09/11/2025
Managing Personal Finances	10/11/2022	09/11/2025
Employee Wellness	10/11/2022	09/11/2025
Enterprise Risk Management	10/11/2022	09/11/2025
Personality Development	10/11/2022	09/11/2025
Warehousing Management	10/11/2022	09/11/2025
Inventory Management and Control	10/11/2022	09/11/2025
Basic Accounting	10/11/2022	09/11/2025
Display, Promotion and Selling Strategies	10/11/2022	09/11/2025
Waste Management	22/08/2023	21/08/2026

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**ETP 0531**

Incident Commanders  
 Professional House BBS Mall  
 First Floor, Unit 5 Gaborone  
[Tel:72447450](tel:72447450)

**No of short courses: 7**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Breathing Apparatus	30/06/2022	29/06/2025
Confined Space Rescue	30/06/2022	29/06/2025
Customer Service	30/06/2022	29/06/2025
Defensive Driving	30/06/2022	29/06/2025
Fire Rescue Management	30/06/2022	29/06/2025
First Aid	30/06/2022	29/06/2025
Safety Health and Environment Quality Management	30/06/2022	29/06/2025

**ETP0405**

Orapa Technical College  
 Orapa Mine  
[Tel:2902178](tel:2902178)

**No of short courses: 24**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Engineering Appreciation- Automation and Information	30/06/2022	29/06/2025
Engineering Appreciation- Auto Trades	30/06/2022	29/06/2025
Engineering Appreciation- Electrical	30/06/2022	29/06/2025
Engineering Appreciation- Fabrication and Welding	30/06/2022	29/06/2025
Engineering Appreciation- Fitting	30/06/2022	29/06/2025
Scaffolding Construction	30/06/2022	29/06/2025

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Fatal Risk Control Standard For Equipment and Machine Guarding	30/06/2022	29/06/2025
Automation & Information Fault Finding Technique	30/06/2022	29/06/2025
Forklift Operation	30/06/2022	29/06/2025
Fatal Risk Control Standard For Hazardous Materials Management	30/06/2022	29/06/2025
Fatal Risk Control Standard For Isolation & Lockout	30/06/2022	29/06/2025
Fatal Risk Control Standard For Lifting Operations	30/06/2022	29/06/2025
Fatal Risk Control Standard For Light Vehicle	30/06/2022	29/06/2025
Mobile Crane Operation	30/06/2022	29/06/2025
Fatal Risk Control Standard For Mobile Equipment	30/06/2022	29/06/2025
Truck Mounted Crane Operation	30/06/2022	29/06/2025
Pendant Controlled Overhead Crane	30/06/2022	29/06/2025
Welding Refresher- Welding and Fabrication	30/06/2022	29/06/2025
Fatal Risk Control Standard For Working At Heights	30/06/2022	29/06/2025
Hydraulic Shovels: Liebherr 9800, Komatsu PC8000 & Caterpillar 6060	14/12/2023	13/12/2026
RCS Blasthole Drill Rigs- Pit Viper 235 & 271, Smartroc D65	14/12/2023	13/12/2026
Rigid Body Dump Truck: Komatsu 830E, 730E	14/12/2023	13/12/2026
Track Dozers: Komatsu D375A/D475A/D85PX and Caterpillar D11	14/12/2023	13/12/2026
Heavy Construction Motor Vehicle Driving	22/03/2024	21/03/2027

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**ETP 0102**

Polynew Training Services  
 Plot 54483, Molapo Crossing  
 Gaborone  
 Tel: 76189647/3710853

**No of short courses: 52**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
International Public Sector Accounting(IPSAS)	30/06/2022	29/06/2025
Leading Through Uncertainty	30/06/2022	29/06/2025
Personal Financial Literacy	30/06/2022	29/06/2025
Poultry Meat Examination Training	30/06/2022	29/06/2025
Stakeholder Management	30/06/2022	29/06/2025
Strategic Management	30/06/2022	29/06/2025
Stress Management	30/06/2022	29/06/2025
Talent Management and Succession Planning	30/06/2022	29/06/2025
Business Analysis and Data Validation	22/07/2022	21/07/2025
Business Intelligence	22/07/2022	21/07/2025
Change Management Skills	22/07/2022	21/07/2025
Diversity and Inclusion in the Workplace	22/07/2022	21/07/2025
Effective Sales and Presentation Skills	22/07/2022	21/07/2025
Guidance and Counselling	22/07/2022	21/07/2025
Forklift Training	22/07/2022	21/07/2025
Prevention and Response to Gender Based Violence	22/07/2022	21/07/2025
Basic Occupational Health and Safety	20/05/2022	19/05/2025
Coaching and Mentoring	20/05/2022	19/05/2025
Credit Control and Debt Management	20/05/2022	19/05/2025
Customer Care Service	20/05/2022	19/05/2025
Effective Performance Management	20/05/2022	19/05/2025
Effective Risk Management	20/05/2022	19/05/2025
Effective Time Management	20/05/2022	19/05/2025
Emotional Intelligence	20/05/2022	19/05/2025

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Finance for Non-Financial Managers	20/05/2022	19/05/2025
First Aid	14/06/2022	13/06/2025
Leadership and Management	14/06/2022	13/06/2025
Principles of Early Childhood	14/06/2022	13/06/2025
Team Building	14/06/2022	13/06/2025
Total Quality Management	14/06/2022	13/06/2025
Train the Trainer	14/06/2022	13/06/2025
Workplace Ethics	14/06/2022	13/06/2025
Workplace Fire Prevention	14/06/2022	13/06/2025
Animal Welfare	03/08/2022	02/08/2025
Basic Scaffolding Techniques	03/08/2022	02/08/2025
Basic Security Skills	03/08/2022	02/08/2025
Business Etiquette	23/09/2022	22/09/2025
Corporate Supervisory Skills	23/09/2022	22/09/2025
Credit Control	23/09/2022	22/09/2025
Effective Health Checks of Non-Communicable Diseases	23/09/2022	22/09/2025
Entrepreneurship and Business Setup	23/09/2022	22/09/2025
Fraud Detection and Money Laundering	23/09/2022	22/09/2025
Inventory Control and Management	23/09/2022	22/09/2025
Organisational Labour Management	23/09/2022	22/09/2025
Cyber Security in Modern Business	13/12/2022	12/12/2025
Financial Technologies	13/12/2022	12/12/2025
Corporate Governance	14/12/2023	13/12/2026
Microsoft Excel	14/12/2023	13/12/2026
Hazard Analysis Critical Control Point (HACCP)	14/12/2023	13/12/2026
Food Safety	14/12/2023	13/12/2026
Effective Operations Management	14/12/2023	13/12/2026
Project Management	14/12/2023	13/12/2026

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**ETP 0329**

Quattour Traning Academy  
 Plot 22016, Kgomokasitwa Road  
 Gaborone West  
 Tel: 74012133

**No of short courses: 20**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Conflict Resolution	30/06/2022	29/06/2025
Disciplinary Hearing	30/06/2022	29/06/2025
Emotional Intelligence	30/06/2022	29/06/2025
Food Safety	30/06/2022	29/06/2025
Industrial Housekeeping	30/06/2022	29/06/2025
Stocktake	30/06/2022	29/06/2025
Team Building	30/06/2022	29/06/2025
Call Center Operation	19/05/2023	18/05/2026
Fundamentals of Culinary Arts	19/05/2023	18/05/2026
Induction and Orientation Training (Managers)	19/05/2023	18/05/2026
Induction and Orientation Training (General Staff)	19/05/2023	18/05/2026
Inventory and Stock Control	19/05/2023	18/05/2026
Cashier Training	12/04/2024	11/04/2027
Fire Marshal	12/04/2024	11/04/2027
Customer Service	12/04/2024	11/04/2027
Forklift Operator	12/04/2024	11/04/2027
First Aid	12/04/2024	11/04/2027
Merchandising	12/04/2024	11/04/2027
Occupational Health & Safety	12/04/2024	11/04/2027
Supervisory Skills	12/04/2024	11/04/2027

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**ETP 0059**

Randall Management Consultants  
 Plot 1058, Motozone Building  
 Nkoyaphiri Ward  
 Tel: 3924318/73735231

**No of short courses: 18**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Conflict Resolution	30/06/2022	29/06/2025
Store Management	30/06/2022	29/06/2025
Change Management	14/06/2022	13/06/2025
Customer Care	14/06/2022	13/06/2025
Effective Performance Management	14/06/2022	13/06/2025
Effective Team Building	14/06/2022	13/06/2025
Emotional Intelligence	14/06/2022	13/06/2025
Labour Relations	14/06/2022	13/06/2025
Leadership and Management Development	14/06/2022	13/06/2025
Stress Management	14/06/2022	13/06/2025
Effective Minutes Taking	03/08/2022	02/08/2025
Effective Supervisory Skills	03/08/2022	02/08/2025
Finance for Non-Finance Managers	03/08/2022	02/08/2025
Public Speaking and Presentation Skills	03/08/2022	02/08/2025
Food Hygiene and Safety	23/09/2022	22/09/2025
Occupational Health and Safety	23/09/2022	22/09/2025
Mindset Change	10/11/2022	09/11/2025
Microsoft Excel 2021	01/12/2022	30/11/2025

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**ETP 0487**

TK's Institution of Occupational Health and Safety Park

Mogoditshane, Botswana

Tel: 77600483/73537027/75476671

**No of short courses: 12**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Change Management and Project In Practice	30/06/2022	29/06/2025
Food Safety, Hygiene and Production	30/06/2022	29/06/2025
Workplace Etiquette, Team Building and Employee Moral	30/06/2022	29/06/2025
Confined Spaces and Working at Heights	10/11/2023	09/11/2026
Tourism: Best Practice in Housekeeping, Chef and Guiding	10/11/2023	09/11/2026
Trainer, Assessor and Grader	10/11/2023	09/11/2026
Workplace Fire Safety and Bush Fires	10/11/2023	09/11/2026
Digitalisation: Computer Software and Hardware	12/04/2024	11/04/2027
First Aid Level 3	12/04/2024	11/04/2027
ISO 9001:2015 Quality Management System	12/04/2024	11/04/2027
French Language	12/04/2024	11/04/2027
Robotics	12/04/2024	11/04/2027

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**ETP0184**

Centre for Business and Secretarial Training

Plot 4826, Mogoditshane Block 5

[Tel:3960021](tel:3960021)**No of short courses: 5**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Labour Relations and Labour	22/07/2022	21/07/2025
Customer Service	14/06/2022	13/06/2025
Cyber Security Management	14/06/2022	13/06/2025
Health and Safety Management	14/06/2022	13/06/2025
Records Management System	14/06/2022	13/06/2025

**ETP0240**

CJR Training Services

Plot 51570, Phakalane

[Tel:39317045/76011880](tel:39317045/76011880)**No of short courses: 8**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Employee Wellness	22/07/2022	21/07/2025
Team Building	22/07/2022	21/07/2025
First Aid Level 1	22/07/2022	21/07/2025
Basic Fire Marshal	22/07/2022	21/07/2025
Forklift Training	22/07/2022	21/07/2025
Occupational Health and Safety	22/07/2022	21/07/2025
Management of Performance	17/02/2023	16/02/2026
Anti-Money Laundering	14/12/2023	13/12/2026
Cyber and Data Security	14/12/2023	13/12/2026

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**ETP0117**

College of Fire and Safety  
 Plot 4471, Mogoditshane Block5  
[Tel:3962502](tel:3962502)

**No of short courses: 8**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Anti-Money Laundering and Anti-Terrorist Financing	22/07/2022	21/07/2025
Basic First Aid	16/03/2023	15/03/2026
Fire Marshall	16/03/2023	15/03/2026
Industrial Fire Fighting	16/03/2023	15/03/2026
Breathing Apparatus	14/12/2023	13/12/2026
Fire Investigation	14/12/2023	13/12/2026
Handling Hazardous Materials	14/12/2023	13/12/2026
Station Officers	14/12/2023	13/12/2026

**ETP0019**

Core Knowledge Quality Training and Consultants  
 Plot 712, Extension 2  
 Gaborone  
 Tel: 3957794

**No of short courses: 8**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Conflict Resolution	30/06/2022	29/06/2025
Store Management	30/06/2022	29/06/2025
Assessor Training and Design	02/05/2023	01/05/2026
Trainer of Trainers	02/05/2023	01/05/2026
Advanced Cybersecurity for Non-IT Professionals	19/05/2023	18/05/2026
Basic Cybersecurity for Non-IT Professionals	19/05/2023	18/05/2026
Certificate of Proficiency in Short-Term Insurance	31/08/2023	30/08/2026

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Certificate of Proficiency in MS Office Programs; <ul style="list-style-type: none"> <li>• MS Word</li> <li>• MS Excel</li> <li>• MS PowerPoint</li> <li>• MS Outlook</li> </ul>	14/03/2024	13/03/2027
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#### **ETP0104**

Information Academy  
 Neat Creats Matebeleng  
 Tel: 72652179

#### **No of short courses: 10**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION DATE</b>	<b>EXPIRY DATE</b>
Financial Management	22/07/2022	21/07/2025	
Assessment and Moderation	22/07/2022	21/07/2025	
Occupational Health, Safety and Wellness	22/07/2022	21/07/2025	
Training and Development	22/07/2022	21/07/2025	
Training of Trainers	22/07/2022	21/07/2025	
Administrative Skills	30/06/2022	29/06/2025	
Coaching, Mentoring and Mindset Change	30/06/2022	29/06/2025	
Customer Service and Etiquette	30/06/2022	29/06/2025	
Labour Relations Management	30/06/2022	29/06/2025	
Management and Leadership	30/06/2022	29/06/2025	

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**ETP0159**

Kaelo Training Institution  
P O Box 26361, Gaborone  
[Tel:3119000/77091210](tel:3119000/77091210)

**No of short courses: 15**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Hazardous Substances and Chemical Safety	22/07/2022	21/07/2025
Safe work practices for chlorine	22/07/2022	21/07/2025
Accident and Incident Investigations	03/08/2022	02/08/2025
First Aid Level 2	20/10/2022	19/10/2025
Microsoft Excel Level 1	31/01/2023	30/01/2026
Microsoft Excel Level 2	31/01/2023	30/01/2026
Microsoft Excel Level 3	31/01/2023	30/01/2026
First Aid Level 3	16/03/2023	15/03/2026
Sales and Marketing Management	16/03/2023	15/03/2026
Fire Safety Management; <ul style="list-style-type: none"> <li>• Fire Marshall</li> <li>• Fire Evacuation Coordination</li> </ul>	30/11/2023	15/12/2026
Finance for Non-Finance Managers; <ul style="list-style-type: none"> <li>• Financial Statements</li> <li>• Introduction to Finance &amp; Bookkeeping</li> <li>• Management of Working Capital</li> <li>• Understanding Budgets</li> <li>• Capital Budgeting and Decision</li> </ul>	30/11/2023	15/12/2026
Customer Service; <ul style="list-style-type: none"> <li>• Customer Service Coaching Program</li> <li>• Consumer Psychology</li> </ul>	30/11/2023	15/12/2026
Key Management Skills; <ul style="list-style-type: none"> <li>• Performance Management and Systems</li> </ul>	30/11/2023	15/12/2026

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<ul style="list-style-type: none"> <li>• Strategic Management &amp; Leadership</li> <li>• Leadership Management</li> </ul>		
Conflict Resolution & Emotional Intelligence; <ul style="list-style-type: none"> <li>• Emotional Intelligence</li> <li>• Conflict Management</li> </ul>	30/11/2023	15/12/2026
Art of Negotiation	22/03/2024	21/03/2027

### ETP0050

Masire Legal Consultants

Plot 59864, Block7

Tel: 74415055

### No of short courses: 1

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Labour Relations and Employment Law	22/07/2022	21/07/2025

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**ETP0310**

Royal Training Consultants  
 Plot 39/3, Commerce Park  
 Gaborone  
[Tel:3912805/72310395](tel:3912805/72310395)

**No of short courses: 3**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Executing Strategy, Governance, Risk and Compliance In Your Organisation even Better	22/07/2022	21/07/2025
Sage Accounting Software User Training	22/07/2022	21/07/2025
Sage HR and Payroll Software User Training	22/07/2022	21/07/2025

**ETP0607**

SHE Master  
 Unit 13, Commerce Park Gaborone  
 Tel: 72784597

**No of short courses: 8**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Hazardous Identification and Risk Management in Education (HIRMED)	22/07/2022	21/07/2025
Health and Social Care Skills	22/07/2022	21/07/2025
Managing Health and Safety in Education(Man-SHE)	22/07/2022	21/07/2025
Control of Substance Hazardous to Health	08/06/2023	07/06/2026
Hazard Identification and Risk Assessment (HIRA)	08/06/2023	07/06/2026

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Occupational Health and Safety Management (OSH-MAN)	08/06/2023	07/06/2026
Palliative and End of Life Care	08/06/2023	07/06/2026
Pressure Sore Prevention and Management	08/06/2023	07/06/2026

### ETP0529

Teemane Health Training Centre propriety

Plot 62056, Tsholofelo East

[Tel:73794340](tel:73794340)

#### No of short courses: 2

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Life Support Skills	22/07/2022	21/07/2025
Trainer of Trainers	22/07/2022	21/07/2025

### ETP0077

Douglas Management Services

Plot 278, Radingwe Ward Gabane

Tel: 71619075

#### No of short courses: 4

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Awareness of Quality	21/04/2022	20/04/2025
Auditor/Lead Auditor; <ul style="list-style-type: none"> <li>• ISO 9001 Quality Management Systems</li> <li>• ISO 14001 Environmental Management Systems</li> </ul>	14/06/2022	13/06/2025

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<ul style="list-style-type: none"> <li>• ISO 45001 Occupational Health &amp; Safety Management Systems</li> <li>• ISO 22000 Food Safety Management Systems</li> <li>• ISO/IEC 17025 Laboratory Management Systems</li> </ul>		
Awareness of ISO Management System; <ul style="list-style-type: none"> <li>• Quality Management Systems</li> <li>• Environmental Management Systems</li> <li>• Occupational Health and Safety Management Systems</li> <li>• Food Safety Management Systems</li> <li>• Laboratory Management Systems</li> </ul>	14/06/2022	13/06/2025
Process Management	14/06/2022	13/06/2025

### ETP0411

Premiere

Plot 130, Nkwe Square

Gaborone International Finance Park

[Tel:3952878](tel:3952878)

### No of short courses: 1

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Capability Development	21/04/2022	20/04/2025

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**ETP0158**

Prime Services Training Consultancy

P O Box 20692

Mahalapye

Tel: 76373542

**No of short courses: 4**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Operating All Lifting Equipment; <ul style="list-style-type: none"> <li>• Basic Rigging</li> <li>• Scaffolding</li> <li>• Boom Lifts</li> <li>• Scissor Lifts</li> <li>• Two-Post Lift Jack</li> <li>• Elevated Platform</li> </ul>	21/04/2022	20/04/2025
Defensive Driving for all Types of Vehicles; <ul style="list-style-type: none"> <li>• Basic Defensive driving</li> <li>• Defensive Driving for Water Bowser</li> <li>• Defensive Driving Heavy Duty</li> <li>• Defensive Driving Extra Heavy Duty</li> <li>• Defensive Driving for Motorcyclists</li> </ul>	21/04/2022	20/04/2025
Operating Earth Moving Machines; <ul style="list-style-type: none"> <li>• Bulldozer</li> <li>• Roller Compactor</li> <li>• Grader</li> <li>• Trenches</li> <li>• Wheel Tractor-Scraper</li> </ul>	21/04/2022	20/04/2025
Inspection of Lifting equipment/Platforms & Vehicles; <ul style="list-style-type: none"> <li>• Scaffold Inspection</li> <li>• Vehicle Pre Start Inspection</li> </ul>	22/03/2024	21/03/2027

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<ul style="list-style-type: none"> <li>• Tri-Circle Inspection of Hydraulic Lifting Equipment</li> <li>• Tri-Circle Inspection of Earth Moving Machines</li> <li>• Spotter Guide</li> </ul>		
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#### ETP0504

Resusmed Botswana

Plot 2, Riverside Ward Maun

[Tel:6800756/71350623](tel:6800756/71350623)

**No of short courses: 3**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
First Aid Level 1	21/04/2022	20/04/2025
First Aid Level 2	21/04/2022	20/04/2025
First Aid Level 3	21/04/2022	20/04/2025

#### ETP0257

Systems Technical Academy

Plot 19058, Phase 2 Gaborone

Tel: 3110548

**No of short courses: 2**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Safe Handling Of Refrigeration	06/05/2022	05/05/2025
Installation and Maintenance of Refrigeration and Air Conditioning Systems Engineering	19/08/2022	18/08/2025
Industrial Automation	27/02/2024	26/02/2027

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**ETP0324**

First Training

Plot 21541, Phakalane

Tel: 71728613/72300399

**No of short courses: 1**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Construction Management	20/05/2022	19/05/2025	

**ETP0192**

Forefront Consult

Plot 181, Queens Road Gaborone

[Tel:77603374/72254217](tel:77603374/72254217)**No of short courses: 3**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Emotional Intelligence	20/05/2022	19/05/2025	
Organisational Change Management	20/05/2022	19/05/2025	
Minute Taking	20/05/2022	19/05/2025	

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**ETP0032**

Initiatives Training  
 Plot 241 Airport Road  
 Maun  
[Tel:72307694](tel:72307694)

**No of short courses: 12**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Assertive Behaviour	20/05/2022	19/05/2025
Build the Team	20/05/2022	19/05/2025
Coaching Skills	20/05/2022	19/05/2025
Communication Skills	20/05/2022	19/05/2025
Delivering Great Services	20/05/2022	19/05/2025
Managing High Performance	20/05/2022	19/05/2025
The Art Of Management	20/05/2022	19/05/2025
Organisational Vision and Direction	20/05/2022	19/05/2025
Managing Change and Conflict	08/06/2023	07/06/2026
Managing Change and Conflict for Managers	08/06/2023	07/06/2026
Supervisory Skills Level 1	08/06/2023	07/06/2026
Supervisory Skills Level 2	08/06/2023	07/06/2026

**ETP0004**

Plant Instruments  
 Plot 22085, Gaborone West Industrial Office 4  
 Tel: 77073763

**No of short courses: 9**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Aerial Lifts and Elevating Work Platforms	20/05/2022	19/05/2025
Boiler Operation	20/05/2022	19/05/2025
Forklift Operation	20/05/2022	19/05/2025
Mobile Crane	20/05/2022	19/05/2025

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Overhead Crane Operation	20/05/2022	19/05/2025
Rigging and Hoisting Fundamentals	20/05/2022	19/05/2025
Telescopic Material Handler	20/05/2022	19/05/2025
Truck Mounted Boom Crane Safety Training	20/05/2022	19/05/2025
Working at Heights	20/05/2022	19/05/2025

### ETP0097

The Custodian

Plot 5350/1/2 Extension 10

Gaborone

Tel: 71756688/72671068

### No of short courses: 7

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Rigging	20/05/2022	19/05/2025
Forklift Truck Operations	20/05/2022	19/05/2025
Overhead Truck Operations	20/05/2022	19/05/2025
Truck Mounted Crane Operations	20/05/2022	19/05/2025
Mobile Crane Operations	23/09/2022	22/09/2025
Mobile Elevating Work Platforms Operations	23/09/2022	22/09/2025
Telescopic Boom Handler Operations	23/09/2022	22/09/2025

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**ETP0052**

WOO International Skills Development and Assessment Academy

Plot 2336, Lenganeng Commercial Centre

Tlokweneng

Tel: 3180550/3973737

**No of short courses: 51**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Advanced First Aid	20/05/2022	19/05/2025
Advanced Rigging	20/05/2022	19/05/2025
Basic First Aid	20/05/2022	19/05/2025
Forklift Truck Operations	20/05/2022	19/05/2025
Overhead Crane Operators	20/05/2022	19/05/2025
Safety Health and Environment Representative/Steward	20/05/2022	19/05/2025
Working at Heights	20/05/2022	19/05/2025
Confined Space Training	02/05/2023	01/05/2026
Basic Refrigeration and Air-Conditioning Training	02/05/2023	01/05/2026
Backhoe Loader Training	02/05/2023	01/05/2026
Leadership for Supervisors Training	02/05/2023	01/05/2026
Train the Trainer	02/05/2023	01/05/2026
Lifting Operation Training	02/05/2023	01/05/2026
Truck Mounted Crane Training	02/05/2023	01/05/2026
Mobile Crane Training	02/05/2023	01/05/2026
Excavator Training	02/05/2023	01/05/2026
Rigging and Hoisting Fundamentals	02/05/2023	01/05/2026
Root Cause Failure Analysis (RCFA)	02/05/2023	01/05/2026
Equipment Safe Guarding Training	02/05/2023	01/05/2026
Telescopic Handler Training	02/05/2023	01/05/2026
Aerial and Scissor Lift Platforms	02/05/2023	01/05/2026
Laser Alignment Training	02/05/2023	01/05/2026
Electrical Cable Jointing, Termination & Testing	19/05/2023	18/05/2026
Fire Fighting Training; <ul style="list-style-type: none"> <li>• Basic Fire Fighting</li> <li>• Advanced Fire Fighting</li> </ul>	12/07/2023	11/07/2026

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High Voltage Systems	12/07/2023	11/07/2026
Conveyor Belt Installation; Fault Finding and Maintenance	12/07/2023	11/07/2026
Hydraulics Training; <ul style="list-style-type: none"> <li>• Basic Hydraulics Training</li> <li>• Advanced Hydraulics Training</li> </ul>	12/07/2023	11/07/2026
Basic Auto Cad	04/08/2023	03/08/2026
Scaffolding	04/08/2023	03/08/2026
Butt/Plastic Welding Training	14/09/2023	13/09/2026
Dump Truck Operator Training	14/09/2023	13/09/2026
Gambling for Employees; <ul style="list-style-type: none"> <li>• Gambling Industry Awareness and Responsibility</li> <li>• Gambling Responsibility and Risk Management Training</li> <li>• Customer Interaction and Communication Training</li> <li>• Gambling Support Services Awareness Training</li> <li>• Support for Minor Gamblers and Gamers Training</li> </ul>	14/09/2023	13/09/2026
Gambling for Supervisors and Managers; <ul style="list-style-type: none"> <li>• Crisis Management and Emergency Response Strategies Training</li> <li>• Problem Gambling and Behavioral Change Training</li> <li>• Regulators Training</li> <li>• Understanding Customers Vulnerability Training</li> <li>• Understanding Gambling Related Harms Training</li> </ul>	14/09/2023	13/09/2026

