

LIST OF REGISTERED AND ACCREDITED EDUCATION TRAINING PROVIDERS AND THEIR NON CREDIT BEARING SHORT COURSES PROGRAMMES AS OF SEPTEMBER 2023

ETP0234

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

No of short courses: 6

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

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: 4

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Incident investigation course with ICAM (incident cause and analysis method) Analysis	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

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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: 24

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

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: 3

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

ETP0500

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

No of short courses: 4

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Management Course	17/03/2022	16/03/2025

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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

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

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

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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

ETP0024

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

No of short courses: 52

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

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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
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

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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: 23

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
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

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ITIL 4 Foundation	22/08/2023	21/08/2026
Fundamentals of Primavera P6 Planning and Scheduling Software	22/08/2023	21/08/2026

ETP0036

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

No of short courses: 35

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

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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
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

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, Mahudithake Road
 Gaborone West Industrial, Block 4
 Gaborone
 Tel 3987708

No of short courses: 22

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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: 4

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

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ETP0083

Mazars

Plot 139, Finance Park Gaborone

Tel 3957466

No of short courses: 38

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

ETP0455

Mkhize Sancos Holdings
Plot 145, Unit 12F, International Finance Park
Gaborone
Tel 3113003

No of short courses: 1

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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: 5

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

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: 4

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

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

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

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

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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 & Etiquette (PTY) LTD

Office 31, I-Tower Building

Gaborone

Tel 72637413

No of short courses: 4

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

ETP0358

Sky Limit

Plot 2626, 2nd 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

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

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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

ETP0407

Variety Buckets
International Finance Park Office, Gaborone
Tel 73460248

No of short courses: 2

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

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ETP0487

V.I.P Training and Management Consultancy Proprietary Limited

Plot 42824, Phakalane Gaborone

Tel 74263742

No of short courses: 5

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

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

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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

ETP0014

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

No of short courses: 29

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

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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
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

ETP0256

Defensive Driving Academy

Plot 299, Mogoditshane

Tel: 3953934/76786606

No of short courses: 18

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION DATE	EXPIRY
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"> Tractor Loader Backhoe Operator Fork Lift Truck Operator 	20/05/2022	19/05/2025	

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<ul style="list-style-type: none"> • Motor Grader Operator • Front End Operator 		
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
Safety Health and Environmental Representative (SHEREP)	19/05/2023	18/05/2026
Earth Moving Equipment Operator; <ul style="list-style-type: none"> • Skid steer Operator • Roller Compactor Operator • Drill Rig Operator 	19/05/2023	18/05/2026
Lifting Equipment Operator; <ul style="list-style-type: none"> • Scissors Jack Operator • Cherry Picker Operator • Sky Jack Operator • Overhead Crane Operator • Telescopic Handler Operator 	19/05/2023	18/05/2026
Loading Equipment Operator; <ul style="list-style-type: none"> • Mobile Crane Operator • Rigging and Hoisting Fundamentals 	19/05/2023	18/05/2026
Working at Heights	19/05/2023	18/05/2026

ETP0481

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

No of short courses: 8

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION 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

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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: 9

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"> • Excavator Operator • Tractor Loader Backhoe Operator • Telescopic Handler Operator • Skid Steer Loader Operator 	30/06/2022	29/06/2025	
Elevating Working Platforms; <ul style="list-style-type: none"> • Cherry Picker 	30/06/2022	29/06/2025	
Fire Fighting; <ul style="list-style-type: none"> • Basic • Intermediate • Advanced 	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	

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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: 6

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

ETP0013

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

No of short courses: 36

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

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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"> • Basic • Intermediate • Advanced 	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
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

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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

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 EXPIRY DATE
Advanced First Aid-Levels 1,2 & 3	20/05/2022	19/05/2025
Fire Prevention and Management	20/05/2022	19/05/2025

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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 EXPIRY DATE
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

ETP0372

Breaking Grounds Technologies
 Plot 72 Mokolodi 2 Gaborone
 Tel: 72176180

No of short courses: 1

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Essential Networking Skills	20/05/2022	19/05/2025

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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
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

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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

ETP0358

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

No of short courses: 2

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

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ETP0157

Trix Investments
 Plot 1676 Metlhabeng
 Tlokweng
 Tel: 3934347

No of short courses: 15

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
Supervisory and Management Skills	02/05/2023	01/05/2026

ETP0096

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

No of short courses: 37

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

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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
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