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Tyre Handler Operator Training	14/09/2023	13/09/2026
Skid Steer Loader Operator Training	14/09/2023	13/09/2026
Defensive Driving	14/09/2023	13/09/2026
Basic Boilermaking Training	14/09/2023	13/09/2026
Hazardous Identification and Risk Assessment Training	14/09/2023	13/09/2026
Pressure Vessel Testing	14/09/2023	13/09/2026
Variable Speed Drives	04/10/2023	03/10/2026
Microsoft Office; <ul style="list-style-type: none"> <li>• Basic Microsoft Excel Training</li> <li>• Advanced Microsoft Excel Training</li> <li>• Basic Microsoft Publisher Training</li> <li>• Advanced Microsoft Publisher Training</li> <li>• Basic Microsoft Word Training</li> <li>• Advanced Microsoft Word Training</li> <li>• Basic Microsoft PowerPoint Training</li> <li>• Advanced Microsoft PowerPoint Training</li> </ul>	10/11/2023	09/11/2026
Incident Cause Analysis Method (ICAM) Course	14/12/2023	13/12/2026
Plastic Extrusion Welding Course	14/12/2023	13/12/2026
Data Analytics Course	14/12/2023	13/12/2026
Coded Welding Course	14/12/2023	13/12/2026
Safe Handling of Hazardous Substances Course	14/12/2023	13/12/2026
Transportation of Hazardous Materials Course	14/12/2023	13/12/2026
Oil Analysis Training	14/12/2023	13/12/2026
Two-Post Lift Course	14/03/2024	13/03/2027
Renewable Energy/Solar Installation Course	14/03/2024	13/03/2027
Safety Spotters and Observers Course	14/03/2024	13/03/2027

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**ETP0498**

Kalahari Training Institute (PTY) LTD

Plot 41 Unit 8, Commerce Park

Gaborone

Tel: 3113858

**No of short courses: 46**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Accounting Skills	14/06/2022	13/06/2025
Advanced Project Management	14/06/2022	13/06/2025
Anger Management	14/06/2022	13/06/2025
Conflict Resolution	14/06/2022	13/06/2025
Creating a Positive Work Environment	14/06/2022	13/06/2025
Customer Service-Critical Elements of Customer Service	14/06/2022	13/06/2025
Customer Service-Level 1	14/06/2022	13/06/2025
Delegation	14/06/2022	13/06/2025
Stress Management	14/06/2022	13/06/2025
Time Management	14/06/2022	13/06/2025
Business Process Management	23/09/2022	22/09/2025
Crisis Management	23/09/2022	22/09/2025
Employee Accountability	23/09/2022	22/09/2025
Intermediate Project Management	23/09/2022	22/09/2025
Inventory Management- The Nuts and Bolts	23/09/2022	22/09/2025
Leadership Skills	23/09/2022	22/09/2025
Logistics and Supply Chain Management Validation	23/09/2022	22/09/2025
Risk Management	23/09/2022	22/09/2025
Team Building- Developing High Performance Teams	23/09/2022	22/09/2025
Basic Warehouse Operations Level 1	20/10/2022	19/10/2025
Basics in Hospitality Level 1	20/10/2022	19/10/2025
Environmental Sustainability	20/10/2022	19/10/2025
Financial Wellness Level 1	20/10/2022	19/10/2025
Forklift Operations Level 1	20/10/2022	19/10/2025
Forklift Operations Level 2	20/10/2022	19/10/2025
Foundation to Sales 1	20/10/2022	19/10/2025
Health and Wellness Level 1	20/10/2022	19/10/2025

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Health and Wellness Level 2	20/10/2022	19/10/2025
Human Resource Management Level 1	20/10/2022	19/10/2025
Human Resource Management Level 2	20/10/2022	19/10/2025
Introduction to Basic Computers 1. Windows 10: Part 1 or Windows 365: Part 1 2. Word 2016: Part 1 or Word 365: Part 1 3. Excel 2016: Part 1 or Excel 365: Part 1 4. PowerPoint 2016: Part 1 or PowerPoint 365 5. Outlook 2016: Part 1 or Outlook 365: Part 1	20/10/2022	19/10/2025
Leadership and Management Level 2	20/10/2022	19/10/2025
Leadership and Management Level 3	20/10/2022	19/10/2025
Merchandising Level 1	20/10/2022	19/10/2025
Merchandising Level 2	20/10/2022	19/10/2025
Merchandising Level 3	20/10/2022	19/10/2025
Sales and Marketing Level 2	20/10/2022	19/10/2025
Sales and Marketing Level 3	20/10/2022	19/10/2025
Warehouse Operations Level 2	20/10/2022	19/10/2025
ISO 9001:2015 Quality Management System Training; <ul style="list-style-type: none"> <li>• ISO 9001:2015 Quality Management System-Awareness</li> <li>• ISO 9001:2015 Quality Management System-Understanding and Implementation</li> <li>• ISO 9001:2015 Quality Management System-Internal Auditor Training</li> </ul>	16/03/2023	15/03/2026
Intermediate Computer Applications- Microsoft Word 2016: Part 2 or Microsoft Word 365: Part 2	02/05/2023	01/05/2026

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Advanced Computer Applications: Microsoft Word 2016	08/06/2023	07/06/2026
Growth and Development; <ul style="list-style-type: none"> <li>• Business Etiquette (Gaining that Extra Edge)</li> <li>• Emotional Intelligence</li> <li>• Managing Pressure and Maintaining Balance</li> <li>• Problem Solving and Decision Making</li> <li>• Successfully Managing Change</li> </ul>	12/07/2023	11/07/2026
Marketing Strategies; <ul style="list-style-type: none"> <li>• Marketing and Sales- A Primer</li> <li>• Basic Internet Marketing</li> <li>• Creating and Managing Your Corporate Brand</li> <li>• Building a Brand on Social Media</li> <li>• Introduction to Email Marketing</li> <li>• Marketing with Social Media</li> <li>• Story Marketing for Business</li> <li>• Public Relations Boot Camp</li> <li>• Identifying and Combating Fake News</li> </ul>	14/12/2023	13/12/2026
Basic Workplace Health and Safety; <ul style="list-style-type: none"> <li>• Safety in the Workplace</li> <li>• Fire Fighting and Evacuation Procedures</li> <li>• Basic First Aid</li> <li>• SHE Representative Functions</li> <li>• Working at Heights</li> </ul>	12/04/2024	11/04/2027

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Developing Workplace Health and Safety; <ul style="list-style-type: none"> <li>• Developing and Planning</li> <li>• The Supervisor’s Role and Responsibilities</li> <li>• Creating a Workplace Wellness Programme</li> <li>• Psychological Health and Safety</li> <li>• Workplace Ergonomics</li> </ul>	12/04/2024	11/04/2027
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**ETP0275**

Safety and Fire Solutions

Plot 3746, CBD Diamond mall office 4

Gaborone

[Tel:75673226](tel:75673226)

**No of short courses: 4**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Accident and Incident Investigation and Reporting	14/06/2022	13/06/2025
Fire Marshal	14/06/2022	13/06/2025
First Aid	14/06/2022	13/06/2025
Fundamentals of Safety	14/06/2022	13/06/2025

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**ETP0040**

Textiles and Clothing Institute  
 Plot 14461 Kamushongo Road  
 Gaborone West Industrial  
 Tel: 3923144

**No of short courses: 3**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION DATE	EXPIRY
Advanced Sewing Skills	30/06/2022	29/06/2025	
Basic Sewing Skills	30/06/2022	29/06/2025	
Basic Sewing Skills for Kids	19/05/2023	18/05/2026	

**ETP0156**

Bolgart Investments  
 Plot 681, Nkoyaphiri, Mogoditshane  
 Tel: 76625246/75711616

**No of short courses: 20**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION DATE	EXPIRY
Advanced Excel	22/07/2022	21/07/2025	
Basic computing	22/07/2022	21/07/2025	
Basic Excel	22/07/2022	21/07/2025	
Customer Service	22/07/2022	21/07/2025	
Elementary Accounting	22/07/2022	21/07/2025	
Intermediate Excel	22/07/2022	21/07/2025	
Merchandising	22/07/2022	21/07/2025	
PowerPoint Presentation	22/07/2022	21/07/2025	
Sales Management	22/07/2022	21/07/2025	
Team building	22/07/2022	21/07/2025	
Emotional Intelligence	19/08/2022	18/08/2025	
Employee Wellness	19/08/2022	18/08/2025	
Fire Marshal	19/08/2022	18/08/2025	
First Aid	19/08/2022	18/08/2025	

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Food Safety	19/08/2022	18/08/2025
Managing Fatigue in the Workplace	19/08/2022	18/08/2025
Managing Personal Finances	19/08/2022	18/08/2025
Technology in the Logistics Sector	19/08/2022	18/08/2025
Health and Fitness	13/12/2022	12/12/2025
Taxation	13/12/2022	12/12/2025

### ETP0224

Byte Size College  
Plot 902/903 Sechele Road  
Gaborone, Botswana  
Tel: 3903324

### No of short courses: 11

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Computing and Application Programs	22/07/2022	21/07/2025
Customer Service Skills	22/07/2022	21/07/2025
Database Skills-Microsoft Access	22/07/2022	21/07/2025
First Aid Skills	22/07/2022	21/07/2025
Leadership Skills for Supervisors	22/07/2022	21/07/2025
Presentation Skills- Microsoft PowerPoint	22/07/2022	21/07/2025
Spreadsheet Skills- Microsoft Excel	22/07/2022	21/07/2025
Occupational Health and Safety Skills	19/08/2022	18/08/2025
Hairdressing and Beauty Therapy	14/03/2024	13/03/2027
Botswana Sign Language; <ul style="list-style-type: none"> <li>• Level 1</li> <li>• Level 2</li> </ul>	14/03/2024	13/03/2027
Business Skills	14/03/2024	13/03/2027

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**ETP0007**

IT-IQ Botswana

Plot 68 Unit 8, Commerce Park Gaborone

Tel: 3181684

**No of short courses: 18**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Cisco Certified Network Associate(CCNA)	22/07/2022	21/07/2025
Microsoft Excel-Level 1	22/07/2022	21/07/2025
Microsoft Excel-Level 2	19/08/2022	18/08/2025
Microsoft Excel-Level 3	19/08/2022	18/08/2025
PL 300 Power BI Data Analyst	23/09/2022	22/09/2025
Microsoft Word Level 2	23/09/2022	22/09/2025
CompTIA A+ Core 1 and Core 2	20/10/2022	19/10/2025
CompTIA N+	20/10/2022	19/10/2025
Microsoft Word Level 1	01/12/2022	30/11/2025
Microsoft Word Level 3	01/12/2022	30/11/2025
Microsoft Project Level 1	16/03/2026	15/03/2026
Microsoft Project Level 2	16/03/2026	15/03/2026
Microsoft 365 Fundamentals	06/04/2023	05/04/2026
Microsoft Digital Literacy Course	04/10/2023	03/10/2026
ITIL 4 Foundation	24/10/2023	28/03/2027
CyberSAFE End User Training	10/11/2023	09/11/2026
Microsoft PowerPoint; • Level 1 • Level 2	14/12/2023	13/12/2026
Data Protection Awareness Training	12/04/2024	11/04/2027

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**ETP0470**

Queens Aldams Consultancy  
 Plot 14914, CBD Extension  
 Francistown  
 Tel: 71134884/2410880

**No of short courses: 3**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Emergency Response and First Aid in the Workplace	22/07/2022	21/07/2025
Occupational Health and Safety Management	22/07/2022	21/07/2025
Project Management	13/12/2022	12/12/2025

**ETP0055**

Botswana Accountancy College  
 Plot 50691, Fairgrounds Gaborone  
 Tel: 72455385

**No of short courses: 41**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Anti-Money Laundering	03/08/2022	02/08/2025
Business Continuity Management	03/08/2022	02/08/2025
Commodities Trading	03/08/2022	02/08/2025
Computing Technology	03/08/2022	02/08/2025
Digital Marketing	03/08/2022	02/08/2025
Emotional Intelligence	03/08/2022	02/08/2025
Estate and Trust	03/08/2022	02/08/2025
Financial Strategy	03/08/2022	02/08/2025
Improving Business Performance	03/08/2022	02/08/2025
Public Sector Governance	03/08/2022	02/08/2025
Strategy in a Global Market	03/08/2022	02/08/2025

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Certified Ethical Hacker	02/05/2023	01/05/2026
Event Planning	02/05/2023	01/05/2026
Corporate Taxation for Executives and Directors	02/05/2023	01/05/2026
Cyber-Security Essentials for Business	02/05/2023	01/05/2026
Entrepreneurial Finance	02/05/2023	01/05/2026
Pastel Accounting for Beginners	02/05/2023	01/05/2026
Fraud and Forensic Accounting	02/05/2023	01/05/2026
Integrated Insurance Claims Management	02/05/2023	01/05/2026
Investment & Portfolio Management	02/05/2023	01/05/2026
Transport Management and Logistics	02/05/2023	01/05/2026
Procurement Planning and Tender Process Management	02/05/2023	01/05/2026
Service Quality Skills in Travel, Tourism and Hospitality Organisations	02/05/2023	01/05/2026
CCNA Routing and Switching: Introduction to Networks	19/05/2023	18/05/2026
CCNA Routing and Switching: Switch, Routing and Wireless Essentials	19/05/2023	18/05/2026
CCNA Routing and Switching: Enterprise Networking, Security and Automation	19/05/2023	18/05/2026
Enterprise Systems Fundamentals with SA	19/05/2023	18/05/2026
TS410- Integrated Business Process in SAP S/4HANA	19/05/2023	18/05/2026
Applied Project Management with Microsoft Project	24/10/2023	23/10/2026
Credit Risk Analysis with Python	24/10/2023	23/10/2026
Microsoft Power BI	24/10/2023	23/10/2026
Data Analytics with Microsoft Excel	24/10/2023	23/10/2026
Deep Learning	24/10/2023	23/10/2026
Machine Learning Fundamentals	24/10/2023	23/10/2026
Marketing Analytics	24/10/2023	23/10/2026
Data Analytics with Excel	24/10/2023	23/10/2026

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Basic Bar Tender Skills	24/10/2023	23/10/2026
SQL for Data Analytics	24/10/2023	23/10/2026
Fundamentals of Data Warehousing	24/10/2023	23/10/2026
Data Analytics Using R/Python Programming	24/10/2023	23/10/2026
Data Literacy	24/10/2023	23/10/2026

### ETP0548

Boswa Culinary Institute of Botswana  
Plot 2830, Sedie Ward Maun  
Tel: 6860262

### No of short courses: 5

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION DATE	EXPIRY
Baking Skills	03/08/2022	02/08/2025	
Food Safety Skills	03/08/2022	02/08/2025	
Grilling and Roasting Skills	03/08/2022	02/08/2025	
Kitchen Management	03/08/2022	02/08/2025	
Plating Skills	03/08/2022	02/08/2025	

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**ETP0617**

Digital Learning Academy  
 Plot 31230, Unit 10 Somerset Phase 4 Industrial  
 Francistown  
 Tel: 71703288

**No of short courses: 8**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Ideation Techniques for Entrepreneurship(ITE)	03/08/2022	02/08/2025
Outcome Based Education (OBE)	03/08/2022	02/08/2025
Standards Based Assessment(SBA)	03/08/2022	02/08/2025
Assessment Moderation	23/09/2022	22/09/2025
Basics of Solar PV Installations	23/09/2022	22/09/2025
Fundamentals of Climate Change	23/09/2022	22/09/2025
Fundamentals of Food Hygiene and Safety	31/08/2023	30/08/2026
People Management	31/08/2023	30/08/2026

**ETP0537**

Euphoric NLP & Life Coaching Academy  
 Morepo Ward, Thamaga  
 Tel: 75671810/73133587

**No of short courses: 3**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Academic Coaching	03/08/2022	02/08/2025
Emotional Intelligence	03/08/2022	02/08/2025
Marital Coaching	03/08/2022	02/08/2025

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**ETP0042**

Gaborone University College of Law and Professional Studies

Plot 6398, Broadhurst Industrial

Gaborone

Tel: 3185596

**No of short courses: 51**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Administration of Retail Operations	03/08/2022	02/08/2025
Stock and Loss Control Shrinkage	03/08/2022	02/08/2025
Cost Accounting	04/08/2023	11/08/2026
Customer Service	04/08/2023	11/08/2026
Disciplinary Hearings	04/08/2023	27/10/2026
Financial Accounting	04/08/2023	11/08/2026
Fleet and Transport Management	04/08/2023	27/10/2026
Hazardous Waste Management	04/08/2023	27/10/2026
Minute Taking	04/08/2023	27/10/2026
Performance Appraisal	04/08/2023	27/10/2026
Project Management	04/08/2023	27/10/2026
Public Relations and the Media	04/08/2023	27/10/2026
Purchasing Management	04/08/2023	27/10/2026
Risk and Loss Control Management	04/08/2023	11/08/2026
Bookkeeping and Accounting	04/08/2023	27/11/2026
Budgeting and Cost Control	04/08/2023	27/11/2026
Sales Management	04/08/2023	27/11/2026
Stores and Stock Management	04/08/2023	27/11/2026

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Supervisory and Leadership Skills	04/08/2023	27/11/2026
Time Management	04/08/2023	27/11/2026
Court Reporting	31/08/2023	30/08/2026
Basic Fire Fighting	14/12/2023	13/12/2026
Convey Dangerous Goods by Road	14/12/2023	13/12/2026
Defensive Driving	14/12/2023	13/12/2026
First Aid in the Workplace	14/12/2023	13/12/2026
Basic Computer Skills	09/02/2024	08/02/2027
Competency-Based Interviewing Skills Training	09/02/2024	08/02/2027
Accounts Receivables and Credit Policies Management	27/02/2024	26/02/2027
Change Management	27/02/2024	26/02/2027
Conflict Management	27/02/2024	26/02/2027
Entrepreneurship Skills	27/02/2024	26/02/2027
Events and Conferences Management	27/02/2024	26/02/2027
Grievance Handling	27/02/2024	26/02/2027
Microsoft Excel	27/02/2024	26/02/2027
Microsoft Word	27/02/2024	26/02/2027
Records Management	27/02/2024	26/02/2027
Security Management	27/02/2024	26/02/2027
Employing the Balanced Scorecard for Performance Excellence	22/03/2024	21/03/2027
Career Development and Succession Planning	22/03/2024	21/03/2027
Company Law and Governance	22/03/2024	21/03/2027
Corporate Social Responsibility (CSR)	22/03/2024	21/03/2027

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Evidence Law	22/03/2024	21/03/2027
Finance for Non-Finance Professionals	22/03/2024	21/03/2027
Food Safety & Hygiene	22/03/2024	21/03/2027
Human Resources Management	22/03/2024	21/03/2027
Law of Agency	22/03/2024	21/03/2027
Occupational Health and Safety	22/03/2024	21/03/2027
Patent and Intellectual Property Law	22/03/2024	21/03/2027
Privacy and Data Protection Law	22/03/2024	21/03/2027
Sports Law	22/03/2024	21/03/2027
Stress Management	22/03/2024	21/03/2027

### ETP0079

The Maddy Group  
Plot 39588, Block 6 Gaborone  
Tel: 76458777/75366932

### No of short courses: 17

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Hazard Identification and Risk Assessment(HIRA)	03/08/2022	02/08/2025
Microsoft Excel Basic	03/08/2022	02/08/2025
Project Management	03/08/2022	02/08/2025
Retail Security and Loss Prevention	03/08/2022	02/08/2025
Safely Erect and Dismantle Scaffolding	03/08/2022	02/08/2025
Use Hand and Power Tools	03/08/2022	02/08/2025

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First Aid	19/08/2022	18/08/2025
Maintain Health, Hygiene and a Professional Appearance	19/08/2022	18/08/2025
Occupational Health, Safety and Environment	19/08/2022	18/08/2025
Forklift Operator	23/09/2022	22/09/2025
Microsoft Excel Intermediate	01/12/2022	30/11/2025
Safe Handling of Refrigerant Gases	01/12/2022	30/11/2025
Team Building	01/12/2022	30/11/2025
Coded Pipe Welding	02/05/2023	01/05/2026
Scaffold Erector and Inspector	12/07/2023	11/07/2026
Root Cause Analysis	30/11/2023	29/11/2026
Working Safely at Heights	22/03/2024	21/03/2027

#### ETP0421

Theo Star Consultancy  
Plot 2662, Mornach Francistown  
Tel: 2420940

#### No of short courses: 7

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Advanced Excel	03/08/2022	02/08/2025
Introduction to Computer Training	03/08/2022	02/08/2025
Microsoft Office	03/08/2022	02/08/2025
Basic Excel Training	03/08/2022	02/08/2025
Leadership Skills for Supervisors	02/05/2023	01/05/2026
Life Coaching	02/05/2023	01/05/2026
Trauma and Basic Counselling	02/05/2023	01/05/2026
Customer Service Training	19/05/2023	18/05/2026
Health and Safety Training	19/05/2023	18/05/2026
Stress Management Training	19/05/2023	18/05/2026

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**ETP0414**

World Wide Industrial and Systems Engineers

Plot 69354, Gaborone North

Gaborone

Tel: 0861099473

**No of short courses: 5**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION DATE	EXPIRY
Information Security (ISO 27001:2013)	03/08/2022	02/08/2025	
Organisational Health and Safety (OHS) (ISO 45001:2018)	03/08/2022	02/08/2025	
Quality Management (ISO 9001:2015)	03/08/2022	02/08/2025	
Risk Assessment Management (ISO 31000: 2018)	03/08/2022	02/08/2025	
Security Risk and Crisis Management Programme (ISO 14001:2015)	03/08/2022	02/08/2025	

**ETP0384**

Collegia Consulting Group

Plot 1271, Lobatse Road Gaborone

Tel: 72986807

**No of short courses: 3**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION DATE	EXPIRY
Customer Service	03/08/2022	02/08/2025	
Occupational Health and Safety	03/08/2022	02/08/2025	
Project Management	03/08/2022	02/08/2025	

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**ETP0048**

Pimots Enterprises (PTY) LTD  
 Plot 53/71, Unit GC, Gaborone  
 Tel: 3908250

**No of short courses: 22**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Basic Fire Fighting	03/08/2022	02/08/2025
Customer Service Excellence	03/08/2022	02/08/2025
Effective Selling Skills	03/08/2022	02/08/2025
Emotional Intelligence	03/08/2022	02/08/2025
Team Building Skills	03/08/2022	02/08/2025
Time Management and Employee Efficiency Skills	23/09/2022	22/09/2025
Performance Management System	23/09/22	22/09/2025
Leadership and Change Management	10/11/2022	09/11/2025
Productivity in the Workplace	10/11/2022	09/11/2025
Workplace Ethics	10/11/2022	09/11/2025
Fire Marshal	01/12/2022	30/11/2025
Teamwork and Team Interaction Strategies	01/12/2022	30/11/2025
Time Management and Employee Efficiency Skills	01/12/2022	30/11/2025
Basic First Aid	13/12/2022	12/12/2025
Pimots	17/02/2023	16/02/2026
Stock Management And Control	16/03/2023	15/03/2026
Wellness and Stress Management	19/05/2023	18/05/2026
Strategic and Business Planning	19/05/2023	18/05/2026
Safety Health and Environment (SHE)	30/11/2023	29/11/2026
Basic Personal Financial Management	27/02/2024	26/02/2027
Occupational Health and Safety	22/03/2024	21/03/2027
Sales and Marketing Techniques	22/03/2024	21/03/2027

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**ETP0502**

Agri-Light Consultants

Mountain-View Shopping Complex, Unit 8, Block 5, Plot 53915

Gaborone

Tel: 77024272

**No of short courses: 5**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Food Safety Management System	19/08/2022	18/08/2025
Cash-In-Transit Security Operations Course	31/01/2023	30/01/2026
Grain Inspection	19/05/2023	18/05/2026
Medical Coding	04/08/2023	03/08/2026
Control Room Operations	10/11/2023	09/11/2026

**ETP0112**

Desmas Consultants

Plot 18929, Phase 2 Gaborone

Tel: 3161347

**No of short courses: 15**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Emotional Intelligence	19/08/2022	18/08/2025
Introduction to Computers	19/08/2022	18/08/2025
Customer Service	01/09/2022	31/08/2025
Strategic Management	01/09/2022	31/08/2025
Food, Safety and Hygiene	23/09/2022	22/09/2025
Team Building	20/10/2022	19/10/2025
Management and Supervisory Skills	10/11/2022	09/11/2025
Microsoft Excel	10/11/2022	09/11/2025

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Records and Information Management	10/11/2022	09/11/2025
Supply Chain Management	10/11/2022	09/11/2025
Disciplinary Hearing Procedures	17/02/2023	16/02/2026
Effective Communication Skills	17/02/2023	16/02/2026
Occupational Health and Safety	02/05/2023	01/05/2026
Fitting and Turning	08/06/2023	07/06/2026
Lifting and Rigging	08/06/2023	07/06/2026

### ETP0318

LSC Botswana

Plot 53/57, Moreton Place Gaborone

Tel: 3916122

**No of short courses: 33**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Computers	19/08/2022	18/08/2025
Employee Motivation	19/08/2022	18/08/2025
Managing Personal Finances	19/08/2022	18/08/2025
Occupational Health and Safety	19/08/2022	18/08/2025
Outlook for Professionals	19/08/2022	18/08/2025
Raking and Stacking	19/08/2022	18/08/2025
Sales Management	19/08/2022	18/08/2025
Supervisory Skills	19/08/2022	18/08/2025
Technology in the Logistics Sector	19/08/2022	18/08/2025
The Art of Selling	19/08/2022	18/08/2025
Business Communication	20/10/2022	19/10/2025
Employability Skills and Professionalism	20/10/2022	19/10/2025
Food Safety and Sanitation	20/10/2022	19/10/2025
Loss Control in the Logistics Sector	20/10/2022	19/10/2025
Merchandising	20/10/2022	19/10/2025

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Time Management	20/10/2022	19/10/2025
Sage Pastel Partner Accounting	04/10/2023	03/10/2026
Xero Accounting	04/10/2023	03/10/2026
Assertiveness and Self Confidence	04/10/2023	03/10/2026
Advanced Excel	22/03/2024	21/03/2027
Basic Excel	22/03/2024	21/03/2027
Consumer Behaviour	22/03/2024	21/03/2027
Effective Office Management and Administration	22/03/2024	21/03/2027
Emotional Intelligence	22/03/2024	21/03/2027
Employee Wellness	22/03/2024	21/03/2027
Fire Marshal	22/03/2024	21/03/2027
First Aid	22/03/2024	21/03/2027
Forklift Truck Operator	22/03/2024	21/03/2027
Innovative Cost Saving Strategies	22/03/2024	21/03/2027
Intermediate Excel	22/03/2024	21/03/2027
Introduction to Logistics and Supply Chain	22/03/2024	21/03/2027
Managing Customer Relations	22/03/2024	21/03/2027
Managing Stock Shrinkage	22/03/2024	21/03/2027

#### **ETP0604**

Leadership 2 Impact Academy  
Plot 350, Tsutsubega Maun  
Tel: 77903820

#### **No of short courses: 1**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Training Management and Leadership Empowerment	19/08/2022	18/08/2025

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**ETP0534**

Mab SHEQ Training Institute  
 Loapi House Plot 1272, Old Lobatse Road  
 Gaborone  
 Tel: 74497434

**No of short courses: 21**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Basic Boiler and Pressure Vessels Safety	19/08/2022	18/08/2025
Basic First Aid	19/08/2022	18/08/2025
Basic Mobile and Lifting Equipment Safety	19/08/2022	18/08/2025
Confined Space Safety	19/08/2022	18/08/2025
Fire Prevention and Management	19/08/2022	18/08/2025
Occupational Health and Safety SHE Representative	19/08/2022	18/08/2025
Working at Heights	19/08/2022	18/08/2025
Evaluate Education, Training and Development Providers	16/03/2023	15/03/2026
Safe Handling of Hazardous Chemicals and Materials	16/03/2023	15/03/2026
Defensive Driving	08/06/2023	07/06/2026
Food Safety and Hygiene	08/06/2023	07/06/2026
Forklift Operator	08/06/2023	07/06/2026
Mobile Elevating Work Platforms (MEWP) Operator	08/06/2023	07/06/2026
Safe Handling of Asbestos and Other Fibers	08/06/2023	07/06/2026
Accident and Incident Investigation	08/06/2023	07/06/2026
Occupational Health and Safety for Supervisors (SHE for Supervisors)	08/06/2023	07/06/2026
Basic Principles in Occupational Hygiene	08/06/2023	07/06/2026
Leadership and Influence	08/06/2023	07/06/2026
Safety Spotter/Observer	08/06/2023	07/06/2026
Transportation of Dangerous Goods	08/06/2023	07/06/2026

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Scaffolding Erection and Inspection	08/06/2023	07/06/2026
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### ETP0334

Positive Performance  
Plot 140, Unit 5 Kgale Terrace  
Gaborone  
Tel: 73406164

### No of short courses: 10

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Mental Health First Response (MHFR)	19/08/2022	18/08/2025
Conquering Critical Conversations: Effective Skills for Difficult Dialogue	23/09/2022	22/09/2025
Psychological Safety and Trust	19/05/2023	18/05/2026
Mental Health at Work	19/05/2023	18/05/2026
Mentoring Skills at Work	19/05/2023	18/05/2026
Team Building	30/11/2023	29/11/2026
Hospitality	30/11/2023	29/11/2026
Professional Housekeeper	30/11/2023	29/11/2026
Systems Administrator	30/11/2023	29/11/2026
Professional Chef	30/11/2023	29/11/2026

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**ETP0160**

Redman Consulting  
 Plot 17984, Unit 8B, C&D Chobe House, BBS Mall  
 Gaborone  
 Tel: 3187844

**No of short courses: 2**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION DATE	EXPIRY
Foundation of Critical Thinking	19/08/2022	18/08/2025	
Services Marketing	19/08/2022	18/08/2025	

**ETP0111**

Service Plus  
 The Hub iTowers, Ground Floor, CBD  
 Gaborone  
 Tel: 73130370

**No of short courses: 7**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION DATE	EXPIRY
Data Privacy	19/08/2022	18/08/2025	
Anti-Money Laundering	19/08/2022	18/08/2025	
Leadership Development	19/08/2022	18/08/2025	
First Aid	08/06/2023	07/06/2026	
Managing Personal Finances	08/06/2023	07/06/2026	
Sales and Presentation Skills	04/08/2023	03/08/2026	
Agile Ways of Work	12/04/2024	11/04/2027	

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**ETP0590**

Tam SHEQ Consultancy Services  
 Letlapeng Ward Tlokweng  
 Tel: 72912118

**No of short courses: 10**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Fire Fighting	19/08/2022	18/08/2025
Hazardous Substances and Management	19/08/2022	18/08/2025
Incident Investigations	19/08/2022	18/08/2025
Safety Health and Environment Representative (SHE Rep)	19/08/2022	18/08/2025
Team Building	19/08/2022	18/08/2025
Working at Heights	19/08/2022	18/08/2025
Convey of Dangerous Goods by Road	19/05/2023	18/05/2026
Defensive Driving	19/05/2023	18/05/2026
Snake Handling	12/07/2023	11/07/2026
First Aid; <ul style="list-style-type: none"> <li>• Level 1</li> <li>• Level 2</li> <li>• Level 3</li> </ul>	12/07/2023	11/07/2026

**ETP0051**

PM Academy  
 Plot 85, Unit 001 GICP Gaborone  
 Tel: 3117227/3117228

**No of short courses: 7**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Agile PM	19/08/2022	18/08/2025
Essentials of Project Management	19/08/2022	18/08/2025

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Microsoft Project	19/08/2022	18/08/2025
PMP and CAPM Preparation	19/08/2022	18/08/2025
Prince 2 Foundation	19/08/2022	18/08/2025
Prince 2 Practitioner	19/08/2022	18/08/2025
Prince 2 Agile	20/10/2022	19/10/2025

### ETP00364

Pro-Vision Training Institute  
Suite 2, Northgate Mall, Blue Jacket/Tainton Street  
Francistown  
Tel: 74146257

### No of short courses: 6

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic First Aid	19/08/2022	18/08/2025
Entrepreneurship and Business Skills	19/08/2022	18/08/2025
Ethics in Procurement and Supply Management	19/08/2022	18/08/2025
Fire Marshal	19/08/2022	18/08/2025
Forklift Safety Training	16/03/2023	15/03/2026
Occupational Health and Safety Management	16/03/2023	15/03/2026

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**ETP0087**

Granjo Holdings  
 Plot No. 20705, Celiat Building Block 3 Industrial  
 Gaborone  
 Tel: 73210353/73742715

**No of short courses: 15**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Accounting and Finance for Non-Financial Managers	01/09/2022	31/08/2025
Professional House Keeping and Facility Management	16/03/2023	15/03/2023
Fraud Forensics, Money Laundering and Digital Security	19/05/2023	18/05/2026
Certified Rigger and Signaler	04/08/2023	03/08/2026
Computerised Management Systems	04/08/2023	03/08/2026
Facility Engineering	04/08/2023	03/08/2026
Professional Plumbing and Pipe Fitting Skills	04/08/2023	03/08/2026
Customer Service Management Skills	04/08/2023	03/08/2026
Supervisory and Management Skills	04/08/2023	03/08/2026
Prospecting, Sales and Follow Up Skills	10/11/2023	09/11/2026
Training of Trainers	14/12/2023	13/12/2026
Team Building and Effectiveness	14/12/2023	13/12/2026
Comprehensive Paving, Tiling and Landscaping	14/12/2023	13/12/2026
Financial Reporting Act, Codes and Standards	14/12/2023	13/12/2026
Technical Engineering, Installation , Operations, Repairs and Maintenance; <ul style="list-style-type: none"> <li>• Electrical Installation and Electronic Appliances</li> <li>• Power, Solar Systems, Generators and Pumps</li> </ul>	22/03/2024	21/03/2027

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<ul style="list-style-type: none"> <li>• CCTV, Alarms, Fencing, Gates and Access Control</li> <li>• Air Conditioning and Refrigeration</li> <li>• Cellphones and Computers</li> </ul>		
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### ETP0567

Kent Consultancy Proprietary Limited  
 Gaborone International Finance Park, Plot 140 Unit 2  
 Gaborone  
 Tel: 72166490

**No of short courses: 2**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Rigging Fundamentals	01/09/2022	31/08/2025
Working at Heights	01/09/2022	31/08/2025

### ETP0499

Rising Bright Proprietary Limited  
 Poane Ward Manyana  
 Tel: 71578078

**No of short courses: 1**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	01/09/2022	31/08/2025

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**ETP0591**

Valor Training Institute  
 Plot 581, Icefield Complex, Light Industry Maun  
 Tel: 71606430/71605403

**No of short courses: 1**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	01/09/2022	31/08/2025

**ETP0284**

Machray Training Consultancy  
 Plot No. 698, Auto Lot House, Francistown.  
 Tel: 74260883

**No of short courses: 9**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic First Aid	01/09/2022	31/08/2025
Fire Fighting	01/09/2022	31/08/2025
Occupational Health and Safety	01/09/2022	31/08/2025
Supervisory skills	01/09/2022	31/08/2025
Hazard Identification and Risk Assessment	23/09/2022	22/09/2025
Customer Service	02/05/2023	01/05/2026
Teamwork	02/05/2023	01/05/2026
Work at Heights	19/05/2023	18/05/2026
Handling of Hazardous Materials	12/07/2023	11/07/2026

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**ETP0325**

Mr. Driver Training Academy  
Plot 82, Unit 4, Gaborone International Commerce Park  
Gaborone  
Tel: 3182577

**No of short courses: 6**

<b>NAME OF SHORT COUSES(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Defensive Driving	01/09/2022	31/08/2025
Off Road Driving	01/09/2022	31/08/2025
Professional Driving Permit-Bus	20/10/2022	19/10/2025
Driving License Classes; Class C1, Class C, Class EC and Class EC1	20/10/2022	19/10/2025
Lifting Equipment Operator; <ul style="list-style-type: none"><li>• Mobile Crane Operator</li><li>• Cherry Picker Operator</li><li>• Telescopic Handler Operator</li><li>• Fork Lift Truck Operator</li><li>• Sky Jack Operator</li></ul>	04/10/2023	03/10/2026
Loading Equipment Operator; <ul style="list-style-type: none"><li>• Excavator Operator</li><li>• Back Hoe Operator</li><li>• Front End Loader Operator</li><li>• Shovel Operator</li><li>• Dozer Loader Operator</li></ul>	04/10/2023	03/10/2026

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**ETP0620**

Insurance Training Institute  
 Plot 10328, White City  
 Gaborone  
 Tel 72199926

**No of short courses: 10**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Supervisory Skills	23/09/2022	22/09/2025
Basics of Long Term Insurance	10/11/2022	09/11/2025
Basics of Short Term Insurance	10/11/2022	09/11/2025
Conveying Dangerous Goods by Road	10/11/2022	09/11/2025
Retirement Funds	13/12/2022	12/12/2025
Intermediate Certificate in Business Studies	13/12/2022	12/12/2025
Legal Insurance	17/02/2023	16/02/2026
Introduction to Risk Management	04/08/2023	03/08/2026
Personal Financial Planning	04/08/2023	03/08/2026
Retail Marketing Training	04/08/2023	03/08/2026

**ETP0301**

Jwaneng Mine Training Centre  
 Jwaneng Mine  
 Tel 5884171

**No of short courses: 37**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Overhead Crane Operation	23/09/2022	22/09/2025
Working at Heights course	17/02/2023	16/02/2026
Isolation and Lockout Course	17/02/2023	16/02/2026
Confined Space Course	17/02/2023	16/02/2026
Bucyrus 495HR Rope Shovel Operator	06/04/2023	05/04/2026
CAT994 H/K Front End Loader Operator	06/04/2023	05/04/2026
Komatsu GD825 Grader Operator	06/04/2023	05/04/2026

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Komatsu 930E-4 Hand Truck Operator	06/04/2023	05/04/2026
Komatsu PX85/D375A/DA475A Track Dozer Operator	06/04/2023	05/04/2026
Equipment Safe Guarding	02/05/2023	01/05/2026
Lifting Operations Course	02/05/2023	01/05/2026
Excavators: Liebherr R9350/R996 Series	02/05/2023	01/05/2026
Excavators: Liebherr R974/R980/R9100 Series	02/05/2023	01/05/2026
Rigid Dump Truck- Caterpillar 773 (Diesel Truck) Series	02/05/2023	01/05/2026
Rigid Dump Truck- Caterpillar 785(Water Truck) /793C Series	02/05/2023	01/05/2026
Rigid Dump Truck- Caterpillar 770/777 Series	02/05/2023	01/05/2026
HV/MV Switching Operations	12/07/2023	11/07/2026
Articulated Dump Truck (ADT)- B30D & B40D 6x6 MK7 (Bell Equipment) Series and CATERPILLAR 730 (CAT 730)	12/07/2023	11/07/2026
Excavators- Komatsu PC300 & PC1250 Series	12/07/2023	11/07/2026
Front End Loaders- Komatsu WA600 & WA800 Series	12/07/2023	11/07/2026
Front End Loader- Komatsu WA380, WA480 & W500 Series	12/07/2023	11/07/2026
Track Dozers D9T, D10T & D11T Series	12/07/2023	11/07/2026
Wheel Dozers WD600 & WD600-6 Series and CAT 824 Series	12/07/2023	11/07/2026
Hazardous Materials Management	14/09/2023	13/09/2026
Pipework	14/09/2023	13/09/2026
Pressure Vessel	14/09/2023	13/09/2026
Root Cause Analysis	14/09/2023	13/09/2026
SHE Representative	14/09/2023	13/09/2026
Fire Safety and Prevention	14/09/2023	13/09/2026
Blasthole Drill Equipment- Pit Viper 351 – Diesel and Electrical RCS4 Series	04/10/2023	03/10/2026
Caterpillar 16M Grader	04/10/2023	03/10/2026
Hydraulic Shovels Equipment- Komatsu PC8000 and Caterpillar 6060	04/10/2023	03/10/2026
Water Trucks: Caterpillar 773/785 and Komatsu 785	04/10/2023	03/10/2026
Cable Reeler- Caterpillar 988H/K	09/02/2024	08/02/2027
Skid Steer Loader	09/02/2024	08/02/2027
Tyre Handler- Komatsu WA 600 & Caterpillar 988H/K	09/02/2024	08/02/2027
First Aid	22/03/2024	21/03/2027

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**ETP0308**

Leadership Education and Development  
 Plot 111, Samdef House, International Finance Park  
 Gaborone  
 Tel 3915501

**No of short courses: 5**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Change Management for Champions	23/09/2022	22/09/2025
Emotional Intelligence in the Workplace	23/09/2022	22/09/2025
Managing Performance and Results	23/09/2022	22/09/2025
Situational Leadership and Developing Talent	23/09/2022	22/09/2025
Strategic Management Using the Balanced Scorecard	23/09/2022	22/09/2025

**ETP0078**

MaST Botswana  
 Village, Plot 21163  
 Gaborone  
 Tel 3973361

**No of short courses: 22**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Master Supervisor	23/09/2022	22/09/2025
Managing Projects Successfully	23/09/2022	22/09/2025
Master Leader	23/09/2022	22/09/2025
Master Manager	23/09/2022	22/09/2025
Performance Management	23/09/2022	22/09/2025
Professional Selling Skills	23/09/2022	22/09/2025
Team Building	23/09/2022	22/09/2025
Tele Ambassador	23/09/2022	22/09/2025
Time and Priority Management	23/09/2022	22/09/2025
Train the Trainer	23/09/2022	22/09/2025

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Writing for Results	23/09/2022	22/09/2025
Selection Skills	23/09/2022	22/09/2025
Successful Negotiation Skills	23/09/2022	22/09/2025
Assertive and Effective Interpersonal Communication	20/10/2022	19/10/2025
Building Productive Relationships	20/10/2022	19/10/2025
Effective Debt Collection	20/10/2022	19/10/2025
Effective Office Management	20/10/2022	19/10/2025
Effective Presentation Skills	20/10/2022	19/10/2025
Finance for Non-Financial Managers	20/10/2022	19/10/2025
Leading Change	20/10/2022	19/10/2025
The Effective Coach	20/10/2022	19/10/2025
Getting the Most out of Meetings	20/10/2022	19/10/2025

## ETP0216

Pillar of Success Training Institute  
Plot No 1148, Botswana Road, Sunshine Enclave  
Main Mall, Gaborone  
Tel 76613040

### No of short courses: 7

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Health Care Assistant	23/09/2022	22/09/2025
Teaching Methodology and Lecturing Skills	01/12/2022	30/11/2025
Early Childhood Education	06/04/2023	05/04/2026
HIV Counselling and Testing	19/05/2023	18/05/2026
Laboratory Phlebotomy	19/05/2023	18/05/2026
Health Care Assistant Clinical Skills	14/09/2023	13/09/2026
Special Education Needs	14/09/2023	13/09/2026

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**ETP0439**

Rise and Shine Consult (PTY) LTD  
 Plot No. 10263, Extension 39  
 Gaborone  
 Tel 74602301

**No of short courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Total Quality Management	23/09/2022	22/09/2025
Work Ethics	23/09/2022	22/09/2025

**ETP0074**

University of Botswana  
 Plot 4775, Notwane Road Gaborone  
 Tel 3552204/3552203

**No of short courses: 19**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Automated Computer Aided Drafting Level 1	23/09/2022	22/09/2025
Automated Computer Aided Drafting Level 2	23/09/2022	22/09/2025
Change Management	23/09/2022	22/09/2025
Customer/Care Service	23/09/2022	22/09/2025
Effective Minute Taking	23/09/2022	22/09/2025
Entrepreneurship	23/09/2022	22/09/2025
Supervisory and Management Skills	23/09/2022	22/09/2025
The Art of Public Speaking	23/09/2022	22/09/2025
The Art of Report Writing	23/09/2022	22/09/2025
Introduction to eLearning	12/07/2023	11/07/2026
Corporate Governance	27/02/2024	26/02/2027
Emotional Intelligence	27/02/2024	26/02/2027
Gender Mainstreaming	27/02/2024	26/02/2027
Dial-A-Smile	27/02/2024	26/02/2027
Diplomacy and Protocol	27/02/2024	26/02/2027
How to Start and Manage Your Business	27/02/2024	26/02/2027

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Personal Financial Planning (PFP)	27/02/2024	26/02/2027
Project Management	27/02/2024	26/02/2027
Research Techniques and Statistical for Social Studies	27/02/2024	26/02/2027

### ETP0333

Supabrain College of Business & Computer Studies

Plot 823/4, Main Mall

Gaborone

Tel 5880938/71640026

**No of short courses: 7**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Business Management and Administration	23/09/2022	22/09/2025
Human Resource Management	23/09/2022	22/09/2025
Occupational Health and Safety Practice Management	23/09/2022	22/09/2025
Office Procedures and Administration	23/09/2022	22/09/2025
Project Management	23/09/2022	22/09/2025
Purchasing and Supply Chain Management	23/09/2022	22/09/2025
Stores Management and Stock Control	23/09/2022	22/09/2025

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**ETP0309**

Sello Emergency Medical Services  
 Plot 67999, Gaborone North  
 Gaborone  
 Tel 71525452/76353050

**No of short courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Fire Fighting	23/09/2022	22/09/2025
First Aid; <ul style="list-style-type: none"> <li>• Level 1</li> <li>• Level 2</li> <li>• Level 3</li> </ul>	23/09/2022	22/09/2025
Pre-Hospital Emergency Care	19/05/2023	18/05/2026
Safety Health and Environment Principles and Procedures in the Workplace	19/05/2023	18/05/2026

**ETP0264**

Leatuka Holdings  
 Gaborone  
 Tel 3170700/72918186

**No of short courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Business Management	23/09/2022	22/09/2025
Entrepreneurship Development	31/01/2023	30/01/2026

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**ETP0093**

Cignex Investments  
Gaborone  
Tel 71306846

**No of short courses: 5**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Advanced Spreadsheet (Microsoft Excel)	23/09/2022	22/09/2025
Basic Computer Skills (Microsoft Applications)	23/09/2022	22/09/2025
Intermediate Spreadsheet (Microsoft Excel)	23/09/2022	22/09/2025
Advanced Presentation (Microsoft PowerPoint)	02/05/2023	01/05/2026
Advanced Word Processing (Microsoft Word)	02/05/2023	01/05/2026

**ETP0228**

Big Flag (PTY) LTD  
Queens Road, Gaborone  
Tel 71399886

**No of short courses: 5**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	23/09/2022	22/09/2025
Human Resource Management	23/09/2022	22/09/2025
Leadership	23/09/2022	22/09/2025
Team Building	23/09/2022	22/09/2025
Public Procurement	14/12/2023	13/12/2026

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**ETP0200**

Business Direct

Plot 54374 CBD, Grand Union Building, Block D

Gaborone

Tel 71400004

**No of short courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Human Resource Management	20/10/2022	19/10/2025
Corporate Governance	10/11/2022	09/11/2025

**ETP0367**

Change De Uterio

Adansonia Hotel, Francistown

Tel 71449694

**No of short courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Positive Leadership and Management Essentials; <ul style="list-style-type: none"> <li>• Leadership and Management Training</li> <li>• Strategy Management and Balanced Scorecard</li> <li>• Customer Service</li> <li>• Team Building</li> <li>• Stress Management</li> </ul>	20/10/2022	19/10/2025

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**ETP0403**

Compstar College of Agriculture  
 Plot 2669, Matapudza Ward  
 Sebina  
 Tel 72677269/71700170

**No of short courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Animal Husbandry	20/10/2022	19/10/2025
Production Horticulture	24/10/2023	23/10/2026

**ETP0266**

Dimolemo Premium Institute  
 Plot 25435, Dinokwane Ward  
 Serowe  
 Tel 72860997

**No of short courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Adult Home Care & Health Care Support Assistant	29/05/2021	28/05/2024
Early Childhood Care, Development and Wellbeing Training	29/05/2021	28/05/2024
Occupational Health and Safety in the Work Place	20/10/2022	19/10/2025

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**ETP0018**

Leaf Green Training Solutions  
Plot 17894 Chobe House BBS Mall  
Tel 73535351

**No of short courses: 21**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Disciplinary Hearing and Grievances	20/10/2022	19/10/2025
Electronic Records Management	20/10/2022	19/10/2025
Emotional Intelligence	20/10/2022	19/10/2025
Fire Marshal	20/10/2022	19/10/2025
First Aid	20/10/2022	19/10/2025
Food Handling and Hygiene	20/10/2022	19/10/2025
Overhead Cranes Course	20/10/2022	19/10/2025
Basic Management	10/11/2022	09/11/2025
Change Management	10/11/2022	09/11/2025
Conducting Effective Performance Reviews	10/11/2022	09/11/2025
Customer Service	10/11/2022	09/11/2025
Forklift Operations	10/11/2022	09/11/2025
Health and Safety	10/11/2022	09/11/2025
Inventory Management	10/11/2022	09/11/2025
Microsoft Excel	10/11/2022	09/11/2025
PC Basics	10/11/2022	09/11/2025
Productivity in the Workplace	10/11/2022	09/11/2025
Professional Supervisor	10/11/2022	09/11/2025
Project Management	10/11/2022	09/11/2025
Team Building	10/11/2022	09/11/2025
Strategic Planning	19/05/2023	18/05/2026

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**ETP0193**

Minnacle Academy  
 Plot 9528 Mogoditshane Block 9  
 Tel 72333566/3112550

**No of short courses: 1**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Shopping Centre Management Programme	20/10/2022	19/10/2025

**ETP0254**

Nosa (PTY) LTD  
 Plot 74343, Mowana Park Phakalane  
 Tel 74472828

**No of short courses: 8**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Fall Arrest and Rescue (FAR)	20/10/2022	19/10/2025
Fall Arrest Level 1	20/10/2022	19/10/2025
Hazard Identification	20/10/2022	19/10/2025
Applying SHE Principles and Procedures (ASHEPP)	20/10/2022	19/10/2025
Incident Investigation Level 3	20/10/2022	19/10/2025
Introduction to SAMTRAC	20/10/2022	19/10/2025
Safety of Supervisors (SSTC)	20/10/2022	19/10/2025
HSE Representative Function	20/10/2022	19/10/2025

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**ETP0505**

Nthuthu Holdings  
 Old Lobatse Road, 1278 Unit 4  
 Gaborone  
 Tel 71744277

**No of short courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Computer Numerical Control (CNC) Turning/Lathe Machine Operation and Programming	20/10/2022	19/10/2025
Basic Computer Numerical Control (CNC) Milling Machine Operation and Programming	20/10/2022	19/10/2025

**ETP0061**

Pinnalead (PTY) LTD  
 Plot 64517, the Office, Fairgrounds  
 Tel 3914697

**No of short courses: 9**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Team Building	20/10/2022	19/10/2025
Leadership Gold	20/10/2025	19/10/2025
The 15 Invaluable Laws of Growth	20/10/2025	19/10/2025
Self-Discovery and Behavioral Change	31/08/2023	30/08/2026
Becoming a Person of Influence	04/10/2023	03/10/2026
Coaching for Performance	24/10/2023	23/10/2026
Five Lens Human Development	12/04/2024	11/04/2027
Tipping Point Leadership Bootcamp	12/04/2024	11/04/2027
Developing The Leaders Within You 2.0	12/04/2024	11/04/2027

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**ETP0609**

Wetforce Earthmoving Training and Consultancy

Plot 91, Commerce Park, Office 13

Tel 74512418

**No of short courses: 4**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Lifting Equipment Operator; <ul style="list-style-type: none"><li>• Fork Lift Truck Operator</li><li>• Cherry Picker Operator</li><li>• Telescopic Handler Operator</li><li>• Overhead Crane Operator</li></ul>	20/10/2022	19/10/2025
Loading Equipment Operator; <ul style="list-style-type: none"><li>• Excavator Operator</li><li>• Back Hoe Loader Operator</li><li>• Front End Loader Operator</li><li>• Shovel Operator</li></ul>	20/10/2022	19/10/2025
Truck Equipment Operator; <ul style="list-style-type: none"><li>• Dump Truck Operator</li><li>• Diesel Bowser Truck Operator</li><li>• Water Bowser Truck Operator</li><li>• Heavy Duty Service Truck Operator</li></ul>	02/05/2023	01/05/2026
Earthmoving Equipment Technical Course	02/05/2023	01/05/2026