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Workplace Etiquette and Professionalism	01/09/2022	31/08/2025
HACCP and Food Safety Awareness	01/12/2022	29/01/2026
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

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

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ETP0516

Ramsadie Consultancy

Kanye

Tel: 74438653

No of short courses: 1

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Financial Literacy	06/05/2022	05/05/2025	

ETP0562

Ranks Up Training

Plot 39430 Unit C, Mogoditshane

Tel: 3907523

No of short courses: 4

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
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	

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ETP 0570

Botswana Unified Revenue Service

Burs, CBD

Tel: 3957794

No of short courses: 5

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

ETP 0462

Diginet Institute

Plot 69184, Block 8 Gaborone

Tel: 73910248

No of short courses: 9

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

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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

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

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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

ETP 0088

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

No of short courses: 7

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

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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
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

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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

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

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ETP 0405

Orapa Technical College

Orapa Mine

[Tel:2902178](tel:2902178)**No of short courses: 19**

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
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

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Fatal Risk Control Standard For Working At Heights	30/06/2022	29/06/2025
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ETP 0102

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

No of short courses: 46

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

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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
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

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ETP 0329

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

No of short courses: 12

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

ETP 0059

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

No of short courses: 18

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
Change Management	14/06/2022	13/06/2025
Customer Care	14/06/2022	13/06/2025

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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

ETP 0487

TK'S Institution Of OHS Park
Mogoditshane, Botswana
Tel: 77600483/73537027/75476671

No of short courses: 3

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

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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 DATE	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:6**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION DATE	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

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ETP0117

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

No of short courses: 4

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

ETP0019

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

No of short courses: 7

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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ETP0104

Information Academy
 Neat Creats Matebeleng
 Tel: 72652179

No of short courses: 10

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

ETP0159

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

No of short courses: 9

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Hazardous Substances and Chemical Safety	22/07/2022	21/07/2025
Safe work practices for chlorine	22/07/2022	21/07/2025

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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

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

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

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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
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

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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 DATE	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 DATE	EXPIRY DATE
Awareness of Quality	21/04/2022	20/04/2025	
Auditor Lead Auditor	14/06/2022	13/06/2025	
Awareness of Quality Management System	14/06/2022	13/06/2025	
Process Management	14/06/2022	13/06/2025	

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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 DATE	EXPIRY
Capability Development	21/04/2022	20/04/2025	

ETP0158

Prime Services Training Consultancy

P O Box 20692

Mahalapye

Tel: 76373542

No of short courses: 3

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION DATE	EXPIRY
All Lifting Equipment	21/04/2022	20/04/2025	
Defensive Driving for all Types of Vehicles	21/04/2022	20/04/2025	
Earth Moving Machines	21/04/2022	20/04/2025	

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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

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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 Management Change	20/05/2022	19/05/2025	
Minute Taking	20/05/2022	19/05/2025	

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 DATE	EXPIRY DATE
Assertive Behaviour	20/05/2022	19/05/2025	

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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
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

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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 DATE	EXPIRY
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	

ETP0052

WOO International Skills Development and Assessment Academy
 Plot 2336, Lenganeng Commercial Centre
 Tlokweng
 Tel: 3180550/3973737

No of short courses: 40

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION DATE	EXPIRY
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	

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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"> • Basic Fire Fighting • Advanced Fire Fighting 	12/07/2023	11/07/2026
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"> • Basic Hydraulics Training • Advanced Hydraulics Training 	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"> • Gambling Industry Awareness and Responsibility 	14/09/2023	13/09/2026

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<ul style="list-style-type: none"> • Gambling Responsibility and Risk Management Training • Customer Interaction and Communication Training • Gambling Support Services Awareness Training • Support for Minor Gamblers and Gamers Training 		
<p>Gambling for Supervisors and Managers;</p> <ul style="list-style-type: none"> • Crisis Management and Emergency Response Strategies Training • Problem Gambling and Behavioral Change Training • Regulators Training • Understanding Customers Vulnerability Training • Understanding Gambling Related Harms Training 	14/09/2023	13/09/2026
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

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ETP0498

Kalahari Training Institute (PTY) LTD

Plot 41 Unit 8, Commerce Park

Gaborone

Tel: 3113858

No of short courses: 43

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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"> • ISO 9001:2015 Quality Management System-Awareness • ISO 9001:2015 Quality Management System-Understanding and Implementation • ISO 9001:2015 Quality Management System-Internal Auditor Training 	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"> • Business Etiquette (Gaining that Extra Edge) • Emotional Intelligence • Managing Pressure and Maintaining Balance • Problem Solving and Decision Making • Successfully Managing Change 	12/07/2023	11/07/2026

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 DATE	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 EXPIRY DATE
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 EXPIRY DATE
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
Food Safety	19/08/2022	18/08/2025

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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: 8

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

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ETP0007

IT-IQ Botswana
 Plot 68 Unit 8, Commerce Park Gaborone
 Tel: 3181684

No of short courses: 13

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

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

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ETP0055

Botswana Accountancy College
 Plot 50691, Fairgrounds Gaborone
 Tel: 72455385

No of short courses: 28

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
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

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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

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 EXPIRY DATE
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

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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: 21

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

ETP0079

The Maddy Group

Plot 39588, Block 6 Gaborone

Tel: 76458777/75366932

No of short courses: 15

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
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

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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

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 EXPIRY DATE
Information Security (ISO 27001:2013)	03/08/2022	02/08/2025
Organisational Health and Safety (OHS) (ISO 45001:2918)	03/08/2022	02/08/2025
Quality Management (ISO 9001:2015)	03/08/2022	02/08/2025

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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 EXPIRY DATE
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

ETP0048

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

No of short courses: 18

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

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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

ETP0502

Agri-Light Consultants

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

Gaborone

Tel: 77024272

No of short courses: 4

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

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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
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: 19

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

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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
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

ETP0604

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

No of short courses: 1

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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: 5

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

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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: 6

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	

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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"> • Level 1 • Level 2 • Level 3 	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
Microsoft Project	19/08/2022	18/08/2025
PMP and CAPM Preparation	19/08/2022	18/08/2025

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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: 9

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

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

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ETP0499

Rising Bright Proprietary Limited
 Poane Ward Manyana
 Tel: 71578078

No of short courses: 1

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

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 DATE	EXPIRY
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 DATE	EXPIRY
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	

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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

ETP0325

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

No of short courses: 4

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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"> • Mobile Crane Operator • Cherry Picker Operator • Telescopic Handler Operator • Fork Lift Truck Operator • Sky Jack Operator 	04/10/2023	03/10/2026
Loading Equipment Operator; <ul style="list-style-type: none"> • Excavator Operator • Back Hoe Operator • Front End Loader Operator • Shovel Operator • Dozer Loader Operator 	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: 33

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
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

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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

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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
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

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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: 10

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

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ETP0333

Supabrain College of Business & Computer Studies
 Plot 823/4, Main Mall
 Gaborone
 Tel 5880938/71640026

No of short courses: 10

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

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"> • Level 1 • Level 2 • Level 3 	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

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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
Enterpreneurship Development	31/01/2023	30/01/2026

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

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ETP0228

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

No of short courses: 4

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

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

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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	20/10/2022	19/10/2025

ETP0403

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

No of short courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Animal Husbandry	20/10/2022	19/10/2025

ETP0266

Dimolemo Premium Institute
Plot 25435, Dinokwane Ward
Serowe
Tel 72860997

No of short courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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: 5

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

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ETP0609

Wetforce Earthmoving Training and Consultancy

Plot 91, Commerce Park, Office 13

Tel 74512418

No of short courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Lifting Equipment Operator; <ul style="list-style-type: none">• Fork Lift Truck Operator• Cherry Picker Operator• Telescopic Handler Operator• Overhead Crane Operator	20/10/2022	19/10/2025
Loading Equipment Operator; <ul style="list-style-type: none">• Excavator Operator• Back Hoe Loader Operator• Front End Loader Operator• Shovel Operator	20/10/2022	19/10/2025
Truck Equipment Operator; <ul style="list-style-type: none">• Dump Truck Operator• Diesel Bowser Truck Operator• Water Bowser Truck Operator• Heavy Duty Service Truck Operator	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: 18

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

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ETP0065

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

No of short courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Life Skills	20/10/2022	19/10/2025

ETP0489

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

No of short courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Venture Accelerator Programme	20/10/2022	19/10/2025
Venture Creation Programme	20/10/2022	19/10/2025

ETP0135

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

No of short courses: 8

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

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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

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

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 EXPIRY DATE
Fatigue and Stress Management in a Workplace	10/11/2022	09/11/2025
Organisational Change Management	10/11/2022	09/11/2025