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**ETP0072**

Botswana Institute of Banking and Finance  
 Plot 54354 CBD, Central Square Floor 2, Unit 201  
 Gaborone  
 Tel 3952493

**No of short courses: 26**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Anti-Money Laundering and Counter-Terrorist Financing for Non-banking Institutions	20/10/2022	19/10/2025
Anti-Money Laundering and Counter-Terrorist Financing for Banking Institutions	20/10/2022	19/10/2025
Assets and Liabilities Management (ALM)	20/10/2022	19/10/2025
Finance for Non-Finance Managers	20/10/2022	19/10/2025
Fraud Prevention and Monitoring	20/10/2022	19/10/2025
Applying Credit Assessment Procedures and Methodologies	14/09/2023	13/09/2026
Debtor Assessment and Portfolio Management (DAPM)	14/09/2023	13/09/2026
Develop Credit Policies and Procedures (DCCP)	14/09/2023	13/09/2026
Develop Repayment Policies and Procedures	14/09/2023	13/09/2026
Excel Skills for Business: Advanced Level	14/09/2023	13/09/2026
Excel Skills for Business: Beginners Level	14/09/2023	13/09/2026
Excel Skills for Business: Intermediate Level 1	14/09/2023	13/09/2026
Excel Skills for Business: Intermediate Level 2	14/09/2023	13/09/2026
Financial Literacy for Financial Wellbeing	14/09/2023	13/09/2026
Leadership and Management Skills for Middle and Senior Management	14/09/2023	13/09/2026
Maintaining Client Relations	14/09/2023	13/09/2026
Microfinance Administration	14/09/2023	13/09/2026
Treasury Risk Management	14/09/2023	13/09/2026
Corporate Governance	14/12/2023	13/12/2026
Financial Literacy for Financial Wellbeing	14/12/2023	13/12/2026
Advanced Strategies for Sales and Marketing	27/02/2024	26/02/2027
Changing Mindset: A Path to Success in Life	27/02/2024	26/02/2027
Leadership and Managing Change	27/02/2024	26/02/2027
Sales and Marketing Skills	27/02/2024	26/02/2027
Supervisory Management Skills	27/02/2024	26/02/2027
The Basics of Building and Closing Sales	27/02/2024	26/02/2027

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**ETP0065**

Elite Life Coaching  
Plot 28562, Unit F2, Fairgrounds Mall  
Gaborone  
Tel 71629292

**No of short courses: 2**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Life Skills	20/10/2022	19/10/2025
Train the Trainer	14/03/2024	13/03/2027

**ETP0489**

Institute of Entrepreneurial Development  
Plot 896/7, Old Kaunda Road  
Gaborone  
Tel 71462700

**No of short courses: 3**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Venture Accelerator Programme	20/10/2022	19/10/2025
Venture Creation Programme	20/10/2022	19/10/2025
Fast Track Incubation Programme	22/03/2024	21/03/2027

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**ETP0135**

Retail Group Training Academy  
 Plot 22148, Unit 10, Gaborone West Industrial  
 Tel 3937771

**No of short courses: 9**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Barista Skills	20/10/2022	29/01/2025
Cashier Services	20/10/2022	29/01/2025
Customer Service Training Course	20/10/2022	29/01/2025
Food, Safety and Hygiene	20/10/2022	19/10/2025
Fundamentals of Restaurant Management	20/10/2022	28/02/2025
Restaurant Skills	20/10/2022	09/03/2025
Safety Health and Environment Representative	20/10/2022	28/02/2025
Supervisory Skills	20/10/2022	29/01/2025
Rider	27/02/2024	26/02/2027

**ETP0356**

Wheels of Change Driving (PTY) LTD  
 Kgosing Ward, Modipane  
 Gaborone  
 Tel 71768169

**No of short courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Professional Driving Permit- Bus	20/10/2022	19/10/2025
Transportation of Dangerous Goods and Substance Handling	20/10/2022	19/10/2025
Fire Safety	10/11/2022	09/11/2025

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**ETP0396**

Baklink Investments (PTY) LTD  
 Plot 24450, Gaborone Block 9  
 Gaborone  
 Tel: 72229741

**No of short courses: 2**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION DATE	EXPIRY
Fatigue and Stress Management in a Workplace	10/11/2022	09/11/2025	
Organisational Change Management	10/11/2022	09/11/2025	

**ETP0614**

Blissful Capital Investment (PTY) LTD  
 Plot 855, Ramokgonami  
 Gaborone  
 Tel 75548667

**No of short courses: 12**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Defensive Driving (All Vehicles)	10/11/2022	09/11/2025
Occupational Health and Safety	10/11/2022	09/11/2025
Operating Lifting Equipment Machines- <ul style="list-style-type: none"> <li>• Fork Lift Truck Operator</li> <li>• Reach Stacker Operator</li> <li>• Hoisting and Rigging</li> <li>• Overhead Crane Operator</li> </ul>	10/11/2022	09/11/2025
Operating Loading Equipment Machines- <ul style="list-style-type: none"> <li>• Excavator Operator</li> <li>• Back Hoe Operator</li> <li>• Front End Loader Operator</li> <li>• Shovel Operator</li> </ul>	10/11/2022	09/11/2025
Scaffolding and Working at Heights	10/11/2022	09/11/2025
Facilities Management	17/02/2023	16/02/2026

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Fire Fighting	17/02/2023	16/02/2026
First Aid Level 1-3	17/02/2023	16/02/2026
Customer Service Management	04/10/2023	03/10/2026
Food Beverage Hygiene Management	04/10/2023	03/10/2026
Hospitality and Tourism Services; <ul style="list-style-type: none"> <li>• Tour Guiding Services</li> <li>• Housekeeping Services</li> <li>• Travel Services</li> <li>• Front Office Services</li> </ul>	04/10/2023	03/10/2026
Operating Loading Equipment Machines; <ul style="list-style-type: none"> <li>• Dump Truck Operator</li> <li>• Grader Operator</li> <li>• Bulldozer Operator</li> <li>• Roller Machine Operator</li> <li>• Sweeper Machine Operator</li> </ul>	04/10/2023	03/10/2026

### ETP0569

Botswana Wildlife Training Institute  
Plot 11346, Boseja Ward  
Maun  
Tel 71768169

### No of short courses: 6

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Animal Behaviour	10/11/2022	09/11/2025
Hunting Escort Guide	10/11/2022	09/11/2025
Snake Handling	10/11/2022	09/11/2025
Trophy Identification	10/11/2022	09/11/2025
Problem Animal Control	19/05/2023	18/05/2026
Monitoring the Illegal Killing of Elephant (MIKE)	24/10/2023	23/10/2026

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**ETP0035**

GIPS

Plot 39250, Gaborone

Tel 71692375

**No of short courses: 23**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Barbering	10/11/2022	09/11/2025
Blow-drying and Blow-waving	10/11/2022	09/11/2025
Cutting and Tailoring	10/11/2022	09/11/2025
Financial Accounting	10/11/2022	09/11/2025
Hair Locking	10/11/2022	09/11/2025
Hair Perming	10/11/2022	09/11/2025
Microsoft Suite	10/11/2022	09/11/2025
Social Media Marketing	10/11/2022	09/11/2025
Stress Management	10/11/2022	09/11/2025
Basic Auto Body Spray Painting	13/12/2022	12/12/2025
Basic Automotive Electrics	13/12/2022	12/12/2025
Basic Welding Fundamentals	13/12/2022	12/12/2025
Basic Motor Vehicle Maintenance and Service	13/12/2022	12/12/2025
Body Massage	13/12/2022	12/12/2025
Cyber Security	13/12/2022	12/12/2025
Data Science: An Introduction	13/12/2022	12/12/2025
Dress Making- Free Hand	13/12/2022	12/12/2025
Dress Making- Overlocking and Embroidery	13/12/2022	12/12/2025
Facial Skin Care Treatment	13/12/2022	12/12/2025
Introduction to Electronic Ignition and Fuel Injection Systems	13/12/2022	12/12/2025
Make-Up Application	13/12/2022	12/12/2025
Sculptured Nails	13/12/2022	12/12/2025
Training the Trainer	16/03/2023	15/03/2026

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**ETP0380**

Lexie Training Investment  
 Plot No. 28576 Aga House, G-West Industrial  
 Gaborone  
 Tel 3191648/71766555

**No of short courses: 4**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Organizational Skills and Leadership	10/11/2022	09/11/2025
Supply Chain Management	10/11/2022	09/11/2025
Safety, Health and Environment	02/05/2023	01/05/2026
Stock & Inventory Management	02/05/2023	01/05/2026

**ETP0197**

Mattra International Civil Engineering Consultants  
 Unit 13G, Plot 145, Finance Park  
 Gaborone  
 Tel 3116397

**No of short courses: 10**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Botswana Loading Code Induction Course- BOS 536: Basis of Structural Design and Actions for Buildings and Industrial Structures	10/11/2022	09/11/2025
Concrete Technology	10/11/2022	09/11/2025
Geotechnical and Structural Limit State Design of Earth Retaining Structures to EN 1997-1/SANS 10160/BOS 536-5	10/11/2022	09/11/2025
Estimate and Tendering for Civil Engineering Works	10/11/2022	09/11/2025
GPS Basics for Civil Engineers	10/11/2022	09/11/2025
Geotechnical and Structural Limit State Design of Spread and Pile Structures to BOS 536-5/ SANS 10160/ EN 1997-1	10/11/2022	09/11/2025

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**ETP0526**

ProEd Group (PTY) LTD  
 Plot 17310, Gaborone  
 Tel 71403840

**No of short courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
PRINCE2(Projects in Controlled Environments)	10/11/2022	09/11/2025

**ETP0283**

Tebelopele College  
 Unit 4, Commerce Park  
 Gaborone  
 Tel 3958014/5

**No of short courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic HIV Counselling & Testing	10/11/2022	09/11/2025

**ETP0030**

Ambire Training Services (PTY) LTD  
 Plot 2174, CBD Kasane  
 Tel 6252450

**No of short courses: 10**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Professional Safari and Tour Guide	10/11/2022	09/11/2025
Customer Services	13/12/2022	12/12/2025

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Entrepreneurship	17/02/2023	16/02/2026
Culinary Arts	08/06/2023	07/06/2026
Training, Assessment and Moderation	31/08/2023	30/08/2026
Guiding Etiquette	04/10/2023	03/10/2026
Minute Taking and Report Writing	24/10/2023	23/10/2026
Bookkeeping and Accounts	14/12/2023	13/12/2026
Computer Use Skills	14/12/2023	13/12/2026
Early Childhood Development	22/03/2024	21/03/2027

### **ETP0196**

Bana Bame Investments  
 Plot 2209, Metlhabeng  
 Tlokweng  
 Tel 6252450

#### **No of short courses: 1**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Customer Service	10/11/2022	09/11/2025

### **ETP0339**

Boleng Training and Consultancy Services (PTY) LTD  
 Plot 25265, Gaki Road, Block 9  
 Gaborone  
 Tel 3186093

#### **No of short courses: 2**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Team Building	10/11/2022	09/11/2025
Customer Service	10/11/2022	09/11/2025

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**ETP0472**

Briggs and Associates  
 Unit 1, Plot 68312, Phakalane  
 Tel 71888806

**No of short courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Merchandising	10/11/2022	09/11/2025

**ETP0412**

Global Transformation & Networks (PTY) LTD  
 Kanye, Ga-Kgolo Ward  
 Tel 71574868

**No of short courses: 16**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service Excellence Level 3	10/11/2022	09/11/2025
Developing and Maintaining a Positive Attitude For the Workplace Level 3	10/11/2022	09/11/2025
Developing Business Plan Level 3	10/11/2022	09/11/2025
Developing Performance Standards and Controls	10/11/2022	09/11/2025
Developing Strategic Plans	10/11/2022	09/11/2025
Effective Communication Level 3	10/11/2022	09/11/2025
Effective Leadership Level 3	10/11/2022	09/11/2025
Effective Supervision Level 3	10/11/2022	09/11/2025
Empowering for Better Results Level 3	10/11/2022	09/11/2025
Introduction to Human Resource Management	10/11/2022	09/11/2025
Job Evaluation Level 3	10/11/2022	09/11/2025
Managing Organisational Change Level 3	10/11/2022	09/11/2025
Marketing for Better Results Level 3	10/11/2022	09/11/2025
Motivation for Productivity Level 3	10/11/2022	09/11/2025
Operational Teamwork for Quality Improvement Level 3	10/11/2022	09/11/2025
Training of Trainers Level 3	10/11/2022	09/11/2025

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**ETP0412**

Logan Business College  
 Plot 937, Logan House, African Mall, Extension 2  
 Gaborone  
 Tel 3102588

**No of short courses: 21**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Basic Fire Marshalling	10/11/2022	09/11/2025
Basic Food Hygiene Practices	10/11/2022	09/11/2025
Cisco Certified Network Associate (CCNA)	10/11/2022	09/11/2025
CompTIA A+	10/11/2022	09/11/2025
CompTIA N+	10/11/2022	09/11/2025
CompTIA Security+	10/11/2022	09/11/2025
Customer Service	10/11/2022	09/11/2025
Effective Teamwork and Team Building	10/11/2022	09/11/2025
Entrepreneurship and Leadership Skills	10/11/2022	09/11/2025
Finance for Non-Finance Managers	10/11/2022	09/11/2025
International Computer Driving License (ICDL)	10/11/2022	09/11/2025
Microsoft Certified Solutions Assistant (MCSA)	10/11/2022	09/11/2025
Performance Management and Development	10/11/2022	09/11/2025
Project Management	10/11/2022	09/11/2025
Sales and Marketing	10/11/2022	09/11/2025
Wholesale and Retail Operations	10/11/2022	09/11/2025
Computerized Human Resources Information Systems	04/10/2023	03/10/2026
Private Security Practice and Investigation	04/10/2023	03/10/2026
WINDOWS 10 BASIC	04/10/2023	27/10/2026
Work-Place and Employability Skills	04/10/2023	27/10/2026
Certificate of Proficiency in Insurance	14/03/2024	13/03/2027

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**ETP0237**

Road Master Driving Academy  
 Plot 14854-FF2, Tshipidi House Gaborone West Mall  
 Gaborone  
 Tel 3111015/71965140

**No of short courses: 4**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Defensive Driving	10/11/2022	09/11/2025
Driver Trainer Instructor – (All Classes; A, B, C, EB, EC, H & PRDP/P4)	04/08/2023	03/08/2026
Driving Light Motor Vehicle Class "B" License	27/02/2024	26/02/2027
Driving & Operate a Heavy Combination Motor Vehicle Class "C&EC" License	27/02/2024	26/02/2027

**ETP0017**

Sand Sledge Business Services  
 Plot 69353/4 of LOT 31335 Motswiri Road Gaborone North  
 Gaborone  
 Tel 3932112

**No of short courses: 10**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	10/11/2022	09/11/2025
Enterprise Risk Management	10/11/2022	09/11/2025
Moderator Training	10/11/2022	09/11/2025
Safety in the Workplace	10/11/2022	09/11/2025
Supervisory Skills	10/11/2022	09/11/2025
Team Leadership	10/11/2022	09/11/2025
Basic Computer Operations	22/08/2023	21/08/2026
Essentials of Business Strategic Planning	10/11/2023	09/11/2026
Outcomes Based Assessment Training	09/02/2024	08/02/2027
Vocational Education and Training	09/02/2024	08/02/2027

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**ETP0369**

Fire Trackers (PTY) LTD  
BBS Mall  
Gaborone  
Tel 74072174

**No of short courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Fire Marshal Training	01/12/2022	30/11/2025
First Aid Level 1	17/02/2023	16/02/2026
Fire Safety and Management	17/02/2023	16/02/2026

**ETP0445**

Inspect a Car Fleet Consultants  
Unit 19, A-Z Complex, Off Moremi III Road, Kgosing  
Tel 6862801

**No of short courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Defensive Driving Systems- Level 2	01/12/2022	30/11/2025
Off-Road 4x4 Driving Systems	01/12/2022	30/11/2025

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**ETP0359**

Solid Wellness Consulting (PTY) LTD  
 Pimville Complex, Madiba Ward  
 Mahalapye  
 Tel 77427300

**No of short courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Non Communicable Diseases Prevention and Control	01/12/2022	30/11/2025
Basic First Aid	17/02/2023	16/02/2026

**ETP0080**

Dreamville College  
 Plot 5643, Nakedi Road, Broadhurst Industrial  
 Gaborone  
 Tel 3112665

**No of short courses: 5**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	01/12/2022	30/11/2025
Financial Management	01/12/2022	30/11/2025
Leadership and Management	01/12/2022	30/11/2025
Project Management	01/12/2022	30/11/2025
Supervisory and Management Skills	01/12/2022	30/11/2025
Maintenance Management	27/02/2024	13/05/2027

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**ETP0469**

Excellence IQ Solutions  
165 Pilane Drive, Unit 9  
Tel 71457316

**No of short courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Business Etiquette and Professional Conduct	01/12/2022	30/11/2025
Personal Branding for Maximum Impact	12/07/2023	11/07/2026

**ETP0490**

Jorisma Investment  
Plot 154, Unit 4B, GICP  
Gaborone  
Tel 72142491

**No of short courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Coaching and Mentoring Skills	01/12/2022	30/11/2025
Effective Leadership for Managers; <ul style="list-style-type: none"> <li>• Personal Development</li> <li>• Supervisory Skills</li> <li>• Team Building</li> <li>• Discipline and Grievance Handling</li> </ul>	01/12/2022	30/11/2025
Emotional Intelligence	01/12/2022	30/11/2025

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**ETP0252**

PPM College of Project and Programme Management  
Block 8, Plot 34544  
Gaborone  
Tel 71352085

**No of short courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Fundamentals of Strategic Management	01/12/2022	30/11/2025
Microsoft (MS) Project	01/12/2022	30/11/2025
Project Management	01/12/2022	30/11/2025

**ETP0045**

Rescue One  
Phakalane, Plot No. 51573, Unit 5B  
Gaborone  
Tel 3923249/76795470

**No of short courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Fire-Fighting	01/12/2022	04/12/2025
First Aid	01/12/2022	04/12/2025

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**ETP0164**

Sefalana Cash and Carry Limited  
 Plot 10038, Broadhurst Industrial  
 Gaborone  
 Tel 3681700/74135961

**No of short courses: 9**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Management Skills- Level 3	01/12/2022	30/11/2025
Conducting a Disciplinary Hearing- Level 3	01/12/2022	30/11/2025
Customer Service Excellence- Level 3	01/12/2022	30/11/2025
Employee Motivation- Level 3	01/12/2022	30/11/2025
Induction Programme- Level 3	01/12/2022	30/11/2025
Introduction to Industrial Relations- Level 3	01/12/2022	30/11/2025
Performance Management System- Level 3	01/12/2022	30/11/2025
Time Management- Level 3	01/12/2022	30/11/2025
Wholesale and Retail- Level 2	01/12/2022	30/11/2025

**ETP0171**

Synergy Corporate Training  
 Plot No. 9788, Phase IV  
 Francistown  
 Tel 3923249/76795470

**No of short courses: 22**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Employee Accountability	01/12/2022	04/12/2025
Fast Moving Consumer Goods- Sales and Distribution Management	01/12/2022	04/12/2025
Building and Leading a High Performance Team	01/12/2022	30/11/2025
Change Management	01/12/2022	30/11/2025
Customer Service	01/12/2022	30/11/2025
Smart Marketing	01/12/2022	30/11/2025
Building Emotional Experience	13/12/2022	12/12/2025
Creating a Value Through Lean	13/12/2022	12/12/2025

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Essential Supervisory Skills	13/12/2022	12/12/2025
Getting the Most from Microsoft Excel	13/12/2022	12/12/2025
Productivity, Kaizen and 5S	13/12/2022	12/12/2025
Credit Control and Debt Recovery	12/07/2023	11/07/2026
Advanced Microsoft Excel	12/07/2023	11/07/2026
Employee Disciplinary Procedure	12/07/2023	11/07/2026
Employee Wellness	12/07/2023	11/07/2026
Essential Computer Skills	12/07/2023	11/07/2026
Fire Fighting and Prevention	12/07/2023	11/07/2026
First Aid Basics	12/07/2023	11/07/2026
Inventory Management	12/07/2023	11/07/2026
Occupational Health and Safety Fundamentals	12/07/2023	11/07/2026
Selling Fundamentals	12/07/2023	11/07/2026
Anti-Money Laundering and Counter Financing of Terrorism	12/07/2023	11/07/2026

## ETP0225

Winners Professional Trainers

Pilane, Plot 1011

Tel 71135401

### No of short courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Training of Trainers with Assessor and Moderation	01/12/2022	30/11/2025

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**ETP0219**

Fitness Health and Wellness Academy Botswana

Gaborone

Tel 71606511

**No of short courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Professional Care Giver	13/12/2022	12/12/2025

**ETP0600**

Institute of Energy and Technology Development

Plot 129 Unit F, Kgale Court

Tel 72662161

**No of short courses: 10**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Emotional Intelligence	01/12/2022	30/11/2025
Renewal Energy	13/12/2022	12/12/2025
Solar Energy	13/12/2022	12/12/2025
Technical Project Report Writing	13/12/2022	12/12/2025
Waste Management	13/12/2022	12/12/2025
Office Automation Using Visual Basic	12/04/2024	11/04/2027
Mindset Change	12/04/2024	11/04/2027
Solar Mini-Grid Installation	12/04/2024	11/04/2027
Solar Rooftop Installation and Maintenance	12/04/2024	11/04/2027
Solar Water Heating Installation	12/04/2024	11/04/2027

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**ETP0170**

Institute of Industrial Health and Safety Management  
 Plot 24487, Sekei Street, Gerald  
 Francistown  
 Tel 2415485

**No of short courses: 24**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Confined Space Entry	13/12/2022	12/12/2025
Tyre Management	02/05/2023	01/05/2026
Customer Care Service	08/06/2023	07/06/2026
Electrical Safety	08/06/2023	07/06/2026
Inventory Management	08/06/2023	07/06/2026
Leadership Skills	08/06/2023	07/06/2026
Safety Equipment Training	08/06/2023	07/06/2026
Team Building	08/06/2023	07/06/2026
Anti-Money Laundering & Counter Financing of Terrorism Training	12/07/2023	11/07/2026
Entrepreneurship Skills	12/07/2023	11/07/2026
Financial Management	12/07/2023	11/07/2026
Ladder Safety	12/07/2023	11/07/2026
Veld Fire	12/07/2023	11/07/2026
ISO 14 001 Environmental Management System Training	04/10/2023	03/10/2026
ISO 27 000 Integrated System Management	04/10/2023	03/10/2026
ISO 45 001 Occupational Health and Safety Management System Training	04/10/2023	03/10/2026
ISO 9001 Quality Management System	30/11/2023	29/11/2026
Infections Control- Managing Workplace Health Hazards	30/11/2023	29/11/2026
Legal Liability	30/11/2023	29/11/2026
Principles of Occupational Hygiene	30/11/2023	29/11/2026
Defensive Driving	14/12/2023	13/12/2026
Forklift Operator Training	14/12/2023	13/12/2026
Overhead Crane Operator Training	14/12/2023	13/12/2026
Truck Mounted Crane Operator Training	14/12/2023	13/12/2026

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**ETP0513**

Life Skills Academy  
 Plot 21314 Unit 7, Chelford Phakalane  
 Tel 71629362

**No of short courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Team Building	13/12/2022	12/12/2025

**ETP0094**

Limkokwing University of Creative Technology  
 Plot 59140 Block 7, Gaborone  
 Tel 72916467

**No of short courses: 7**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Designing a Business Plan	13/12/2022	12/12/2025
Interviewing Skills for Journalists	13/12/2022	12/12/2025
Customer Care	08/06/2023	07/06/2026
Supervisory Skills	08/06/2023	07/06/2026
Garment Sewing	04/10/2023	03/10/2026
Article Writing/News Writing	24/10/2023	23/10/2026
Introduction to Digital Photography	24/10/2023	23/10/2026

**ETP0074**

Okavango Research Institute (University of Botswana)  
 Shorobe Road, Sexaxa  
 Maun  
 Tel 6817225

**No of short courses: 15**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Administration and Supervision of CBNRM Programs	13/12/2022	12/12/2025

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An introduction to African Wildlife Ecology and Conservation	13/12/2022	12/12/2025
Biodiversity Data Management for Life Scientists	13/12/2022	12/12/2025
Environmental Assessment for Sustainable Land Management	13/12/2022	12/12/2025
Hunting Guide	13/12/2022	12/12/2025
Integrated Water Resource Management	13/12/2022	12/12/2025
Introduction to Remote Sensing Concepts and Application	13/12/2022	12/12/2025
Introduction to Applied Geographic Information System (GIS)	13/12/2022	12/12/2025
Introduction to Herbarium Management	13/12/2022	12/12/2025
Introduction to Statistics Using R	13/12/2022	12/12/2025
Principle and Operation of Atomic Absorption Spectrometry and Environmental Analysis	13/12/2022	12/12/2025
Principle and Operation of Inductively Coupled Plasma-Optical Emission Spectrometry and Environmental Analysis	13/12/2022	12/12/2025
Professional Hunter: Dangerous Game	13/12/2022	12/12/2025
Professional Hunter: Wild	13/12/2022	12/12/2025
Statistics Module for Social Sciences using SPSS	13/12/2022	12/12/2025

### ETP0486

Tshololametsi Investments  
Plot 4702, Gabane  
Tel 72916467

### No of short courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	13/12/2022	12/12/2025
Food Safety and Hygiene Management	13/12/2022	12/12/2025
Front Office Operations	13/12/2022	12/12/2025

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**ETP0503**

Botswana Business Coalition on AIDS  
 Plot 5196 Old Lobatse Road, Gaborone  
 Tel 73098992

**No of short courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Advanced Level Health and Wellness Course	13/12/2022	12/12/2025
Foundation Level Health and Wellness Course	13/12/2022	12/12/2025
Intermediate Level Health and Wellness Course	13/12/2022	12/12/2025

**ETP0101**

Encyclo Institute  
 Plot 61128-30, Unit C3 Block 8 Industrial  
 Gaborone  
 Tel 3710052/53

**No of short courses: 4**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Solid Waste Management Level 3	13/12/2022	12/12/2025
Health Care Waste Management Level 3	13/12/2022	12/12/2025
Food Safety and Hygiene Level 3	13/12/2022	12/12/2025
Occupational Health and Safety	13/12/2022	12/12/2025

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**ETP0131**

Flame Lily Training Centre  
Plot 959 New Stance Kazungula  
Tel 6251835

**No of short courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
First Aid Level 2	13/12/2022	01/03/2027
Fire Fighting Skills	16/03/2023	15/03/2026

**ETP0134**

Institute of Cleaning Management Botswana (ICMB)  
Tshepiso House Unit 1, Block 6, Gaborone  
Tel 73428448

**No of short courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Cleaning	13/12/2022	28/02/2026

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**ETP0626**

Lak Hub Security Consultant  
 Plot 844 Mmopane Village  
 Tel 71497522

**No of short courses: 1**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Security Management Level 2; <ul style="list-style-type: none"> <li>• Roles and Responsibilities of a Security Officer</li> <li>• Conduct and Public Relation</li> <li>• Access Control and Search</li> <li>• Patrolling and Observation Techniques</li> <li>• Communication and Report Writing</li> <li>• Casino and Surveillance Security</li> <li>• Warehouse and Chain Stores Security</li> </ul>	13/12/2022	12/12/2025

**ETP0031**

Alternative Professional Qualifications Institute  
 Unit GW13C Pelegano Village Industries, Gabane  
 Tel 71190437

**No of short courses: 54**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Cashier Training	31/01/2023	30/01/2026
Defensive Driving	31/01/2023	30/01/2026
Display, Promote and Sell Products	31/01/2023	30/01/2026
Emotional Intelligence	31/01/2023	30/01/2026
Forklift Truck Operator	31/01/2023	30/01/2026
Managing Personal Finances	31/01/2023	30/01/2026
Working In Business Teams	31/01/2023	30/01/2026
Employee Relations	31/01/2023	30/01/2026
Customer service	31/01/2023	30/01/2026
Engaging Employees for productivity	31/01/2023	30/01/2026
Exceptional Selling Skills	31/01/2023	30/01/2026

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Interpersonal Communication Skills	31/01/2023	30/01/2026
Leadership Skills	31/01/2023	30/01/2026
Managing Challenges	31/01/2023	30/01/2026
Merchandise Management	31/01/2023	30/01/2026
Microsoft Excel level 1	31/01/2023	30/01/2026
Microsoft Excel level 2	31/01/2023	30/01/2026
Store management	31/01/2023	30/01/2026
Team Building	31/01/2023	30/01/2026
Time Management	31/01/2023	30/01/2026
Wellness in Motion: # Ikage Motswana	17/02/2023	16/02/2026
Housekeeping, Safe Handling and Storage of Products	17/02/2023	16/02/2026
Food Safety & Hygiene	17/02/2023	16/02/2026
Fire Marshal	17/02/2023	16/02/2026
First Aid	17/02/2023	16/02/2026
Spar Supervisor Training	16/03/2023	15/03/2026
Spar Cashier Procedures	16/03/2023	15/03/2026
Spar Customer Service	16/03/2023	15/03/2026
Spar Food Safety	16/03/2023	15/03/2026
Spar Merchandiser	16/03/2023	15/03/2026
Spar Induction	16/03/2023	15/03/2026
Basic Business Communication Skills	16/03/2023	15/03/2026
How to Gain Competitive Advantage	16/03/2023	15/03/2026
Managing Inventory Records	16/03/2023	15/03/2026
Sales Technique	16/03/2023	15/03/2026
Supervisory Skills	16/03/2023	15/03/2026
Racking and Stacking	16/03/2023	15/03/2026
Advanced Customer Service and KYC	24/10/2023	23/10/2026
Customer Experience CX1	24/10/2023	23/10/2026
Safely Operate Hand and Power Tools	24/10/2023	23/10/2026
Mental Health and Positive Thinking	24/10/2023	23/10/2026
Working Safely at Heights	24/10/2023	23/10/2026
KYC and Customer Due Diligence Training	24/10/2023	23/10/2026
Anti-Money Laundering Fundamentals	24/10/2023	23/10/2026
Labour Relations	24/10/2023	23/10/2026
Negotiation Skills	24/10/2023	23/10/2026
Compliance Management	24/10/2023	23/10/2026
Loss Control	24/10/2023	23/10/2026
Self-Esteem for Leaders	24/10/2023	23/10/2026
Retail Finance	24/10/2023	23/10/2026
Lead Others to Complete Routine Tasks in the Workplace	24/10/2023	23/10/2026
Maintenance Planning And Repair of Machinery and Equipment	24/10/2023	23/10/2026

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Accident, Incident Investigations and Reporting	24/10/2023	23/10/2026
Behaviour and Character Development for the Workplace	24/10/2023	23/10/2026

**ETP0107**

Arthur Portland College  
 AP House Plot 50364, Fairgrounds Gaborone  
 Tel 3500124

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
International Financial Reporting Standards (IFRS)	31/01/2023	30/01/2026
Treasury – Dealing Operations	17/02/2023	16/02/2026

**ETP0126**

Celavie Corporate Training (Pty) Ltd  
 Plot 115, Unit 7 Second Floor, Kgale Mews, Finance Park  
 Tel 3500420/72140474

**No of Short Courses: 9**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Team Building: Developing High Performance Teams	31/01/2023	30/01/2026
Leadership Skills for Supervisors	31/01/2023	30/01/2026
Stress Management	14/03/2024	13/03/2027
Creating a Customer Service Culture	14/03/2024	13/03/2027
Finance for Non-Finance Managers	14/03/2024	13/03/2027
Fraud Risk Management	14/03/2024	13/03/2027

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Motivation	14/03/2024	13/03/2027
Personal Tax and Withholding Taxes	14/03/2024	13/03/2027
Emotional Intelligence	12/04/2024	11/04/2027

### ETP0402

E-dga Academy (PTY) LTD  
 Plot 77298, Phakalane Industrial Park  
 Tel 3933583/71744888

### No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
High Voltage Switching and Operational Safety	31/01/2023	30/01/2026
High Voltage Senior Authorisation	31/01/2023	30/01/2026
High Voltage Cable Jointing and Termination up to and including 33000v	31/01/2023	30/01/2026

### ETP0608

Getsetgo Health and Wellness Center  
 Plot 3717, Mmopane Block 1  
 Tel 77190057

### No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Home Based Care	31/01/2023	30/01/2026

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**ETP0491**

Green Fern (Pty) Ltd  
 Plot 2665, Masetlheng Ward, Tlokweng  
 Tel 72167759

**No of Short Courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Business Etiquette and Professionalism	31/01/2023	30/01/2026
Customer Service Skills	31/01/2023	30/01/2026
Contact Centre Operation	06/04/2023	05/04/2026

**ETP0106**

Kitso International College  
 Plot 22076, Ditshoswane Road, G-west Industrial  
 Tel 3957589/71642118

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Care	31/01/2023	30/01/2026
Basic Electrical and Electronics	17/02/2023	16/02/2026

**ETP0375**

MY HR SPACE (PTY) LTD  
 Plot 55, Commerce Park Unit 6  
 Tel 72301903

**No of Short Courses: 7**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Talent Management Awareness	31/01/2023	30/01/2026
Occupational, Safety and Health Course	06/04/2023	05/04/2026
Conducting Disciplinary Hearing	06/04/2023	05/04/2026
Emotional Intelligence	06/04/2023	05/04/2026

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Performance Management	06/04/2023	05/04/2026
Team Building	06/04/2023	05/04/2026
Human Resource for Non-Managers	14/12/2023	13/12/2026

### ETP0118

Botswana Open University

Gramtlhose Junction, Western By Pass, Block 6, Plot 39972 Gaborone

Tel 3646136

### No of Short Courses: 13

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Huawei Certified ICT Associate - Huawei Network Technology and Device	31/01/2023	30/01/2026
Customer Care	06/04/2023	05/04/2026
Project Management	06/04/2023	05/04/2026
Safety, Health and Environment	06/04/2023	05/04/2026
Strategic Planning	06/04/2023	05/04/2026
Assessment	02/05/2023	01/05/2026
Moderation	02/05/2023	01/05/2026
Foundation Certificate in Microsoft Office Suite; <ul style="list-style-type: none"> <li>• Microsoft Word</li> <li>• Microsoft Excel</li> <li>• Microsoft PowerPoint</li> <li>• Microsoft Access</li> <li>• Internet and Email</li> </ul>	19/05/2023	18/05/2026
Leadership, Management and Governance for Health System Strengthening in Africa	19/05/2023	18/05/2026
Training of Trainers	04/08/2023	03/08/2026
Leadership Development Programme; <ul style="list-style-type: none"> <li>• General</li> <li>• Youth</li> <li>• Academics</li> <li>• Middle and Lower Management</li> <li>• Executive and Senior Management</li> </ul>	31/08/2023	30/08/2026
Youth Development	09/02/2024	08/02/2027
Labour Relations		

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**ETP0110**

Melion (PTY) LTD

Office 8, Thuto House, 1<sup>st</sup> Floor, Broadhurst Industrial, Gaborone

Tel 3900244

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Safe Handling and Conveying of dangerous goods by Road	31/01/2023	30/01/2026
Lifting Equipment Operator; <ul style="list-style-type: none"> <li>• Mobile Crane Operator</li> <li>• Cherry Picker Operator</li> <li>• Telescopic Handler Operator</li> <li>• Forklift Truck Operator</li> <li>• Skyjack Operator</li> </ul>	14/09/2023	13/09/2026

**ETP0026**

Narum Holdings (Pty) Ltd

Plot 640/1, Unit 8, Haskins Buildings

Tel 71699762

**No of Short Courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Leadership Skills	31/01/2023	30/01/2026
Business Management and Entrepreneurship	22/03/2024	21/03/2027
Training of Trainer Program	22/03/2024	21/03/2027

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**ETP0133**

Zonetech (Pty) Ltd  
 Block 3 Industrial, Plot 54225, Unit 7B Office 2A  
 Tel 75232245

**No of Short Courses: 4**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Food Safety and Hygiene	31/01/2023	25/03/2026
Hospital Housekeeping	31/01/2023	25/03/2026
Hotel Housekeeping Operations	31/01/2023	09/03/2026
Safe Handling and Use of Cleaning Chemicals	31/01/2023	09/03/2026

**ETP0576**

Ideal Skills Academy  
 Boseja Ward, Maun  
 Tel: 74639482

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Professional Cleaning Services	17/02/2023	16/02/2026

**ETP0610**

Institute of Engineering and Technology  
 Plot 28650, Gaborone  
 Tel: 74400661

**No of Short Courses: 4**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Pipeline Design and Construction	17/02/2023	16/02/2026
Basic Fire Fighting	22/08/2023	21/08/2026
First Aid Level 1-3	22/08/2023	21/08/2026
Occupational Health and Safety	22/08/2023	21/08/2026

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**ETP0010**

Institute of Labour and Employment Studies  
 Plot 931, Sechele Road, African Mall Gaborone  
 Tel: 3714435

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Disciplinary Hearing and Grievance Procedure	17/02/2023	16/02/2026
Managing Conflict at the Workplace	17/02/2023	16/02/2026

**ETP0239**

Next Training  
 Plot 937, Logan House, African Mall, Gaborone  
 Tel: 3102588

**No of Short Courses: 10**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Employee Relations	17/02/2023	16/02/2026
Engage Employees for Productivity	17/02/2023	16/02/2026
Leadership Skills	17/02/2023	16/02/2026
Time Management	17/02/2023	16/02/2026
Business Communication Skills	14/03/2024	13/03/2027
Customer Service	14/03/2024	13/03/2027
Managing HIV/AIDS in the Workplace	14/03/2024	13/03/2027
Merchandise Management	14/03/2024	13/03/2027
Sales Techniques	14/03/2024	13/03/2027
Team Building	14/03/2024	13/03/2027

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**ETP0191**

Organisational Training and Events Africa  
Unit 4A, Plot 122 Gaborone Finance Park  
Tel: 71328757

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Supervisory Development Programme	17/02/2023	16/02/2026

**ETP0362**

Professional Insights  
Plot 5422 Partial, Gaborone  
Tel: 71875296

**No of Short Courses: 4**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Dump Truck Operator	17/02/2023	16/02/2026
Excavator Operator	17/02/2023	16/02/2026
Front End Loader Operator	17/02/2023	16/02/2026
Grader Operator	17/02/2023	16/02/2026

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**ETP0560**

Southern African Development Community Accreditation Service Limited  
 Plot 50369, Unit 3A, 2<sup>ND</sup> Floor, Tholo Office Park, Fairgrounds Gaborone  
 Tel: 3132909/77833409

**No of Short Courses: 5**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
ISO/IEC 17025 Internal Auditing	17/02/2023	16/02/2026
ISO/IEC 17025 Bridging Course	17/02/2023	16/02/2026
ISO/IEC 17025 Requirements and Internal Auditing	17/02/2023	16/02/2026
Method Validation and Measurement Uncertainty	17/02/2023	16/02/2026
ISO 15189 Requirements and Internal Auditing	17/02/2023	16/02/2026

**ETP0629**

Security Systems  
 Plot 99/100, Tlokweng  
 Tel: 3914868

**No of Short Courses: 6**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Team Building	17/02/2023	16/02/2026
Effective Communication	17/02/2023	16/02/2026
People Management	17/02/2023	16/02/2026
Safety Health HIV/AIDS counseling	17/02/2023	16/02/2026
Security Guard Service	17/02/2023	16/02/2026
Security Guard Supervisory Skills	17/02/2023	16/02/2026

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**ETP0189**

Test Rite Consulting Group (PTY) LTD  
 CBD Gaborone  
 Tel: 76066483

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Managing Labour Relation	17/02/2023	16/02/2026

**ETP0130**

Abdulla Khan Botswana Holdings  
 Plot 90, Commerce Park  
 Tel: 73911673/74525872

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Hatchling Business Management	17/02/2023	16/02/2026

**ETP0081**

EOH Consulting  
 Plot 67977, Off Tlokweng Road, Fairgrounds  
 Tel: 3191039

**No of Short Courses: 4**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Effective Presentation Skills	17/02/2023	16/02/2026
Effective Team Building	17/02/2023	16/02/2026
Employee Performance Management System	17/02/2023	16/02/2026
Understanding and Implementing the Balanced Scorecard	16/03/2023	04/08/2026

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**ETP0206**

Success Designers Training & Consultancy  
 Plot 20689 Unit 2, Broadhurst Industrial  
 Tel: 74174422

**No of Short Courses: 10**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Industrial Relations	17/02/2023	28/02/2026
Strategic Leadership	17/02/2023	28/02/2026
Sales and Marketing	17/02/2023	28/02/2026
Customer Service	02/05/2023	06/05/2026
Emotional Intelligence	02/05/2023	13/05/2026
Health and Wellness	02/05/2023	13/05/2026
Team Building	02/05/2023	13/05/2026
Occupational Health and Safety	04/08/2023	03/08/2026
Performance Management	04/08/2023	03/08/2026
Professionalism & Work Ethic	04/08/2023	03/08/2026

**ETP0313**

Wise Leadership (PTY) LTD  
 Plot 64517 Unit 5, Fairgrounds Gaborone  
 Email: info@wiseleadership.co.bw  
 Tel: 71351092

**No of Short Courses: 6**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Corporate Secretaryship	16/03/2023	15/03/2026
Integrated Reporting	16/03/2023	15/03/2026
Corporate Governance Masterclass	19/05/2023	18/05/2026
Directors Induction Training Programme	19/05/2023	18/05/2026
Information Technology Corporate Governance Foundation	10/11/2023	09/11/2026
Risk Management Foundation Course	10/11/2023	09/11/2026
Information Technology Corporate Governance Foundation	30/11/2023	29/11/2026
Risk Management Foundation	30/11/2023	29/11/2026

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**ETP0005**

Vas Group (PTY) LTD  
 Plot 131, Kohinoor Office Park, Independence Ave  
 Email: info@vasgroup.co.bw  
 Tel: 3117989

**No of Short Courses: 9**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
CISA(Certified Information Systems Auditor)	16/03/2023	15/03/2026
Computer Skills and Microsoft Office Essentials	16/03/2023	15/03/2026
E-Learn Security Awareness	16/03/2023	15/03/2026
ISO 9001 Foundation(Information Security Management System)	16/03/2023	15/03/2026
ISO/IEC 27001 Lead Auditor (Information Security Management)	16/03/2023	15/03/2026
ISO/IEC 27001 LEAD IMPLEMENTER (Information Security Management System)	16/03/2023	15/03/2026
CISM (Certified Information Security Manager)	16/03/2023	15/03/2026
CISSP (Certified Information System Security Professional)	16/03/2023	15/03/2026
ISO 9001 Foundation (Quality Management System)	16/03/2023	15/03/2026

**ETP0322**

Business Botswana  
 P O Box 432 Gaborone  
 Email: publicrelations@bb.org.bw  
 Tel: 3953429

**No of Short Courses: 12**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Benefits and Compensation During a Crisis	16/03/2023	15/03/2026
Practice and International Business	16/03/2023	15/03/2026
Customer Service	16/03/2023	15/03/2026

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Disciplinary Hearing and Grievance Procedures	16/03/2023	15/03/2026
Improving Productivity by Keeping Staff Motivated During Crisis	16/03/2023	15/03/2026
Leadership Skills	16/03/2023	15/03/2026
Negotiating and Collective Bargaining During a Crisis	16/03/2023	15/03/2026
Supervisor Skills	16/03/2023	15/03/2026
Regional and International Trade Regime Overview	16/03/2023	15/03/2026
Strategic Thinking and Execution for Corporate Growth	16/03/2023	15/03/2026
Stress Management	16/03/2023	15/03/2026
Office Managers Convention	04/10/2023	03/10/2026

#### ETP0034

BUAN- Centre for In-Service and Continuing Education

Block 310 Content Farm, Sebele

Email: cice@buan.ac.bw

Tel: 3650398/3650390

#### No of Short Courses: 30

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Layer Chicken Production	16/03/2023	15/03/2026
Mushroom Production	16/03/2023	15/03/2026
Small Stock Production	16/03/2023	15/03/2026
Vegetable Production	16/03/2023	15/03/2026
Livestock Health (Vaccination and Diseases)	16/03/2023	15/03/2026
Pig Production	16/03/2023	15/03/2026
Agro Chemical Management	06/04/2023	05/04/2026
Beef Production Management Systems	06/04/2023	05/04/2026
Broiler Production	06/04/2023	05/04/2026
Flower Arrangement	06/04/2023	05/04/2026
Entrepreneurship Development	02/05/2023	01/05/2026
Value Chain Analysis and Development	02/05/2023	01/05/2026
Youth and Gender in Rural Community Development	02/05/2023	01/05/2026
Rabbit Production and Management	02/05/2023	01/05/2026

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Borehole Siting, Drilling, Equipment and Maintenance	02/05/2023	01/05/2026
Establishing a Dairy Production Unit	02/05/2023	01/05/2026
Fish Farming Management	02/05/2023	01/05/2026
Fodder Production	02/05/2023	01/05/2026
Indigenous Chicken and Guinea Fowl Production	02/05/2023	01/05/2026
Landscaping	02/05/2023	01/05/2026
Nursery Seeding and Tree Production	02/05/2023	01/05/2026
Business Proposal	02/05/2023	01/05/2026
Citrus Production	02/05/2023	01/05/2026
Farm Records	02/05/2023	01/05/2026
Marketing of Agricultural Products	02/05/2023	01/05/2026
Tractor & Implements Operations and Maintenance	02/05/2023	01/05/2026
Dairy Goat Production	02/05/2023	01/05/2026
Generation of Energy using Livestock Waste/Bio Gas	04/08/2023	03/08/2026
Soil and Rainwater Management in Agriculture	04/10/2023	03/10/2026
Range Restoration and Planned Grazing	10/11/2023	09/11/2026

### ETP0173

Beancar 4ever Investments (PTY) LTD

Plot 20764 Block 3 Industrial

Email: beancar4everinvestments@yahoo.com

Tel: 76231709

### No of Short Courses: 7

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Workplace Teams	16/03/2023	15/03/2026
Interacting with Customers	02/05/2023	01/05/2026
Basic First Aid	08/06/2023	07/06/2026
Fire Safety and Emergency Procedures	08/06/2023	07/06/2026
HACCP- Level 3 Food Safety & Hygiene	04/08/2023	03/08/2026
Distribution and Logistics Management	14/12/2023	13/12/2026
Work Effectiveness	14/12/2023	13/12/2026

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**ETP0056**

ABM University College  
Plot 38796, Lephala Road, Block 6  
Email: info@abm.ac.bw  
Tel: 3956887

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Business Entrepreneurship Development	16/03/2023	15/03/2026

**ETP0373**

M. Factor Fire Training and Consultancy  
Plot 121/2 Tau Street Boseja, Maun  
Email: moutlefire@gmail.com  
Tel: 71388241

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Fire Safety Marshalling	16/03/2023	15/03/2026
First Aid Basics (Level 1)	16/03/2023	15/03/2026

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**ETP0223**

Granjo Institute of Management  
Plot 20705, Celiat Building Block 3 Industrials  
Tel: 73210353

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Occupational Health and Safety Management Skills	16/03/2023	15/03/2026

**ETP0555**

FM-Amets PTY LTD  
Plot 14453, G-West Industrial Gaborone  
Email: ametraining@flyingmission.org  
Tel: 71319868

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Maintenance Human Factors	16/03/2023	15/03/2026

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**ETP0383**

Botswana Power Corporation Training Centre  
 Old Lobatse Road, Plot 53815  
 Tel: 74257307/3682817

**No of Short Courses: 12**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Thermal Power Plant Simulator	06/04/2023	05/04/2026
High Voltage Cable Jointing and Termination	06/04/2023	05/04/2026
Linesman Course-Level 3	06/04/2023	05/04/2026
Safety Rules- Level 3	06/04/2023	05/04/2026
Basic Electricity	12/07/2023	11/07/2026
Substation Maintenance	12/07/2023	11/07/2026
Transformers	12/07/2023	11/07/2026
Circuits Fault Finding	14/03/2024	13/03/2027
Customer Service	14/03/2024	13/03/2027
Metering	14/03/2024	13/03/2027
Distribution Protection	14/03/2024	13/03/2027
Switchgear Maintenance	22/03/2024	21/03/2027

**ETP0514**

BeSpoke Emergency Rescue & Training Institute  
 Plot No. 171, Commerce Park Unit 6  
 Tel: 71880976

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Occupational Health and Safety Level 3	06/04/2023	05/04/2026

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**ETP0572**

Shahnaz Herbal Ayurvedic Institute of Beauty Therapy  
 Plot 890 Kaunda Road African Mall, Gaborone  
 Email: shaherb.bw@gmail.com  
 Tel: 3914747

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Beauty Therapy	06/04/2023	05/04/2026

**ETP0287**

Belvans Institute  
 Plot 13064, Lephane Ward, Tonota  
 Email: belvaninstitute@gmail.com  
 Tel: 2484693

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Supervisory Management Skills	06/04/2023	05/04/2026

**ETP0115**

Up-Country Defensive Driving Academy  
 Plot 17837, Tsholofelo Ward, Gaborone  
 Email: vbutale@yahoo.com  
 Tel: 74223447

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Defensive Driving	02/05/2023	01/05/2026

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**ETP0190**

Omni Africa Botswana (PTY) LTD  
 Plot 75783 Setlhoa Office Park, Block 10  
 Tel: 3182496

**No of Short Courses: 5**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Sage Pastel Planner	02/05/2023	13/05/2026
Sage 200 Evolution	02/05/2023	13/05/2026
Sage Pastel Planner Payroll	02/05/2023	13/05/2026
Excel for Professionals	22/03/2024	21/03/2027
Sage VIP Payroll	22/03/2024	21/03/2027

**ETP0063**

MRI Botswana  
 Plot 60601, Block 7, Gaborone  
 Email: training@gmail.com  
 Tel: 3903066

**No of Short Courses: 10**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Advanced Cardiovascular life Support (ACLS)	02/05/2023	01/05/2026
Advanced First Aid	02/05/2023	01/05/2026
Basic Ambulance Assistance (BAA)	02/05/2023	01/05/2026
Basic Fire Awareness	02/05/2023	01/05/2026
Basic Life Support (BLS)	02/05/2023	01/05/2026
First Aid Level 1	02/05/2023	01/05/2026
First Aid Level 2	02/05/2023	01/05/2026
Heart Saver First Aid CPR AED	02/05/2023	01/05/2026
International Trauma Life Support (ITLS)	02/05/2023	01/05/2026
Pediatric Advanced Life Support (PALS)	02/05/2023	01/05/2026

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**ETP0210**

JRK Training and Consultancy

Plot 121 Finance Park

Email: pius1@mby.co.bw

Tel: 3908822

**No of Short Courses: 5**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Precision Shaft Alignment-Laser System W240	02/05/2023	01/05/2026
Fundamentals of Payments	19/05/2023	18/05/2026
Safe Handling and Application of Hazardous Materials	19/05/2023	18/05/2026
Water Treatment and Water Industry Fundamentals	19/05/2023	18/05/2026
21 <sup>st</sup> Century Skills Course; <ul style="list-style-type: none"> <li>• Mentoring and Coaching Skills</li> <li>• Negotiation Skills</li> <li>• Change Management Skills</li> <li>• Emotional Intelligence and Personal Mastery Skills</li> <li>• Self-Awareness and Core Emotional Intelligence Competencies</li> <li>• Emotional Intelligence and Team Building Skills</li> <li>• Innovation &amp; Creative Thinking Skills</li> </ul>	27/02/2024	26/02/2027

**ETP0448**

Edu Point

Shoebox Complex Plot 21238 Lobengula Avenue Francistown

Email: info@edupointbw.com

Tel: 73472978

**No of Short Courses: 4**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Occupational Health and Safety Management	02/05/2023	01/05/2026

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Team Building	02/05/2023	01/05/2026
Forklift Operations	02/05/2023	01/05/2026
Customer Service	02/05/2023	01/05/2026

### ETP0463

Connect Resources

Plot 54483, Unit 46C, Molapo Crossing Gaborone

Email: training@connectresources.co.bw

Tel: 3911976/71301285

### No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	02/05/2023	01/05/2026
Developing High Performance Teams	02/05/2023	01/05/2026
Industrial Relations	04/08/2023	03/08/2026