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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"> • Fork Lift Truck Operator • Reach Stacker Operator • Hoisting and Rigging • Overhead Crane Operator 	10/11/2022	09/11/2025
Operating Loading Equipment Machines- <ul style="list-style-type: none"> • Excavator Operator • Back Hoe Operator • Front End Loader Operator • Shovel Operator 	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
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"> • Tour Guiding Services • Housekeeping Services • Travel Services • Front Office Services 	04/10/2023	03/10/2026
Operating Loading Equipment Machines; <ul style="list-style-type: none"> • Dump Truck Operator • Grader Operator • Bulldozer Operator • Roller Machine Operator • Sweeper Machine Operator 	04/10/2023	03/10/2026

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ETP0569

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

No of short courses: 5

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

ETP0035

GIPS
 Plot 39250, Gaborone
 Tel 71692375

No of short courses: 23

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

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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

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

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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

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

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ETP0030

Ambire Training Services (PTY) LTD

Plot 2174, CBD Kasane

Tel 6252450

No of short courses: 6

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
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

ETP0196

Bana Bame Investments

Plot 2209, Metlhabeng

Tlokweng

Tel 6252450

No of short courses: 1

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

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ETP0339

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

No of short courses: 2

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

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

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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

ETP0412

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

No of short courses: 20

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

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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

ETP0237

Road Master Driving Academy

Plot 14854-FF2, Tshipidi House Gaborone West Mall

Gaborone

Tel 3111015/71965140

No of short courses: 2

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

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ETP0017

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

No of short courses: 7

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

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

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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

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

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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

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	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

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

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ETP0600

Institute of Energy and Technology Development
 Plot 129 Unit F, Kgale Court
 Tel 72662161

No of short courses: 5

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

ETP0170

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

No of short courses: 16

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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

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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

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: 5

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

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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
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

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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

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

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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

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

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Security Management	13/12/2022	12/12/2025

ETP0031

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

No of short courses: 37

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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
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

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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

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

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ETP0126

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

No of Short Courses:2

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

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

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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

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

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ETP0375

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

No of Short Courses: 6

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
Performance Management	06/04/2023	05/04/2026
Team Building	06/04/2023	05/04/2026

ETP0118

Botswana Open University
 Gramtlhose Junction, Western By Pass, Block 6, Plot 39972 Gaborone
 Tel 3646136

No of Short Courses: 11

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"> • Microsoft Word • Microsoft Excel • Microsoft Powerpoint • Microsoft Access • Internet and Email 	19/05/2023	18/05/2026

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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"> • General • Youth • Academics • Middle and Lower Management • Executive and Senior Management 	31/08/2023	30/08/2026

ETP0110

Melion (PTY) LTD

Office 8, Thuto House, 1st 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"> • Mobile Crane Operator • Cherry Picker Operator • Telescopic Handler Operator • Forklift Truck Operator • Skyjack Operator 	14/09/2023	13/09/2026

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ETP0026

Narum Holdings (Pty) Ltd
 Plot 640/1, Unit 8, Haskins Buildings
 Tel 71699762

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Leadership Skills	31/01/2023	30/01/2026

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

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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

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: 4

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

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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

ETP0560

Southern African Development Community Accreditation Service Limited
 Plot 50369, Unit 3A, 2ND 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

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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

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

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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

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

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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: 4

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

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

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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
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

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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: 29

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
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

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ETP0173

Beancar 4ever Investments (PTY) LTD
 Plot 20764 Block 3 Industrial
 Email: beancar4everinvestments@yahoo.com
 Tel: 76231709

No of Short Courses: 5

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

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

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ETP0373

M. Factor Fire Training and Consultancy

Plot 121/2 Tau Street Boseja, Maun

Email: moutlekfire@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

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

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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

ETP0383

Botswana Power Corporation Training Centre

Old Lobatse Road, Plot 53815

Tel: 74257307/3682817

No of Short Courses: 7

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

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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

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

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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

ETP0190

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

No of Short Courses: 3

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

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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

ETP0210

JRK Training and Consultancy
 Plot 121 Finance Park
 Email: pius1@mby.co.bw
 Tel: 3908822

No of Short Courses: 4

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

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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
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

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ETP0430

KGK Diamonds Botswana
 Plot No. 20588, Block 3 Industrial Gaborone
 Email: siddarth.gothi@kgkmail.com
 Tel: 3917637

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Diamond Cutting & Polishing	02/05/2023	01/05/2026

ETP0377

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

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Enhancing Team Building	02/05/2023	01/05/2026