### ETP0430

KGK Diamonds Botswana

Plot No. 20588, Block 3 Industrial Gaborone

Email: siddarth.gothi@kgkmail.com

Tel: 3917637

### No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Diamond Cutting & Polishing	02/05/2023	01/05/2026
Jewelry Design and Manufacturing	10/11/2023	09/11/2026

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**ETP0377**

Karmelia Consultancy  
 Plot 20582/2, Block 3 Industrial Gaborone  
 Email: info@karmeliagroup.co.bw  
 Tel: 3111677

**No of Short Courses: 6**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Enhancing Team Building	02/05/2023	01/05/2026
Essential Customer Relations	09/02/2024	08/02/2027
Anti-Money Laundering	22/03/2024	21/03/2027
Fire Prevention and Management	22/03/2024	21/03/2027
First Aid	22/03/2024	21/03/2027
Occupational Health and Safety	22/03/2024	21/03/2027

**ETP0417**

Greenhouse Farmers Academy  
 Plot 32902 Glen Valley, Gaborone  
 Email: tsamma@greenhousetech.co.bw  
 Tel: 72559879

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Commercial Hydroponics	02/05/2023	01/05/2026
Commercial Vegetable Production	02/05/2023	01/05/2026

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**ETP0457**

Career Dreams Centre  
 Matlapana Ward, Next to Cresta Hotel Matlapana  
 Email: info@careerdreamscentre.org  
 Tel: 6801131/71731696

**No of Short Courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service/Care	02/05/2023	01/05/2026
First Aid Basics Level 1	02/05/2023	01/05/2026
Introduction to Beauty Therapy (Cosmetology)	02/05/2023	01/05/2026

**ETP0331**

Botswana Institute of Chartered Accountants- BICA  
 Fairground Financial Center, Plot 50374, Block 3 Gaborone  
 Email: odube@bica.org.bw  
 Tel: 3702320

**No of Short Courses: 34**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Accounts Payables	02/05/2023	01/05/2026
Accounts Receivable	02/05/2023	01/05/2026
Anti-Money Laundering/CFTP	02/05/2023	01/05/2026
Block Chain Applications for Accounting	02/05/2023	01/05/2026
Enterprise Risk Management	02/05/2023	01/05/2026
International Financial Reporting Standards (IFRS)	02/05/2023	01/05/2026
Intermediate Microsoft Excel	02/05/2023	01/05/2026
Project Finance	02/05/2023	01/05/2026
Treasury Management	02/05/2023	01/05/2026
Company Secretarial	08/06/2023	07/06/2026
Corporate Governance	08/06/2023	07/06/2026
Derivative Financial Instruments	08/06/2023	07/06/2026
Finance for Non-Finance Instruments	08/06/2023	07/06/2026
Financial Modeling in Excel	08/06/2023	07/06/2026

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Forensic Audit	08/06/2023	07/06/2026
Insurance and Reinsurance Modeling	08/06/2023	07/06/2026
International Public Sector Accounting Standards (IPSAS)	08/06/2023	07/06/2026
International Standard on Quality Control 1 (ISQC 1)	08/06/2023	07/06/2026
Taxation	08/06/2023	07/06/2026
Principles of Budgeting	08/06/2023	07/06/2026
Accounting	09/02/2024	08/02/2027
Accounts Payables	09/02/2024	08/02/2027
Corporate Reporting	09/02/2024	08/02/2027
Business, Technology and Finance	09/02/2024	08/02/2027
Principles of Taxation	09/02/2024	08/02/2027
Assurance	09/02/2024	08/02/2027
Audit and Assurance	09/02/2024	08/02/2027
Business Strategy and Technology	09/02/2024	08/02/2027
Financial Accounting and Reporting	09/02/2024	08/02/2027
Financial Management	09/02/2024	08/02/2027
Law	09/02/2024	08/02/2027
Management Information	09/02/2024	08/02/2027
Tax Compliance	09/02/2024	08/02/2027
Strategic Business Management	09/02/2024	08/02/2027

## ETP0628

Enviroworks Training Consultants (PTY) LTD  
Plot 6256, Ramfurwa Ward, Tlokweng  
Email: mphomakgosa@gmail.com  
Tel: 71542790/74393959

## No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Business Management Skills	19/05/2023	18/05/2026
Occupational Health and Safety	19/05/2023	18/05/2026

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**ETP0392**

The Pacific Institute Botswana  
 Plot 20437 Unit B5 Gaborone  
 Email: wendell@tpi.co.za  
 Tel: 76780038

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Investment in Excellence	19/05/2023	18/05/2026

**ETP0575**

Catharsis Consulting & Training Institute  
 Station Plot 5, Omega House Unit 1- Office 10, Mmaraka Road Gaborone  
 Tel: 72179357

**No of Short Courses: 11**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Certificate in Emotional and Social Intelligence- Workplace (CESI)	19/05/2023	18/05/2026
Co-Parenting Practices (CPP)	19/05/2023	18/05/2026
Effective Corporate & Business Communication (ECBC)	19/05/2023	18/05/2026
Effective Customer Service and Delivery(ECSD)	19/05/2023	18/05/2026
Certificate in Management and Supervisory Development (MSD)	19/05/2023	18/05/2026
Occupational Health and Safety	19/05/2023	18/05/2026
Psychological First Aid (PFA)	19/05/2023	18/05/2026
Stress Management Skills(SMS)	19/05/2023	18/05/2026
Team Building, Coaching and People Development (TBCPD)	19/05/2023	18/05/2026
Trainer of Trainees Certification (ToT)	19/05/2023	18/05/2026
Security Management Certificate	12/04/2024	11/04/2027

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**ETP0483**

Med Reflex (PTY) LTD  
 Plot 20437 Unit B5 Gaborone  
 Email: wendell@tpi.co.za  
 Tel: 76780038

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Fire Fighting	19/05/2023	18/05/2026
First Aid	19/05/2023	18/05/2026

**ETP0075**

Moeti Practicum Institute  
 Plot 56445, Gaborone  
 Email: admin@practicum.ac.bw  
 Tel: 75340300/ 390 8284

**No of Short Courses: 11**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Trainers & Facilitators Development Programme; <ul style="list-style-type: none"> <li>• Training of Trainers</li> <li>• Assessors</li> <li>• Moderators</li> <li>• Facilitators</li> </ul>	19/05/2023	18/05/2026
Certificate of Proficiency (COP) Long Term Insurance	04/08/2023	03/08/2026
Basic Digital Computing Programme; <ul style="list-style-type: none"> <li>• Basic Processing and Office 365</li> <li>• Basic Presentation Skills</li> <li>• Basic Digital Spreadsheet</li> <li>• Online Essentials</li> <li>• Remote Work</li> </ul>	22/08/2023	21/08/2026
Certificate of Proficiency (COP)- Short Term Insurance	22/08/2023	21/08/2026
Future Leaders Development Programme; <ul style="list-style-type: none"> <li>• Basic Accounting</li> <li>• Business/Work Ethics &amp; Etiquette</li> </ul>	14/09/2023	15/12/2026

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<ul style="list-style-type: none"> <li>• Coaching for Results</li> <li>• Customer Service Excellence</li> <li>• Personal Development and Team Effectiveness</li> <li>• Professional Conduct</li> <li>• Supervisory Skills</li> </ul>		
<b>Management Leadership Development;</b> <ul style="list-style-type: none"> <li>• Emotional Intelligence</li> <li>• Conflict Management</li> <li>• Corporate Governance</li> <li>• Leadership Development</li> <li>• Presentation Skills</li> <li>• Report Writing Skills</li> <li>• Team Building</li> </ul>	14/09/2023	15/12/2026
<b>Travel Tourism and Hospitality Management Programme;</b> <ul style="list-style-type: none"> <li>• Customer Care</li> <li>• Customer Relationship Management</li> <li>• Events and Conference Management</li> <li>• Financial Management in Hospitality</li> <li>• Reservation Systems Management</li> <li>• Supervisory Skills in Hospitality</li> <li>• Tourism and Hospitality Management</li> </ul>	24/10/2023	23/10/2026
<b>Labour Law;</b> <ul style="list-style-type: none"> <li>• Employee Welfare &amp; Benefits</li> <li>• Employee Relations</li> <li>• Collective Bargaining &amp; Trade Unions</li> <li>• Labour Dispute Resolution</li> <li>• Workplace Health and Safety Practices</li> <li>• Termination &amp; Redundancy Law</li> <li>• Employment, Immigration &amp; Work Permits</li> </ul>	30/11/2023	29/11/2026
<b>Food Production Chef;</b> <ul style="list-style-type: none"> <li>• Basic Food Production- Culinary Fundamentals</li> <li>• Kitchen Operations and Management</li> <li>• Men Planning and Management</li> <li>• Food Plating and Presentation Techniques</li> <li>• Ingredient and Food Preparation</li> <li>• Baking and Pastry Art</li> <li>• International Cuisines</li> </ul>	30/11/2023	29/11/2026

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Entertainment and Live Performance Legal Fundamentals; <ul style="list-style-type: none"> <li>• Intellectual Property Rights in Entertainment and Live Performance</li> <li>• Individual Rights and Regulatory Issues in Entertainment and Life Performance</li> <li>• Litigation and Dispute Resolution</li> <li>• Entertainment Agency Engagement</li> </ul>	14/12/2023	13/12/2026
Propelling Mindset Shift Programme; <ul style="list-style-type: none"> <li>• Mindset Change and Transformation</li> <li>• Personal Branding and Identity</li> <li>• Public Speaking &amp; Effective Communication</li> <li>• Personal Development &amp; Self Awareness</li> <li>• Critical Thinking &amp; Problem Solving</li> <li>• Service Excellence in the Workplace</li> <li>• Emotional Intelligence for Mindset Change</li> </ul>	14/12/2023	13/12/2026

### ETP0166

Balnck Holdings (PTY) LTD t/a Refresher Academy

Tawana Ward, Letlhakane

Email: refresheracademy@gmail.com

Tel: 76149610

### No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Retirement Life Planning	08/06/2023	07/06/2026
Corporate Governance & Sustainability	14/03/2024	13/03/2027
Company Secretaryship	14/03/2024	13/03/2027

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**ETP0634**

Brainstream Institute of Technology  
 Plot No. 5343, Extension 11 Gaborone  
 Email: info@brainstream.co.bw  
 Tel: 74157292

**No of Short Courses: 8**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Social Media and Marketing	08/06/2023	07/06/2026
3D Design and Printing	08/06/2023	07/06/2026
AI and ML with Python	08/06/2023	07/06/2026
Cyber Security	08/06/2023	07/06/2026
Data Science and ML	08/06/2023	07/06/2026
Embedded Systems and Lot Training	08/06/2023	07/06/2026
Graphic Designing	08/06/2023	07/06/2026
STEM and Robotics Educator Certification Course	14/12/2023	13/12/2026

**ETP0422**

Institute of Health and Fire Safety  
 P O Box 20192 Boseja Maun  
 Tel: 71657190/73855077

**No of Short Courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Safety Health and Environment Principles	08/06/2023	07/06/2026
Rescue Training; <ul style="list-style-type: none"> <li>• Working At Heights</li> <li>• Confined Space Course</li> <li>• Isolation and Lockout</li> </ul>	04/10/2023	03/10/2026
Hydraulics Course; <ul style="list-style-type: none"> <li>• Basic Hydraulics</li> <li>• Advanced Hydraulics</li> <li>• Basic Pneumatics</li> <li>• Advanced Pneumatics</li> <li>• Pump Maintenance</li> <li>• Failure Analysis</li> </ul>	27/02/2024	26/02/2027

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**ETP0636**

Royal Counselling and Training Institute (PTY) LTD

Plot 16023, Xhosa 2 Ward, Mahalapye

Email: shaft2488@gmail.com

Tel: 71656043

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	08/06/2023	07/06/2026

**ETP0169**

Tshireletso Safety Consulting and Training

Unit 25, Mowana Park Phakalane

Email: pearl@tshireletso.com

Tel: 3167853

**No of Short Courses: 4**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	04/08/2023	03/08/2026
Working at Heights	24/10/2023	23/10/2026
Sales and Marketing	24/10/2023	23/10/2026
Team Building	24/10/2023	23/10/2026

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**ETP0085**

African Aquatics Gaborone  
Plot 51372, Kgale View Gaborone  
Email: craig@africanaquatics.co.bw  
Tel: 3939884/72100947

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Learn to Swim Instructors Course	12/07/2023	11/07/2026
Adult Learn to Swim	12/07/2023	11/07/2026

**ETP0139**

Okavango Air Rescue  
Plot 448 Moeti Road, Maun  
Email: thato@okavangorescue.com  
Tel: 77805998

**No of Short Courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic First Aid (Level 1)	12/07/2023	11/07/2026
Intermediate First Aid ( Level 2)	12/07/2023	11/07/2026
Advanced First Aid (Level 3)	12/07/2023	11/07/2026

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**ETP0585**

Service Bridges Consulting  
Plot 2704 Phala Crescent Extension 9 Gaborone  
Email: mabu@sbc-bw.com  
Tel: 71310399

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	12/07/2023	11/07/2026
Team Leadership	12/07/2023	11/07/2026

**ETP0381**

Rutegang Training College  
Plot 28576 Unit 7 G/W Bus Rank  
Email: bambinogab@gmail.com  
Tel: 71531283

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	12/07/2023	11/07/2026

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**ETP0429**

Pluczenik Botswana (PTY) LTD  
 Plot 61123, Block 8 Industrial Gaborone  
 Email: Gihan@pluczenik.com  
 Tel: 3922255

**No of Short Courses: 14**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Top Blocking	22/08/2023	21/08/2026
Stars and Halves Polishing	22/08/2023	21/08/2026
Automatic Dialit Polishing	22/08/2023	21/08/2026
Bottom Blocking	22/08/2023	21/08/2026
Bottom Polishing	22/08/2023	21/08/2026
Bruting Polishing	22/08/2023	21/08/2026
Helium	22/08/2023	21/08/2026
Laser Sawing	22/08/2023	21/08/2026
Mbox and Helium Rough Planning	22/08/2023	21/08/2026
Rough Polishing and Coning	22/08/2023	21/08/2026
Rough Planning	22/08/2023	21/08/2026
Top 8	22/08/2023	21/08/2026
Finishing Tables	31/08/2023	30/08/2026
Preparation Tables	31/08/2023	30/08/2026

**ETP0428**

World of Music Institute and Studio  
 Plot 10334 White City  
 Email: worldofmusicbotswana@gmail.com  
 Tel: 73761538

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basics of Music Theory and Practice	04/08/2023	03/08/2026

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**ETP0640**

Work Team Holdings (PTY) LTD  
 Plot 151, Unit 2, Gaborone International Commerce Park  
 Email: admin@workteam.co.bw  
 Tel: 76939884

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Effective General Cleaning Practices	04/08/2023	03/08/2026

**ETP0002**

Loapi's Leadership  
 Plot 145, GIFF, Gaborone  
 Email: loapileadership@gmail.com  
 Tel: 78106605/ 75660880

**No of Short Courses: 27**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Occupational Health and Safety	22/08/2023	21/08/2026
First Aid	22/08/2023	21/08/2026
Fire Marshal Skills	22/08/2023	21/08/2026
Food Safety System Awareness (FSS 22000)	22/08/2023	21/08/2026
Corporate Affairs and Governance	22/08/2023	21/08/2026
Forklift Operations	22/08/2023	21/08/2026
Understanding ISO 9001:2015 Quality Management System	22/08/2023	21/08/2026
ISO 9001:2015 Quality Management System Implementation	22/08/2023	21/08/2026
ISO 9001:2015 Quality Management System Auditing	22/08/2023	21/08/2026
Coaching and Mentoring Skills	22/08/2023	21/08/2026
Train the Trainer	22/08/2023	21/08/2026
Team Building and Employee Awareness	22/08/2023	21/08/2026

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Emotional Intelligence	22/08/2023	21/08/2026
Performance Improvement in Action	22/08/2023	21/08/2026
Talent Management and Succession Planning	22/08/2023	21/08/2026
Employee Wellness and Fitness Balance	22/08/2023	21/08/2026
Conflict Resolution and Management	22/08/2023	21/08/2026
Finance for Non-Finance Managers	22/08/2023	21/08/2026
Effective Enterprise Risk Management	22/08/2023	21/08/2026
Assessor Performance	22/08/2023	21/08/2026
Developing and Leading High Performance Teams	22/08/2023	21/08/2026
Effective Customer Care	22/08/2023	21/08/2026
Project Management Skills	22/08/2023	21/08/2026
Microsoft Excel	22/08/2023	21/08/2026
Corporate Supervisory Skills	22/08/2023	21/08/2026
Leadership and Strategy Management	22/08/2023	21/08/2026
Labour Management and Employee Relations	22/08/2023	21/08/2026

## ETP0612

Serala Entrepreneurship College  
Plot 68087 Gaborone North  
Tel: 74288146

## No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Excelling in Pig Production: From Farm to Market	04/08/2023	03/08/2026
Mental Paradigm Development for Entrepreneurs; <ul style="list-style-type: none"> <li>• Entrepreneurial Mindset Essentials 1</li> <li>• Entrepreneurial Mindset Essentials 2</li> <li>• Entrepreneurial Mindset Essentials 3</li> </ul>	04/10/2023	03/10/2026

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**ETP0542**

Royal Pioneers Investments Proprietary Limited

Plot 1178 Main Mall Gaborone

Email: billysojane@yahoo.com

Tel: 311545

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Best Practices in Enterprise Risk Management Implementation	04/08/2023	03/08/2026

**ETP0205**

Daisy-R Solutions

Plot 129, Unit 1A, Gaborone International Finance Park

Email: olejowa@daisys.com

Tel: 3133109

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Financial Wellness	22/08/2023	21/08/2026

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**ETP0220**

Prolearn Proprietary Limited  
 Plot 54367, Mogobe Plaza, CBD Gaborone  
 Email: training@keywealth.co.bw  
 Tel: 3114034

**No of Short Courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Emotional Intelligence	31/08/2023	30/08/2026
Team Building	31/08/2023	30/08/2026
Financial Literacy 101	27/02/2024	26/02/2027

**ETP0616**

Logica DSD Consultants  
 Plot 171, Unit 6, Gaborone International Commerce Park  
 Email: bjmogotsi2000@gmail.com  
 Tel: 3971241/ 72324003

**No of Short Courses: 12**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service Care Level 3	14/09/2023	13/09/2026
Fire Fighting Level 3	14/09/2023	13/09/2026
First Aid in the Workplace Level 3	14/09/2023	13/09/2026
Managing Discipline and Grievance Handling Level 3	14/09/2023	13/09/2026
Team Building Level 2	04/10/2023	03/10/2026
Protocol and Etiquette Intelligence Level 3	04/10/2023	03/10/2026
Microsoft Office Level 3	04/10/2023	03/10/2026
Management and Supervisory Skills Level 3	04/10/2023	03/10/2026
Defensive and Responsive Driving Level 3	22/03/2024	21/03/2027
Finance For Non-Finance Managers Level 3	22/03/2024	21/03/2027
Finance Management Level 3	22/03/2024	21/03/2027
Forklifting, Heights, Safety and Rescue Level 3	22/03/2024	21/03/2027

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**ETP0176**

Geoflux (PTY) LTD

Plot 10224, Mokolwane Road Broadhurst Industrial Sites

Email: gmotshwaedi@geoflux.co.bw

Tel: 3975105

**No of Short Courses: 4**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Fundamentals of Public Participation/Engagement	14/09/2023	13/09/2026
Designing and Applying Methods for Public Participation/Engagement	14/09/2023	13/09/2026
Designing and Leading Public Participation/Engagement	14/09/2023	13/09/2026
IAP2 Way in Challenging Contexts	14/09/2023	13/09/2026

**CON028**

Ananta PTY LTD

Plot 11885, Kopono Center, Mogoditshane

Email: ananterbw@gmail.com

Tel: 76458777

**No of Short Courses: 20**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Fire Safety	14/09/2023	13/09/2026
First Aid Level 1	14/09/2023	13/09/2026
Conflict Management and Resolution	14/09/2023	13/09/2026
Effective Communication	14/09/2023	13/09/2026
Effective Leadership Skills	14/09/2023	13/09/2026
Time Management	14/09/2023	13/09/2026
Employee Wellness	14/09/2023	13/09/2026
Food Safety Awareness Level 1	14/09/2023	13/09/2026
Fundamentals of Accounting	14/09/2023	13/09/2026
Fundamentals of Customer Service	14/09/2023	13/09/2026
Fundamentals of Professional Selling	14/09/2023	13/09/2026
Inventory and Stock Control	14/09/2023	13/09/2026

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Merchandising	14/09/2023	13/09/2026
Microsoft Excel Advanced	14/09/2023	13/09/2026
Microsoft Excel Basic	14/09/2023	13/09/2026
Microsoft Excel Intermediate	14/09/2023	13/09/2026
Negotiation Skills	14/09/2023	13/09/2026
Occupational Health and Safety	14/09/2023	13/09/2026
Personal Effectiveness	14/09/2023	13/09/2026
Project Management	14/09/2023	13/09/2026

### ETP0413

Back2Basic Consultancy Proprietary Limited

Plot 4848, Masetlheng Tlokweng

Email: moratipusumane@gmail.com

Tel: 74169719

### No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Frontline Sales Academy	14/09/2023	13/09/2026

### CON020

Defensive Driving Institute Botswana (DDI Botswana)

Plot 8276, Masetlheng, Tlokweng

Email: ddibotswana@gmail.com

Tel: 71725343

### No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Defensive Driving Masterclass	14/09/2023	13/09/2026

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**ETP0388**

Institute of Internal Auditors Botswana  
 Plot 183, Matsitama Road, Gaborone  
 Email: info@iiabotswana.org.bw  
 Tel: 3902006

**No of Short Courses: 9**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Effective Report Writing (ERW)	14/09/2023	13/09/2026
Risk Management Tools and Techniques for the Contemporary Internal Auditor (RMTT)	14/09/2023	13/09/2026
Essential Elements for Internal Audit Process (EEIP)	14/09/2023	13/09/2026
Fraud Detection, Prevention and Investigation	14/09/2023	13/09/2026
Quality Assurance and Improvement Program (QAIP)	14/09/2023	13/09/2026
Risk Based Auditing	14/09/2023	13/09/2026
Conducting an Audit from Cradle to Grave	14/12/2023	13/12/2026
Control Self-Assessment: Facilitation Skills (CSAF)	14/12/2023	13/12/2026
Root Cause Analysis	14/12/2023	13/12/2026

**ETP0222**

Royal Business School  
 Plot 3420 Matima Crescent, Extension 12, Gaborone  
 Email: momaai@gmail.com  
 Tel: 3975161

**No of Short Courses: 4**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Finance for Non-Finance Managers	04/10/2023	03/10/2026
Occupational Health and Safety	04/10/2023	03/10/2026
Basic Fire Marshal	22/03/2024	21/03/2027
First Aid	22/03/2024	21/03/2027

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**ETP0086**

Mainpoint (PTY) LTD

Plot 55441, New Canada, Gaborone

Email: mainpointinstitute@gmail.com

Tel: 71285374/3185721

**No of Short Courses: 4**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Safety, Health and Environmental Law for Mine Legal Appointees	04/10/2023	03/10/2026
Environmental Impact Assessment	10/11/2023	09/11/2026
Environmental Management System ISO 14001:2015; <ul style="list-style-type: none"> <li>• Awareness</li> <li>• Understanding</li> <li>• Auditing</li> </ul>	10/11/2023	09/11/2026
Occupational Health and Safety Management Systems ISO 45001:2018; <ul style="list-style-type: none"> <li>• Awareness</li> <li>• Understanding</li> <li>• Auditing</li> </ul>	10/11/2023	09/11/2026

**ETP0067**

Mabapi Training Institute

Plot 20764 Block 3 Industrial, Gaborone

Email: mabapifireschool@gmail.com

Tel: 3105763

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Fire Management and Prevention	04/10/2023	03/10/2026

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**ETP0066**

Angie Kay Consultancy (PTY) LTD  
Plot 24532, Block 9, Gaborone  
Email: sethebecl@angiekay.co.bw  
Tel: 3959579

**No of Short Courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Negotiation Skills	04/10/2023	03/10/2026
Role of Shop Steward	04/10/2023	03/10/2026
Workplace Discipline	04/10/2023	03/10/2026

**CON003**

Uzor Forensics  
Plot 3400, Lenganeng  
Email: uzorforensics@gmail.com  
Tel: 75345182

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Expert Document Examination for Financial Institutions	04/10/2023	03/10/2026
Fraud Awareness and Anti-Money Laundering	14/12/2023	13/12/2026

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**CON043**

T-Joint Tyres

Unit 4, House No.E51, Jwaneng

Email: tkwape@tjointtyres.com

Tel: 72788889

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Tyre Awareness	04/10/2023	03/10/2026
Tyre Fitting Technology; <ul style="list-style-type: none"> <li>• Basic</li> <li>• Intermediate</li> <li>• Advanced</li> </ul>	04/10/2023	03/10/2026

**CON014**

Talent Centre (PTY) LTD

Plot 21571, Phakalane

Email: info@talentcentre.co.za

Tel: 75618647

**No of Short Courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Effective Team Building	04/10/2023	03/10/2026
Occupational Health and Safety	04/10/2023	03/10/2026
Future-Fit Management and Leadership	04/10/2023	03/10/2026

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**CON016**

Synergy Diversity Business Consulting (PTY) LTD

Plot 3808, Madiba Ward, Mahalapye

Email: Lesedi\_152@live.com

Tel: 72796382

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Business Intelligence and Data Management; <ul style="list-style-type: none"> <li>Data Analysis and Reporting Techniques</li> <li>Data Management Professional</li> <li>Document Control and Records Management</li> </ul>	04/10/2023	03/10/2026
Occupational Directed Education and Development Practices; <ul style="list-style-type: none"> <li>Train the Trainer</li> <li>Assessment Training</li> <li>Moderation Training</li> </ul>	04/10/2023	03/10/2026

**ETP0119**

Botswana International University of Science and Technology

Plot 10071, Palapye

Tel: 4931151

**No of Short Courses: 6**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Launching a New Business Venture	04/10/2023	03/10/2026
Introduction to Basic Setswana Language and Culture	04/10/2023	03/10/2026
Project Management	04/10/2023	03/10/2026
Report Writing for Professionals (REWP)	04/10/2023	03/10/2026
Research Methodology	04/10/2023	03/10/2026
Enterprise Risk Management	04/10/2023	03/10/2026