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: 20

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

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

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

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ETP0575

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

No of Short Courses: 10

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

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

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ETP0075

Moeti Practicum Institute

Plot 56445, Gaborone

Email: futureprofessionalsbw@gmail.com

Tel: 76780038

No of Short Courses: 7

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Trainers & Facilitators Development Programme; <ul style="list-style-type: none"> • Training of Trainers • Assessors • Moderators • Facilitators 	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"> • Basic Processing and Office 365 • Basic Presentation Skills • Basic Digital Spreadsheet • Online Essentials • Remote Work 	22/08/2023	21/08/2026
Certificate of Proficiency (COP)- Short Term Insurance	22/08/2023	21/08/2026
Future Leaders Development Programme: Personal Development and Team Effectiveness	14/09/2023	15/12/2026
Future Leaders Development Programme; <ul style="list-style-type: none"> • Basic Accounting • Business/Work Ethics & Etiquette • Coaching for Results • Customer Service Excellence • Personal Development and Team Effectiveness • Professional Conduct • Supervisory Skills 	14/09/2023	15/12/2026
Management Leadership Development; <ul style="list-style-type: none"> • Emotional Intelligence • Conflict Management • Corporate Governance • Leadership Development • Presentation Skills 	14/09/2023	15/12/2026

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<ul style="list-style-type: none"> • Report Writing Skills • Team Building 		
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ETP0166

Balnck Holdings (PTY) LTD t/a Refresher Academy

Tawana Ward, Letlhakane

Email: refresheracademy@gmail.com

Tel: 76149610

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Retirement Life Planning	08/06/2023	07/06/2026

ETP0634

Brainstream Institute of Technology

Plot No. 5343, Extension 11 Gaborone

Email: info@brainstream.co.bw

Tel: 74157292

No of Short Courses: 7

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

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ETP0422

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

No of Short Courses: 2

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"> • Working At Heights • Confined Space Course • Isolation and Lockout 	04/10/2023	03/10/2026

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

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ETP0169

Tshireletso Safety Consulting and Training

Unit 25, Mowana Park Phakalane

Email: pearl@tshireletso.com

Tel: 3167853

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	04/08/2023	03/08/2026

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

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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

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

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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

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

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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

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

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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
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

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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"> • Entrepreneurial Mindset Essentials 1 • Entrepreneurial Mindset Essentials 2 • Entrepreneurial Mindset Essentials 3 	04/10/2023	03/10/2026

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

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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

ETP0220

Prolearn Proprietary Limited

Plot 54367, Mogobe Plaza, CBD Gaborone

Email: training@keywealth.co.bw

Tel: 3114034

No of Short Courses: 2

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

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ETP0616

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

No of Short Courses: 8

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

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
Foundations in Public Participation Now Fundamentals of Public 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

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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
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

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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

ETP0388

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

No of Short Courses: 6

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

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Essential Elements for Internal Audit Process (EIP)	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

ETP0222

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

No of Short Courses: 2

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

ETP0086

Mainpoint (PTY) LTD
 Plot 55441, New Canada, Gaborone
 Email: mainpointinstitute@gmail.com
 Tel: 71285374/3185721

No of Short Courses: 1

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

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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

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

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CON003

Uzor Forensics

Plot 3400, Lenganeng

Email: uzorforensics@gmail.com

Tel: 75345182

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Expert Document Examination for Financial Institutions	04/10/2023	03/10/2026

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"> • Basic • Intermediate • Advanced 	04/10/2023	03/10/2026

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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

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"> • Data Analysis and Reporting Techniques • Data Management Professional • Document Control and Records Management 	04/10/2023	03/10/2026
Occupational Directed Education and Development Practices; <ul style="list-style-type: none"> • Train the Trainer • Assessment Training • Moderation Training 	04/10/2023	03/10/2026

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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

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

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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

ETP0635

Future Training Consultancy (PTY) LTD
Plot 5912, Morake Ward Mmopane
Email: maggiem@ftc.co.bw
Tel: 74110883

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Business Management; <ul style="list-style-type: none">• Business Management Principles• Business Communications• Minute Talking• Customer Service• Finance for Non-Finance Managers	04/10/2023	03/10/2026

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CON005

Gaborone Training Institute (PTY) LTD

Plot 21571, Phakalane

Email: info@talentcentre.co.za

Tel: 75618647

No of Short Courses: 5

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
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

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"> • Team Building and Resilience • Culture and Mindset Change, Emotional Intelligence • Corporate Health and Wellness • Health and Safety • Leadership Development, Coaching and Mentorship 	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: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Leadership Coaching and Training	04/10/2023	03/10/2026

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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