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**CON051**

Boats and Floats (PTY) LTD  
Plot 57342, Block 10 Gaborone  
Email: naiige@yahoo.com  
Tel: 75798145

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Financial Literacy	04/10/2023	03/10/2026
Team Building	04/10/2023	03/10/2026

**ETP0089**

Customer Service Clinic  
Plot 55214 Segodi Park, Phakalane Gaborone  
Email: pretty@csc.co.bw  
Tel: 73111533

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Team Building	04/10/2023	03/10/2026

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**ETP0635**

Future Training Consultancy (PTY) LTD

Plot 5912, Morake Ward Mmopane

Email: maggiem@ftc.co.bw

Tel: 74110883

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Human Resource Management; <ul style="list-style-type: none"> <li>• Supervisory Skills and Leadership Management</li> <li>• Disciplinary and Grievances Procedures/Industrial Relations</li> <li>• Change Management</li> <li>• Performance Management</li> <li>• Stress Management and Emotional Intelligence</li> </ul>	19/05/2023	18/05/2026
Business Management; <ul style="list-style-type: none"> <li>• Business Management Principles</li> <li>• Business Communications</li> <li>• Minute Talking</li> <li>• Customer Service</li> <li>• Finance for Non-Finance Managers</li> </ul>	04/10/2023	03/10/2026

**CON005**

Gaborone Training Institute (PTY) LTD

Plot 21571, Phakalane

Email: info@talentcentre.co.za

Tel: 75618647

**No of Short Courses: 15**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Scaffold Safety	04/10/2023	03/10/2026
Fire Safety	04/10/2023	03/10/2026

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First Aid	04/10/2023	03/10/2026
Sales and Marketing	04/10/2023	03/10/2026
Stress Management	04/10/2023	03/10/2026
Customer Service	24/10/2023	23/10/2026
Working at Heights	24/10/2023	23/10/2026
Construction Safety	24/10/2023	23/10/2026
Occupational Health and Safety	24/10/2023	23/10/2026
Handling of Construction Equipment	24/10/2023	23/10/2026
Customer Service	14/03/2024	13/03/2027
Working at Heights	14/03/2024	13/03/2027
Construction Safety	14/03/2024	13/03/2027
Occupational Health and Safety	14/03/2024	13/03/2027
Handling of Construction Equipment	14/03/2024	13/03/2027

#### CON054

Paradigm Shift Leadership Institute  
P O Box 336, Mogoditshane  
Tel: 71720560

#### No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Corporate Health, Human Capital and Development; <ul style="list-style-type: none"> <li>• Team Building and Resilience</li> <li>• Culture and Mindset Change, Emotional Intelligence</li> <li>• Corporate Health and Wellness</li> <li>• Health and Safety</li> <li>• Leadership Development, Coaching and Mentorship</li> </ul>	04/10/2023	03/10/2026

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**CON006**

Pivotal Aims Distributors (PTY) LTD  
Plot 69368 Block 3 Industrial, Gaborone  
Tel: 3926128

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Leadership Coaching and Training	04/10/2023	03/10/2026
Introduction to Human Resources Management	27/02/2024	26/02/2027

**CON039**

Scholarsis  
Plot 80772 Unit 8, Courtyard Inn, Phakalane  
Email: mbusi@scholarsis.africa  
Tel: 77818141

**No of Short Courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Future of Skills	04/10/2023	03/10/2026
Future of Organisation	04/10/2023	03/10/2026
Future of Business Leadership	04/10/2023	03/10/2026

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**CON044**

Cyber Intelligence Agency Academy

Fairgrounds Mall Unit F4

Email: cchavapi@cia.co.bw

Tel: 3919498

**No of Short Courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Certified Information System Auditor Bootcamp	24/10/2023	23/10/2026
Certified Information Security Manager Bootcamp	09/02/2024	08/02/2027
Certified in Risk and Information Systems Control Bootcamp	09/02/2024	08/02/2027

**CON008**

Hookmart (PTY) LTD

Plot 1161, Suite 8, Equity Building, Main Mall

Email: hookmart.hm@gmail.com

Tel: 72547106

**No of Short Courses: 9**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Fire Safety	24/10/2023	23/10/2026
Basic First Aid	24/10/2023	23/10/2026
Effective Communication Skills	24/10/2023	23/10/2026
HIV/AIDS Awareness at the Workplace	24/10/2023	23/10/2026
Customer Care	14/12/2023	13/12/2026
Team Building	14/12/2023	13/12/2026
Time Management	14/12/2023	13/12/2026
Microsoft Excel; <ul style="list-style-type: none"> <li>• Basic</li> <li>• Intermediate</li> <li>• Advanced</li> </ul>	14/12/2023	13/12/2026
Introduction to Income Tax and Withholding Tax	14/12/2023	13/12/2026

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**CON037**

H.R. Management Consultants (PTY) LTD  
 Plot 140, Unit 5, Kgale Terrace, Gaborone  
 Email: admin@hrmc.co.bw  
 Tel: 3919498

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Mental Health First Response (MHFR)	24/10/2023	23/10/2026

**CON045**

Jungle Gym Masters (PTY) LTD t/a GEH Enterprises  
 Plot 11361, Tlokweng, Lesunyane  
 Email: globalehubteam@gmail.com  
 Tel: 78063978

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Teamwork and Team Building	24/10/2023	23/10/2026

**CON047**

Kingsway (PTY) LTD  
 Plot 118, Unit 28, Gaborone International Finance Park, Gaborone  
 Email: kingsway@kingsway.co.bw  
 Tel: 3902301

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Corporate Company Secretaryship	24/10/2023	23/10/2026
Regulatory Compliance	22/03/2024	21/03/2027

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**CON032**

Pilediwa Training and HR Consultancy

Plot 15512, Broadhurst, Gaborone

Email: oraile@waronalaw.co.bw

Tel: 71402303

**No of Short Courses: 3**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Corporate Governance	24/10/2023	23/10/2026
Customer Service	24/10/2023	23/10/2026
Industrial Relations	24/10/2023	23/10/2026

**CON042**

RK Global (PTY) LTD

Plot 140, Unit 5, Kgale Terrace, Gaborone

Email: admin@hrmc.co.bw

Tel: 3919498

**No of Short Courses: 2**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Effective Team Building	24/10/2023	23/10/2026
Effective Customer Service and Communication Skills	24/10/2023	23/10/2026

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**CON017**

T.h.e Digital Academy  
 Unit 7, the Office, Fairgrounds, Gaborone  
 Tel: 71467149

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Digital Skills and Workplace Excellence; <ul style="list-style-type: none"> <li>• Digital Marketing</li> <li>• Social Media Etiquette in the Workplace</li> <li>• Effective Communication in the Digital Workplace</li> <li>• Team Building and Leadership Excellence</li> <li>• Digital Literacy and Basic Computer skills</li> </ul>	24/10/2023	23/10/2026

**ETP0274**

Claireseel Training Institute  
 Plot 28650, Gaborone  
 Email: claireseltraininginstitute@gmail.com  
 Tel: 74400661

**No of Short Courses: 4**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	24/10/2023	23/10/2026
Financial Resource Mobilisation	24/10/2023	23/10/2026
Concreting	14/03/2024	13/03/2027
Steel Fixing	14/03/2024	13/03/2027

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**ETP0138**

Planet Nails Gabrone  
Plot 871-4, Babereki House African Mall  
Email: elegancezoneinfo@gmail.com  
Tel: 71339495/ 3111418

**No of Short Courses: 2**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Artificial Nails- Acrylic	10/11/2023	09/11/2026
Artificial Nails- Gel	10/11/2023	09/11/2026

**ETP0146**

Polamon Group (PTY) LTD  
Plot 1277, Old Lobatse Road, Gaborone  
Email: polamongroup@gmail.com  
Tel: 3121280/ 72232184

**No of Short Courses: 2**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Operate a Forklift Truck	10/11/2023	09/11/2026
Occupational Health and Safety	10/11/2023	09/11/2026

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**ETP0160**

Citizen Group t/a Zaliant  
Plot 3390, Tlokweng  
Email: zaliebots@gmail.com  
Tel: 71461717

**No of Short Courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Excellent Customer Care	10/11/2023	09/11/2026
Team Building	10/11/2023	09/11/2026
Fire Safety and First Aid	14/12/2023	13/12/2026

**CON067**

FastMed Ambulance (PTY) LTD  
Letsibogo Ward, Plot 2765  
Email: samletshwenyo@gmail.com  
Tel: 76795470

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Fire Fighting	10/11/2023	09/11/2026
First Aid; <ul style="list-style-type: none"><li>• Level 1</li><li>• Level 2</li><li>• Level 3</li></ul>	10/11/2023	09/11/2026

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**CON060**

Sheetal Cutting Works (PTY) LTD

Plot 61128-61130, Unit B1, BITC Factory Shell, Block 8

Email: hr.bw@sheetals.net

Tel: 3970444

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Rough Diamond Cutting and Polishing; <ul style="list-style-type: none"><li>• Level 1</li><li>• Level 2</li><li>• Level 3</li><li>• Level 4</li></ul>	10/11/2023	09/11/2026

**ETP0603**

Y.M.M Holdings (PTY) LTD

Plot 819, Moatshe, Mmopane

Email: yvonbemading@gmail.com

Tel: 71856724

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Customer Service	10/11/2023	09/11/2026

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**ETP0189**

Test Rite Consulting Group (PTY) LTD  
 Plot 74770, Morojwa Mews 3<sup>rd</sup> Floor Office 3, CBD  
 Email: consulting@testrite.co.bw  
 Tel: 72911317

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Sale Master Class	30/11/2023	29/11/2026
Supervisory Development Programme	30/11/2023	29/11/2026

**ETP0145**

Wilderness Training Facility  
 Plot 1, Mathiba Road, Maun  
 Email: tshidin@wildernessdestinations.com  
 Tel: 6860086

**No of Short Courses: 9**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Lodge Management Level 1	30/11/2023	29/11/2026
Lodge Management Level 2	30/11/2023	29/11/2026
Lodge Management Level 3	30/11/2023	29/11/2026
Professional Guide	30/11/2023	29/11/2026
Front of House	14/12/2023	13/12/2026
Hospitality	14/12/2023	13/12/2026
Professional Chef	14/12/2023	13/12/2026
Professional Housekeeper	14/12/2023	13/12/2026
System Administrator	14/12/2023	13/12/2026

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**ETP0195**

Batho Maduo Consult

Plot 7809 Mafitlhakgosi Tlokweng

Email: bthmadou@gmail.com / moasentsho@gmail.com

Tel: 76553900

**No of Short Courses: 5**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Change Management	30/11/2023	29/11/2026
Emotional Intelligence	30/11/2023	29/11/2026
Team Building	30/11/2023	29/11/2026
First Aid Level 1	09/02/2024	08/02/2027
Fire Marshal	09/02/2024	08/02/2027

**ETP0037**

New Era College of Arts, Science and Technology

Plot 36158, Block 8 Gaborone

Email: ssivakumar@neweracollege.ac.bw

Tel: 3933533

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Building Construction and Finishes; <ul style="list-style-type: none"> <li>• Bricklaying</li> <li>• Plastering</li> <li>• Painting</li> <li>• Tiling</li> <li>• Ceiling Installations &amp; Design</li> </ul>	30/11/2023	29/11/2026
Communications Systems Engineering; <ul style="list-style-type: none"> <li>• Optical Fiber Installation and Maintenance Skills</li> </ul>	30/11/2023	29/11/2026

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<ul style="list-style-type: none"> <li>• PBX Systems Installation, Configuration and Maintenance</li> <li>• CCTV Systems Installation, Configuration and Maintenance</li> <li>• PMR &amp; MW Links Installation, Configuration and Maintenance</li> <li>• Electronic Equipment Repair and Maintenance</li> </ul>		
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## ETP0062

Construction Industry Trust Fund  
 Lot 18006 Machel Drive  
 Email: marketing@citf.co.bw  
 Tel: 3911362

### No of Short Courses: 7

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Estimating and Tendering	30/11/2023	29/11/2026
Programmable Logic Controls	09/02/2024	08/02/2027
Hydraulics Systems	09/02/2024	08/02/2027
Scaffolding	09/02/2024	08/02/2027
Site Supervisory and Management	09/02/2024	08/02/2027
Certificate III working at Heights	09/02/2024	08/02/2027
Occupational Health and Safety	09/02/2024	08/02/2027

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**CON053**

Forensic & Allied Services (PTY) LTD

Plot 19010, Phase 2 Gaborone

Email: dsethatho@fas.co.bw

Tel: 73333399

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Breath Alcohol Technicians & Awareness Training	30/11/2023	29/11/2026

**CON058**

Green Solar Academy Botswana (PTY) LTD

Plot 158, Unit 4 Commerce Park Gaborone

Email: botswana@solar-training.org

Tel: 3111303/71636164

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
PV Mounter	30/11/2023	29/11/2026
Sunrise- Beginners Solar Training	30/11/2023	29/11/2026

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**CON066**

Green Light Consultancy (PTY) LTD

Plot 5751, Sefoke Ward Tlokweng

Tel: 76048408

**No of Short Courses: 2**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Sustainable Procurement Essentials; <ul style="list-style-type: none"><li>• Contract Management</li><li>• Next Gen Procurement: Future Trends Unveiled</li><li>• Strategic Business Risk Mitigation</li><li>• Advanced Organisational Transformation and Leadership</li><li>• Cross-Sector Tendering Mastery-Tendering Excellence Across Industries</li></ul>	30/11/2023	29/11/2026
Strategic and Transformational Business Operations; <ul style="list-style-type: none"><li>• Advanced Project Principles</li><li>• Lean Six Sigma Essentials</li><li>• Mastering Emotional Intelligence in the Corporate World</li><li>• Executive Financial Management</li><li>• Customer Centric Operations</li></ul>	30/11/2023	29/11/2026

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**CON070**

Handsworth Institute Botswana (PTY) LTD

Moshupa, Phuting Ward

Email: handsworth.institutebw@gmail.com

Tel: 76185283

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Earth Moving Machines; <ul style="list-style-type: none"> <li>• Front End Loader</li> <li>• Forklift Operator</li> <li>• Excavator Operator</li> <li>• Tractor Loader Backhoe</li> <li>• ADT Dump Truck</li> </ul>	14/12/2023	13/12/2026
Health Care Assistant	14/12/2023	13/12/2026

**CON004**

Aurostar Diamonds Botswana (PTY) LTD

Plot 61128-61130, Unit Type A Factory no:2, Block 8 Industrial

Email: info@coreknowledge.co.bw

Tel: 3957794/ 76066483

**No of Short Courses: 12**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Diamond Girdle Polishing	14/12/2023	13/12/2026
Basic Diamond Manufacturing	14/12/2023	13/12/2026
Diamond 90% blocking	14/12/2023	13/12/2026
Diamond Auto Polishing	14/12/2023	13/12/2026
Diamond Bottom Final Polishing	14/12/2023	13/12/2026
Diamond Bruiting	14/12/2023	13/12/2026
Diamond Top 8% Final Polishing	14/12/2023	13/12/2026
Laser Cutting	14/12/2023	13/12/2026
Diamond Planning	14/12/2023	13/12/2026
Diamond Rough Polishing	14/12/2023	13/12/2026
Diamond Polish Valuation	14/12/2023	13/12/2026
Diamond Stars and Halves Polishing	14/12/2023	13/12/2026

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**ETP0186**

Mighty Skills Training Institute (PTY) LTD

Plot No. Lot 34912 Matomo Ward Maun

Email: mightyskills@gmail.com

Tel: 6865498/71794499

**No of Short Courses: 5**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	14/12/2023	13/12/2026
Food Production	14/12/2023	13/12/2026
Pastry Making	14/12/2023	13/12/2026
Travel and Tourism	14/12/2023	13/12/2026
Accommodation Operations in Housekeeping	14/12/2023	13/12/2026

**ETP0352**

Global Competence Centre

Plot 64517, Fairgrounds Gaborone

Email: globalcompetence@gmail.com

Tel: 3100010

**No of Short Courses: 30**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Business Analytics	14/12/2023	13/12/2026
Business Etiquette	14/12/2023	08/03/2027
Business Processes Management	14/12/2023	08/03/2027
Change Agent Training and Leadership	14/12/2023	22/03/2027
Coaching and Mentoring	14/12/2023	08/03/2027
Collective and Negotiation Skills	14/12/2023	08/03/2027
Communication at Workplace	14/12/2023	08/03/2027
Customer Care	14/12/2023	22/03/2027
Digital Marketing Skills	14/12/2023	08/03/2027
Basic First Aid	14/12/2023	08/03/2027
Disciplinary Procedures	14/12/2023	08/03/2027
Emotional Intelligence	14/12/2023	08/03/2027
Fire Fighting	14/12/2023	22/03/2027

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Human Resources Management	14/12/2023	08/03/2027
Labour Relations	14/12/2023	08/03/2027
Microsoft Excel Intermediate	14/12/2023	08/03/2027
Microsoft Excel Introduction	14/12/2023	08/03/2027
Microsoft Excel Advanced	14/12/2023	08/03/2027
Microsoft Excel Level 1	14/12/2023	08/03/2027
Microsoft Excel Level 2	14/12/2023	11/04/2027
Occupational Health and Safety	14/12/2023	22/03/2027
Performance Improvement	14/12/2023	08/03/2027
Risk Management	14/12/2023	08/03/2027
Strategic Management	14/12/2023	08/03/2027
Team Building Skills	14/12/2023	08/03/2027
Tender Process Procedures	14/12/2023	08/03/2027
Time Management	14/12/2023	08/03/2027
Training of Trainer	14/12/2023	08/03/2027
Work Ethics	14/12/2023	08/03/2027
Workplace Guidance and Counselling	14/12/2023	08/03/2027

## CON062

ZISMO Engineering (PTY) LTD

Plot 14430 Unit 1 Dumaqani Road Gaborone West Industrial

Email: hr@zismoengineering.com

Tel: 3932711

## No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Train the Trainer; <ul style="list-style-type: none"> <li>Trainer of Trainers</li> <li>Assessor</li> <li>Moderator</li> </ul>	14/12/2023	13/12/2026
Electrical Distribution Maintenance; <ul style="list-style-type: none"> <li>Cable Joining, Termination &amp; Testing</li> <li>Practical Motor Theory &amp; Maintenance</li> <li>Motor Drive Selection &amp; Testing</li> <li>Electrical Protection</li> <li>Circuit Breaker Maintenance</li> <li>Load Forecasting &amp; Calculation</li> </ul>	12/04/2024	11/04/2027

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**ETP215**

Workplace Dynamics

Plot 184 Unit 4A, Tale House

Email: davidbusang@gmail.com

Tel: 72518064

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Team Building and Management	14/12/2023	13/12/2026

**CON080**

Vision Apex (PTY) LTD

Ramfurwa Ward Tlokweng, Plot 6187

Email: visionapex23@gmail.com

Tel: 744412155

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Occupational Health and Safety (OHS)	14/12/2023	13/12/2026
First Aid; <ul style="list-style-type: none"> <li>• Level 1</li> <li>• Level 2</li> <li>• Level 3</li> </ul>	22/03/2024	21/03/2027

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**ETP0158**

Unique Golden Team (PTY) LTD

Plot 71304 Gaborone North

Tel: 75427329

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Analytics for Professionals- Data Analysis Essentials- MS Excel <ul style="list-style-type: none"> <li>• File Tab, Home Tab, View Tab, Review Tab, Page Layout Tab</li> <li>• Formula Tab, Insert Tab</li> <li>• Data Tab, PowerPivot Tab, Power Query Tab</li> <li>• Python Tab</li> </ul>	14/12/2023	13/12/2026
Building Better Work Habits	09/02/2024	08/02/2027

**CON072**

Redflag Compliance Solutions (PTY) LTD

Plot 21473 Phakalane 1, Gaborone

Email: info@redflagcompliance.co.bw

Tel: 71345627

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
ML/TF/PF Risk Assessment for Non-Banks and Non-Financial Businesses and Professions	14/12/2023	13/12/2026

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**CON076**

Pump and Tank (PTY) LTD  
P O Box 1750, Sebele Mall  
Email: hrmanager@kwanokeng.com  
Tel: 75381546

**No of Short Courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Performance Management	14/12/2023	13/12/2026
Supervisory Management	14/12/2023	13/12/2026
Fuel Attendant Course	14/12/2023	13/12/2026

**CON086**

Prestige Management Group (PTY) LTD  
The Hub, iTowers CBD Gaborone  
Email: admin@pmg.co.bw  
Tel: 72796688

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Human Resources Management; <ul style="list-style-type: none"> <li>• Supervisory Skills and Leadership</li> <li>• Disciplinary &amp; Grievances Procedures/Industrial Relations</li> <li>• Performance Management</li> <li>• Stress Management and Emotional Intelligence</li> </ul>	14/12/2023	13/12/2026
Anti-Money Laundering	27/02/2024	26/02/2027

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**ETP493**

Newin Training & Consulting  
 Plot 59968, Block 7 Gaborone  
 Email: mothudi.newin@gmail.com  
 Tel: 3117486

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
21 <sup>st</sup> Century Leadership Development; <ul style="list-style-type: none"> <li>• Leadership Essential Skills</li> <li>• Growth Mindset &amp; Change Management</li> <li>• Emotional Intelligence</li> <li>• Talent Management</li> </ul>	14/12/2023	13/12/2026
Organizational Management Skills; <ul style="list-style-type: none"> <li>• Leadership Supervisory Skills</li> <li>• Effective Team Building</li> <li>• Customer Service Excellence</li> <li>• Diversity and Inclusion in the Workplace</li> </ul>	14/12/2023	13/12/2026

**CON057**

Milestone Training Institute  
 Mmatseta, Plot 4227  
 Email: tcgapr@gmail.com  
 Tel: 76013439

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Occupational Health and Safety; <ul style="list-style-type: none"> <li>• Working at Height</li> <li>• Hazard Identification and Risk Assessment</li> <li>• Safety Health and Environmental Representative (SHE REP)</li> </ul>	14/12/2023	13/12/2026

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<ul style="list-style-type: none"> <li>• Basic Occupational Hygiene</li> <li>• Basic Fire Fighting</li> <li>• Basic First Aid</li> <li>• Accident Investigation</li> <li>• Handling Hazardous Chemicals</li> <li>• Scaffold Erection</li> </ul>		
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### CON115

Mesgom (PTY) LTD t/a Mesgom Consulting  
 Plot 8084, Bobididi Ward Mogoditshane  
 Email: mooketsigroups@gmail.com  
 Tel: 72402583

### No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Outcome-Based Learning Programme Development and Assessment Planning	14/12/2023	13/12/2026
Planning for and Facilitation of a Learning Session	14/12/2023	13/12/2026
Results-Based Management and Leadership Training for Educational Managers and Leaders	14/12/2023	13/12/2026

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**ETP0041**

Mega Size College  
 Plot 61739, Gundakuni Street Phase 4, G-West Gaborone  
 Email: busisiwe@megasize.ac.bw  
 Tel: 75026794/3184975/9

**No of Short Courses: 10**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Train the Trainer (TOT)	14/12/2023	13/12/2026
Accounting for Non-Accounting Managers	12/04/2024	11/04/2027
Anti-Money Laundering and Detection Techniques	12/04/2024	11/04/2027
Leadership and Management in Healthcare Sector	12/04/2024	11/04/2027
Team Building and Community Engagement for Nurses	12/04/2024	11/04/2027
Customer Care	12/04/2024	11/04/2027
Team Building	12/04/2024	11/04/2027
Basic Food Safety and Hygiene Practices	12/04/2024	11/04/2027
Fire Marshalling	12/04/2024	11/04/2027
Project Management	12/04/2024	11/04/2027

**ETP0527**

Maana-Kitso Training and Consultancy Services  
 Plot 54225, Block 3 Gaborone  
 Email: info@maana-kitso.co.bw  
 Tel: 73588218

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Food Safety and Hygiene	14/12/2023	13/12/2026

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**CON083**

Lifetime Traders (PTY) LTD  
Plot 18444, Phase 2 Gaborone  
Email: o.msenoko@gmail.com  
Tel: 72139708

**No of Short Courses: 3**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Financial Markets & Cyber Security; <ul style="list-style-type: none"><li>• Basic Forex Training &amp; Technical Fundamental Analysis</li><li>• Tax Evasion</li><li>• Anti-Money Laundering</li><li>• Introduction to Cyber Crime</li><li>• Fintech Security &amp; Data Protection</li></ul>	14/12/2023	13/12/2026
Mining Safety Courses; <ul style="list-style-type: none"><li>• Basic Waste Management</li><li>• Hazardous Chemical Substances</li><li>• Underground Mine Safety</li><li>• Occupational Hygiene Awareness</li><li>• Basic First Aid and Fire Safety in Mining</li></ul>	14/12/2023	13/12/2026
Embroidery & Digitizing Courses; <ul style="list-style-type: none"><li>• Embroidery Machine Operation</li><li>• Embroidery Machine Technician</li><li>• Embroidery Logo Digitizing</li></ul>	14/12/2023	13/12/2026

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**ETP0245**

Impact Training Solutions  
 Plot 28977 Gaborone North  
 Tel: 71830412

**No of Short Courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Fire Fighting	14/12/2023	13/12/2026
Basic First Aid	14/12/2023	13/12/2026
Safety, Health and Environment Training	14/12/2023	13/12/2026

**CON081**

Imago Training and Consultancy  
 House 400B, Mmopane Block 1  
 Email: gersonmbvu@yahoo.co.uk  
 Tel: 71537102

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Occupational Health and Safety	14/12/2023	13/12/2026
Food Safety Hygiene and HACCP	14/12/2023	13/12/2026

**CON015**

Ideal Aim (PTY) LTD  
 P O Box 1610AAD, Gaborone  
 Tel: 72982459/77199092/73564417

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Digital and Social Media Marketing	14/12/2023	13/12/2026
Product Knowledge	22/03/2024	21/03/2027

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**ETP0638**

Hydrocomp Enterprises Botswana (PTY) LTD  
 Plot 172, Block 3 Upper Floor, GIMC Gaborone  
 Email: mapula@edams.co.za  
 Tel: 3900228

**No of Short Courses: 6**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Monitoring of Non-Revenue Water (NRW)	14/12/2023	13/12/2026
Distribution Management- Operations	14/12/2023	13/12/2026
Maintenance Management System (Advanced )	14/12/2023	13/12/2026
Maintenance Management System (Basic)	14/12/2023	13/12/2026
Network Data Management- Advanced	14/12/2023	13/12/2026
Network Data Management- Basic	14/12/2023	13/12/2026

**CON022**

Golden Ace (PTY) LTD  
 P O Box 1610AAD, Gaborone  
 Tel: 72982459/77199092/73564417

**No of Short Courses: 6**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
The Complete Course in Basic Water Treatment Process	14/12/2023	13/12/2026
Water Quality Monitoring and Sampling for Water and Wastewater	14/12/2023	13/12/2026
Applications of Chlorine Dioxide in Water Treatment Process	14/12/2023	13/12/2026
Chlorine Gas and Chlorine Dioxide Awareness and Safe Handling	14/12/2023	13/12/2026
Water Distribution System Operation and Safe Handling	14/12/2023	13/12/2026
Optimization of Water Treatment Processes	14/12/2023	13/12/2026

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**CON063**

Electro Training Academy  
Tlokweng Industrial Plot  
Email: electrotrainingacademy@gmail.com  
Tel: 74592496

**No of Short Courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Advanced Fire Marshal	14/12/2023	13/12/2026
Basic Fire Fighting	14/12/2023	13/12/2026
First Aid Level 1	14/12/2023	13/12/2026

**CON087**

Coloring Souls Coaching  
Broadhurst, Phiring Plot 11797 Gaborone  
Email: krcoloringsouls@gmail.com  
Tel: 71830584

**No of Short Courses: 4**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Mindset Change	14/12/2023	13/12/2026
Insider Training	14/12/2023	13/12/2026
Data Protection	22/03/2024	21/03/2027
Financial Literacy	22/03/2024	21/03/2027

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**CON093**

BeSpoke Wellness Public Health Consultancy

Swimbo 6, Orapa

Email: opushuswane@yahoo.co.uk

Tel: 76610625

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Employee Assistance Programme (EAP); <ul style="list-style-type: none"> <li>• Setting up an EAP Programme</li> <li>• Implementation of EAP Programme</li> <li>• Monitoring and Evaluation of EAP Programme</li> </ul>	09/02/2024	08/02/2027
Workplace Health and Wellness Programme; <ul style="list-style-type: none"> <li>• Introduction to Workplace Wellness</li> <li>• Introduction to Mental Health</li> <li>• Introduction to Non-Communicable Diseases</li> <li>• Team Building: Work Site Health Screening and Education</li> </ul>	09/02/2024	08/02/2027

**CON084**

Autumn House (PTY) LTD

Plot 54354, Unit 6A, Central Square, CBD, Gaborone

Tel: 3191181

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Health and Wellness in the Workplace	09/02/2024	08/02/2027
Understanding Menopause in the Workplace	09/02/2024	08/02/2027

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**CON088**

Global Knowledge (PTY) LTD  
 Plot 63532, Tsholofelo West, Gaborone  
 Email: paulmatebele@gmail.com  
 Tel: 72787252

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Strategic Proficiency Pathways; <ul style="list-style-type: none"> <li>• Understanding Sustainable Resource Management</li> <li>• Understanding the Legal Framework and Communication Skills</li> <li>• Effective Disciplinary Hearing Procedures</li> <li>• Innovation and Adaptability for Business Growth</li> </ul>	09/02/2024	08/02/2027
Mastering Business Excellence Series; <ul style="list-style-type: none"> <li>• Building a Strong Financial Foundation</li> <li>• Building the Foundation for Entrepreneurial Success</li> <li>• Project Management Fundamentals</li> <li>• Leadership Foundations and Change Awareness</li> <li>• Innovation and Adaptability for Business Growth</li> </ul>	09/02/2024	08/02/2027

**CON021**

Growth Matrix Solutions  
 Unit 3 20701 Block 3 Industrial, Gaborone  
 Tel: 76017685

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Business Transformation and Leadership	09/02/2024	08/02/2027

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**CON075**

Jihake Engineering Services (PTY) LTD

Plot 27311 Extension 1, Palapye

Tel: 4920589

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Power Plant Operations	09/02/2024	08/02/2027

**ETP0194**

Joint Minds Consult

Plot 51, Unit 7, International Commerce Park, Gaborone

Tel: 3931709/ 713861086

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Performance Management in the Workplace	09/02/2024	08/02/2027

**ETP0255**

New Vision Trading & Consultancy (PTY) LTD

Plot 20353, Phase 2, Gaborone

Email: bnyonizonke@gmail.com

Tel:

**No of Short Courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Manning Security Control Room Course	09/02/2024	08/02/2027
Principles of Security Management	09/02/2024	08/02/2027
Team Building	09/02/2024	08/02/2027

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**ETP0547**

Radiant Assessment Centre  
 Plot 5290, Maratadiba Road, Village, Gaborone  
 Email: erasebbey@yahoo.com  
 Tel: 3930614

**No of Short Courses: 5**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Assessment Design Training	09/02/2024	08/02/2027
Assessor (SBA) Course	09/02/2024	08/02/2027
Moderator Training	09/02/2024	08/02/2027
Trainer of Trainers	09/02/2024	08/02/2027
Preceptor Training	12/04/2024	11/04/2027

**ETP0579**

Teqniqe Training Solutions  
 Block 10, Gaborone  
 Email: teqniqetraining@outlook.com  
 Tel: 72383945/ 76937754

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Lifting Equipment; <ul style="list-style-type: none"> <li>• Forklift Operator Training</li> <li>• Truck Mounted Crane</li> <li>• Cherry Picker</li> <li>• Overhead Crane</li> <li>• Telescopic Handler</li> </ul>	09/02/2024	08/02/2027

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**CON114**

The Healthy Families Trust t/a The Healthy Foundation

Unit 3, Plot 68313 Phakalane, Gaborone

Email: info@thehealthyfamilies.net

Tel: 77504527

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Building Healthier Relationships	09/02/2024	08/02/2027

**ETP0370**

Uphill English School

Plot 1224, Serorome Ward, Palapye

Tel: 71726592/ 77011026

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Christian Leadership	09/02/2024	08/02/2027

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**ETP0029**

DeBeers Global Sightholder Sales Diamond Academy  
 Suit 104, GIA Centre, Diamond Technology Park, Block 8 Gaborone  
 Email: Oarabile.hendrick@debeersgroup.com  
 Tel: 3716450/ 74051472

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Diamond Sorting and Evaluation Course- Leadership Programme	09/02/2024	08/02/2027
Diamond Basic Manufacturing Course	14/03/2024	13/03/2027

**ETP0432**

Health Partners (PTY) LTD  
 Plot 20684, Block 3 Industrial Gaborone  
 Email: bubijwame@gmail.com  
 Tel: 71777711

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Workplace Employee Assistance Programme; <ul style="list-style-type: none"> <li>• Introduction to Non-Communicable Diseases</li> <li>• Team Building: Work Site Health Screening and Education</li> <li>• Stress Management</li> </ul>	09/02/2024	08/02/2027

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**ETP0029**

TSL College

Plot 134 Gabotshe Complex, Borolong Ward Maun

Email: tslcollege1@gmail.com

Tel: 73512088

**No of Short Courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Housekeeping and Accommodations Studies	09/02/2024	08/02/2027
Food and Beverage Service	09/02/2024	08/02/2027
Certificate in Customer Service (III)	27/02/2024	26/02/2027

**ETP0374**

Burban Holdings (PTY) LTD

Plot 4216 Mogoditshane, Unit 12C

Email: burbanholdings@outlook.com

Tel: 77054285

**No of Short Courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
HR Issues in the Workplace; <ul style="list-style-type: none"> <li>• HR for Non-HR Managers</li> <li>• Conflict Resolution</li> <li>• Discipline and Grievance Handling</li> <li>• Performance Management</li> <li>• Practical Labour Laws</li> </ul>	09/02/2024	08/02/2027
Customer Service; <ul style="list-style-type: none"> <li>• Service Excellence</li> <li>• Ertiquette</li> </ul>	14/03/2024	13/03/2027
Supervisory & Management Skills; <ul style="list-style-type: none"> <li>• Change Management</li> <li>• People Management</li> <li>• Team Building</li> </ul>	14/03/2024	13/03/2027

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**CON012**

Consultaid (PTY) LTD  
 Plot 38925, Block 6, Gaborone  
 Tel: 72866324

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Retail Operational Efficiency; <ul style="list-style-type: none"> <li>• Operational Excellence</li> <li>• Health, Safety, Security and Environmental (HSSE Awareness-Basic Fire Fighting Skills)</li> <li>• Basic First Aid Skills</li> <li>• Operational Housekeeping</li> <li>• Retail Customer Care Skills</li> </ul>	27/02/2024	26/02/2027

**CON082**

Dawn Training Institute  
 Gaborone Block 8, Plot 37120  
 Email: dawntrainingbe@gmail.com  
 Tel: 71539613

**No of Short Courses: 4**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Special Education	27/02/2024	26/02/2027
Leadership	27/02/2024	26/02/2027
Customer Service	27/02/2024	26/02/2027
Trainer of Trainers	27/02/2024	26/02/2027

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**ETP0546**

Diamond Trading Company Botswana (PTY) LTD

Plot 63016 Airport Road, Block 8, Gaborone

Tel: 3649880

**No of Short Courses: 5**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Diamond Familiarization	27/02/2024	26/02/2027
Rough Diamond Sorting and Valuing	27/02/2024	26/02/2027
Pre-RTOP Course	27/02/2024	26/02/2027
Intermediate Manufacturing Course	27/02/2024	26/02/2027
Advanced Manufacturing Course	27/02/2024	26/02/2027

**CON096**

EHS Integrated (PTY) LTD

Plot 9987, Ginger, Gaborone

Tel: 71388306

**No of Short Courses: 2**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Food Hygiene and Safety	27/02/2024	26/02/2027
Basic Principles of Occupational Hygiene	27/02/2024	26/02/2027

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**ETP0174**

Elsimate Institute

Plot 14400/01, Gaborone West Industrial, Gaborone

Tel: 3973370

**No of Short Courses: 7**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Report Writing and Communication Skills	27/02/2024	26/02/2027
Supervisory Skills	27/02/2024	26/02/2027
Effective Transport and Fleet Management	27/02/2024	26/02/2027
Disciplinary Procedures and Industrial Relations	14/03/2024	13/03/2027
Emotional Intelligence	14/03/2024	13/03/2027
Security Budgeting and Budget Management Skills	12/04/2024	11/04/2027
Finance for Non-Finance Managers	12/04/2024	11/04/2027

**ETP0624**

Nhabe Tourism Training Center

Riverside, Maun

Email: nhabetourismcentre@gmail.com

Tel: 71558878/ 74441967

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Food & Beverages Services	27/02/2024	26/02/2027
Front Desk Operations	27/02/2024	26/02/2027

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**CON027**

Okavango Bushlife Academy (PTY) LTD  
Okavango Kopano Mokoro Community Trust, Mokoro House  
Email: patmalatsi@gmail.com  
Tel: 72396002

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Specialised Birding	27/02/2024	26/02/2027
Nature Guide	27/02/2024	26/02/2027

**CON089**

Premium Life (PTY) LTD t/a RT Med-Co Training Academy  
Plot 3347, Pilane East, Pilane Botswana  
Email: info@premiumlife.co.bw  
Tel: 72235811

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
First Aid; <ul style="list-style-type: none"><li>• Basic</li><li>• Intermediate</li><li>• Advanced</li></ul>	27/02/2024	26/02/2027
Basic Ambulance Assistance (BAA)	22/03/2024	21/03/2027

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**CON091**

Profilic Training Centre

Gaborone Block 8, Plot 37120

Email: dawntrainingbe@gmail.com

Tel: 71539613

**No of Short Courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Change Management	27/02/2024	26/02/2027
Team Building	27/02/2024	26/02/2027
Mental Health	27/02/2024	26/02/2027

**ETP0143**

Public Procurement Regulatory Authority (PPRA)

Plot 8913, Maakgadigau Way, Gaborone West

Email: inzhuzha@ppra.org.bw

Tel: 3602057/ 72285155

**No of Short Courses: 5**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Introduction to the Public Procurement System and Legal Framework	27/02/2024	26/02/2027
Post-Award Activities and Contract Management	27/02/2024	26/02/2027
Public Procurement Planning and Methods	27/02/2024	26/02/2027
Tender Documentation	27/02/2024	26/02/2027
Tender Evaluation and Adjudication	27/02/2024	26/02/2027

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**CON116**

Pulse Training Institute  
 Plot 5070, Unit A, Fair Gaborone  
 Email: pulse.training@outlook.com  
 Tel: 71747474

**No of Short Courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Productivity and Efficiency in the Workplace	27/02/2024	26/02/2027
Team Building	12/04/2024	11/04/2027
Personal Finance	12/04/2024	11/04/2027

**CON095**

Rankuke Training Institute (PTY) LTD  
 Okavango Kopano Mokoro Community Trust, Mokoro House  
 Email: patmalatsi@gmail.com  
 Tel: 72396002

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Anti-Money Laundering (AML) and Combating the Financing of Terrorism; <ul style="list-style-type: none"> <li>• Fundamentals of Anti-Money Laundering</li> <li>• Compliance and Financial Crimes</li> <li>• Institutional Risk Assessment Course – A Practical Perspective</li> </ul>	27/02/2024	26/02/2027

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**CON098**

Think Tank Academy (PTY) LTD

Plot 710101, Phakalane

Email: [info@tt.co.bw](mailto:info@tt.co.bw)/ priscilla@tta.co.bw

Tel: 76115668/ 74130513

**No of Short Courses: 5**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	27/02/2024	26/02/2027
Team Building	27/02/2024	26/02/2027
Cybersecurity Essentials for Non-IT Professionals	27/02/2024	26/02/2027
Microsoft Suit; <ul style="list-style-type: none"> <li>• Microsoft Excel</li> <li>• Microsoft Excel Advanced</li> <li>• Microsoft Word</li> <li>• Microsoft Outlook</li> <li>• Microsoft PowerPoint</li> <li>• Microsoft Access</li> </ul>	27/02/2024	26/02/2027
Soft Skills Essentials; <ul style="list-style-type: none"> <li>• Soft Skills Essentials</li> <li>• Effective Time Management</li> <li>• Effective Communications Skills</li> </ul>	22/03/2024	21/03/2027

**ETP0177**

One Fortress

Plot 25021, Block 3 Gaborone

Email: reefapinvestments@yahoo.co.uk

Tel: 71525452/ 76353050

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Heavy and Extra Heavy Duty Operations	27/02/2024	26/02/2027

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**ETP0257**

UNITRANS Driver Training Academy  
 Plot 22057, Takatokwane Road, Gaborone Industrial  
 Email: katemerapelo.mosenki@unitrans.africa  
 Tel: 71747474

**No of Short Courses: 4**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Operate a Heavy Rigid Vehicle/ Operate a Vehicle Combination	27/02/2024	26/02/2027
Environmental Awareness	27/02/2024	26/02/2027
Safe Working Procedures	27/02/2024	26/02/2027
Convey of Dangerous Goods by Road	27/02/2024	26/02/2027

**CON112**

Botswana Gender Based Violence Prevention and Support Centre  
 Plot 6062/3, Broadhurst Extension 19, Tshimotharo  
 Email: infor@bgbvc.org.bw  
 Tel: 390 7659

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Gender Based Violence Prevention Training	14/03/2024	13/03/2027

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**CON055**

Ka Bonako Institute of Education  
 Plot 17950, Haile Selassie Road, Gaborone  
 Email: deejay1961@gmail.com  
 Tel: 77190790

**No of Short Courses: 7**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Care	14/03/2024	13/03/2027
Fire Marshal	14/03/2024	13/03/2027
Merchandise Management	14/03/2024	13/03/2027
First Aid	14/03/2024	13/03/2027
Team Building	14/03/2024	13/03/2027
Scaffolding	14/03/2024	13/03/2027
Formwork	14/03/2024	13/03/2027

**CON107**

Doctor Cell Training Institute  
 Shop U106, Game City, Gaborone  
 Email: doctor.cell@hotmail.com  
 Tel: 71858786

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Smart Service Repair Essentials	14/03/2024	13/03/2027
Micro-Soldering Basics	14/03/2024	13/03/2027

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**CON122**

Next Career Consulting  
 Plot 1293, Tlokweng  
 Email: infor@bgbvc.org.bw  
 Tel: 3133661/ 71754734

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Retirement Life Planning	14/03/2024	13/03/2027

**CON023**

T.E.K. MERX (PTY) LTD  
 I-Tower Offices  
 Email: kudapie@gmail.com  
 Tel: 71562222

**No of Short Courses: 4**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Hazard Identification and Risk Assessment (HIRA)	14/03/2024	13/03/2027
Incident Investigation	14/03/2024	13/03/2027
Microsoft 365 Essentials	14/03/2024	13/03/2027
Process Change Management	14/03/2024	13/03/2027

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**CON123**

Uniquoel Holdings

Plot 20471, Gaborone West Phase 2, Gaborone

Email: [tshego@rebaonerenalclinic.co.bw](mailto:tshego@rebaonerenalclinic.co.bw)

Tel: 71711970

**No of Short Courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Advances in Kidney Disease	14/03/2024	13/03/2027
Introduction to Peritoneal & Hemodialysis	14/03/2024	13/03/2027
Introduction to Pre-Dialysis	14/03/2024	13/03/2027

**ETP0338**

Creative Vision (PTY) LTD

Plot 113, Office 69, Gaborone International Commerce Park, Gaborone

Email: [creativevisionptyltd@gmail.com](mailto:creativevisionptyltd@gmail.com)

Tel: 72232184/ 71483993

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	14/03/2024	13/03/2027

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**ETP0587**

Boundless Training Firm  
Plot 24703, Sedie-Mapane, Maun  
Email: info@boundlesstrainingfirm.com  
Tel: 71225224

**No of Short Courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Service Excellence	22/03/2024	21/03/2027
Food and Beverage Service	22/03/2024	21/03/2027
Front Office Operations	22/03/2024	21/03/2027

**CON118**

Ether Institute for Personal Development  
Plot 74333, Mowana Park Unit 25, Phakalane  
Email: letsha@etheripd.com  
Tel: 72383085

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Team Building	22/03/2024	21/03/2027

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## CON108

Exclusive Human Capital Consultancy (EHCC)

Plot 54373, 5 Matante, 3<sup>rd</sup> Floor CBD, RLBB Building Gaborone

Email: [enquiries@ehcc.co.bw](mailto:enquiries@ehcc.co.bw)

Tel: 71673645/ 3112333

### No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Governance; <ul style="list-style-type: none"><li>• Corporate Governance</li><li>• Compliance &amp; Risk Management</li><li>• Corporate Company Secretary</li></ul>	22/03/2024	21/03/2027

## CON132

Ipete Holdings

Plot 334, Marina Park, Unit 2, Office 3 Gaborone

Email: [ptkgare@gmail.com](mailto:ptkgare@gmail.com) / [ipetehrgroup@gmail.com](mailto:ipetehrgroup@gmail.com)

Tel: 77081724

### No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Transitioning into Entrepreneurship (TIE)	22/03/2024	21/03/2027
Mindset Change/ Paradigm Shift	22/03/2024	21/03/2027

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**CON090**

Malaczyaski Burn

BDO House, Unit 29, GIFFP, Kgale Mews, Gaborone

Tel: 3933591

**No of Short Courses: 2**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
MB Risk Investment Fundamentals	22/03/2024	21/03/2027
Philosophy and Fundamentals Applied to Executive Management	22/03/2024	21/03/2027

**CON011**

New Creations Reed of Hope Consultancy

Shorobe

Email: newcreationinternational@gmail.com

Tel: 76371776

**No of Short Courses: 1**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Fundamentals of Biblical Ministry and Missions	22/03/2024	21/03/2027

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**ETP0440**

Propellers Sports Academy  
 Jack Gym Molapo Crossing  
 Email: info@propellers.co.bw  
 Tel: 3111203

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Learn to Swim	22/03/2024	21/03/2027

**CON138**

Dikgato Tsame Botswana  
 Plot 18601 Gaborone West Phase 2, Gaborone  
 Email: tstellenberg@gmail.com  
 Tel: 72467415

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Building Emotional Intelligence and Leadership Success Executive Coaching; <ul style="list-style-type: none"> <li>• Building Emotional Intelligence and Leadership Success- One Day Emotional Capital Workshop by RocheMartin</li> <li>• ECR 360 Assessments by RocheMartin and Feedback</li> <li>• Competencies Development</li> </ul>	22/03/2024	21/03/2027

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**ETP0394**

Aridpot Restaurant, Hospitality and Franchise Consultant

Plot 21701 Phakalane

Email: bonolo.chmapane@aridpot.co.bw

Tel: 71318947

**No of Short Courses: 5**

<b>NAME OF SHORT COURSE(S)</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Customer Service; <ul style="list-style-type: none"> <li>• The Art of Selling</li> <li>• Working in Business Teams</li> </ul>	22/03/2024	21/03/2027
Concepts of Information and Communications Technology; <ul style="list-style-type: none"> <li>• Basic Computing</li> <li>• Basic Excel</li> <li>• Intermediate Excel</li> <li>• Advanced Excel</li> </ul>	22/03/2024	21/03/2027
Risk Management; <ul style="list-style-type: none"> <li>• Stock Management (Reducing Waste)</li> <li>• Participate in Safe Food Handling Practices</li> </ul>	22/03/2024	21/03/2027
Team Building; <ul style="list-style-type: none"> <li>• Corporate Wellness Awareness</li> <li>• Managing Personal Finance</li> </ul>	22/03/2024	21/03/2027
Tourism Capacity Building; <ul style="list-style-type: none"> <li>• Operate a Successful BnB Business</li> <li>• Hotel Housekeeping Operations</li> <li>• Effectively Manage a Franchise Business</li> <li>• Hotel Office Operations</li> <li>• Food and Beverage Management</li> </ul>	22/03/2024	21/03/2027

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**sETP0008**

Botswana Red Cross Society  
Plot 135 Independence Avenue Gaborone  
Email: training@botswanaredcross.org.bw  
Tel: 3952465

**No of Short Courses: 3**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic First Aid	22/03/2024	21/03/2027
Intermediate First Aid	22/03/2024	21/03/2027
Advanced First Aid	22/03/2024	21/03/2027

**ETP0148**

Choppies Retail Academy  
Plot 24763 Block 9 Gaborone  
Email: benstegling2017@gmail.com  
Tel: 76785678

**No of Short Courses: 2**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Human Resource Management	22/03/2024	21/03/2027
Management and Supervisory Skills	22/03/2024	21/03/2027

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**ETP0198**

Insurance Academy of Botswana  
Unit 1, Plot 102, Light Industrial, Commerce Park Gaborone  
Email: shepherd@iab.co.bw  
Tel: 3117200

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Introduction to Long-term Insurance	22/03/2024	21/03/2027

**ETP0644**

Lijoka Investment  
Plot No. 324121 Monarch  
Email: lijokainvestment@gmail.com  
Tel: 2410625

**No of Short Courses: 4**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Team Building	22/03/2024	21/03/2027
Customer Care	22/03/2024	21/03/2027
Leadership Skills	22/03/2024	21/03/2027
Biblical and Theological Studies	22/03/2024	21/03/2027

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Postal Address: Private Bag BR 108, Gaborone, Botswana  
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

**ETP0163**

Port-Seg Investments  
 Plot 74333, Mowana Park Unit 25, Phakalane  
 Email: letsha@etheripd.com  
 Tel: 72383085

**No of Short Courses: 4**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Rigging	22/03/2024	21/03/2027
Counter Balance Forklift Operation	22/03/2024	21/03/2027
Pendant Operated Overhead Crane Operation	22/03/2024	21/03/2027
Working at Heights	22/03/2024	21/03/2027

**ETP0128**

Potlako Emergency Trainers  
 Plot 93, Unit 1, GICP, Gaborone  
 Email: info@potlakotrainers.co.bw  
 Tel: 3903499/ 73821760

**No of Short Courses: 6**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Fire Fighting	22/03/2024	21/03/2027
Basic First Aid	22/03/2024	21/03/2027
Occupational Health and Safety	22/03/2024	21/03/2027
HAZMAT	22/03/2024	21/03/2027
Intermediate First Aid	22/03/2024	21/03/2027
Safety Health and Environment Representatives (SHREPS)	22/03/2024	21/03/2207

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**ETP0323**

Achievement Enterprises  
Plot 53761, Phakalane Golf Estate  
Email: [info@achievemententerprises.co.bw](mailto:info@achievemententerprises.co.bw)  
Tel: 71221441

**No of Short Courses: 5**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Change Management	12/04/2024	11/04/2027
Customer Care	12/04/2024	11/04/2027
Emotional Intelligence	12/04/2024	11/04/2027
Leadership Development Program	12/04/2024	11/04/2027
Team Building	12/04/2024	11/04/2027

**ETP0801**

The Real Manyapelo Group  
Plot 53761, Phakalane Golf Estate  
Email: [info@trmgroup.co.bw](mailto:info@trmgroup.co.bw)/ [sales@trmgroup.co.bw](mailto:sales@trmgroup.co.bw)  
Tel: 3114236

**No of Short Courses: 6**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Incident Investigation	12/04/2024	11/04/2027
ISO 45001: 2018 Awareness	12/04/2024	11/04/2027
Root Cause Analysis	12/04/2024	11/04/2027
Health and Safety Representative	12/04/2024	11/04/2027
Basic Fire Fighting	12/04/2024	11/04/2027
Hazard Identification and Risk Management	12/04/2024	11/04/2027

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**ETP0640**

Workteam Holdings

Plot 151, Unit 2, Gaborone International Commerce Park

Email: [healthsafety@cleanall.co.bw](mailto:healthsafety@cleanall.co.bw)/ [admin@workteam.co.bw](mailto:admin@workteam.co.bw)

Tel: 76939388

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Hotel housekeeping	12/04/2024	11/04/2027

**CON141**

Edge Pathways Consulting (PTY) LTD

Plot 3286 Metlhabeng, Tlokweng

Email: [tshiditlhomelang@gmail.com](mailto:tshiditlhomelang@gmail.com)

Tel: 72748292

**No of Short Courses: 1**

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Mineral Processing (Base Metals- Cu, Nickel, Aluminum, Lead, Zinc, etc.)	12/04/2024	11/04/2027

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