

LIST OF REGISTERED AND ACCREDITED EDUCATION TRAINING PROVIDERS AND THEIR NON CREDIT BEARING SHORT COURSES PROGRAMMES AS OF JUNE 2025

ETP0234

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

No of short courses: 10

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Certificate of Proficiency (COP) Introduction to Short term Insurance	28/02/2025	27/02/2028
Emotional Intelligence	19/05/2023	18/05/2026
Introduction to Wealth Management	19/05/2023	18/05/2026
Team Building and Effective Communication	19/05/2023	18/05/2026
Customer Service Excellence	12/07/2023	27/10/2026
Personal Financial Management	12/07/2023	27/10/2026
Certificate of Proficiency (COP) Introduction to Long Term Insurance	14/12/2023	13/12/2026
Relationship Selling Skills	14/12/2023	13/12/2026
Merchandising	27/02/2024	26/02/2027
Risk Management	25/04/2024	24/04/2027

ETP0453

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

No of short courses: 1

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Food Safety and Hygiene	10/11/2022	09/11/2025

ETP0477

Arrow Safety Solutions
 Plot 56 Oodi
 Tel 71332847

No of short courses: 5

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Incident Investigation with ICAM (Incident Cause and Analysis Method) Analysis; <ul style="list-style-type: none"> • Introduction to Incident Investigation with ICAM Analysis (Incident Cause and Analysis Method) • Refresher for Incident Investigation with ICAM (Incident Investigation and Analysis Method) • Incident Investigation with ICAM Analysis 	14/03/2025	13/03/2028
Personal Protective Equipment	20/10/2022	19/10/2025
Root Cause Analysis (with the WHY Method)	08/06/2023	07/06/2026
ISO 45001 Occupational Health and Safety Management Systems; <ul style="list-style-type: none"> • Understanding of ISO 45001 • Implementation of ISO 45001 	14/12/2023	13/12/2026

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Safety, Health and Environment Representative (5 days);	11/06/2024	10/06/2027
<ul style="list-style-type: none"> • Roles and Responsibilities of SHE Representatives • Risk Management Awareness • Risk Management • Application 		

ETP0180

Awil College

Plot 136, International Finance Park Gaborone

Tel 3102542

No of short courses: 6

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Broadcast design	30/04/2025	29/04/2028
Professional camera	30/04/2025	29/04/2028
Professional Editing	30/04/2025	29/04/2028
Professional Script development for Television	30/04/2025	29/04/2028
Professional Sound	30/04/2025	29/04/2028
Professional Television News and Reporting	30/04/2025	29/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0016

Botswana Bureau of Standards
Plot 55745, Block 8, Main Airport Road
Gaborone
Tel 3645608

No of short courses: 12

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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
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
BOS ISO 45001:2018 Occupational Health and Safety Management Systems Audit	30/01/2025	01/02/2028
BOS ISO 9001:2015 Quality Management System Lead Auditor	30/01/2025	04/05/2028
Use of Standards in Procurement	13/06/2025	12/06/2028
Introduction to Standardization	13/06/2025	12/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0022

Boitekanelo College
Plot 5824, Masetlheng, Gaborone
Tel 3980502

No of short courses: 33

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Strategy In Health Care Environment	30/04/2025	29/04/2028
Leadership in Healthcare Management	30/04/2025	29/04/2028
Effective Communication	30/04/2025	29/04/2028
People's Management in Health Care Settings	30/04/2025	29/04/2028
Finance for Health Care Managers	30/04/2025	29/04/2028
Marketing in Healthcare Industry	30/04/2025	29/04/2028
Health Economics	30/04/2025	29/04/2028
Operations Management in Healthcare	30/04/2025	29/04/2028
Health Informatics	30/04/2025	29/04/2028
Quality and patient Safety Management	30/04/2025	29/04/2028
Professionalism in Healthcare	30/04/2025	29/04/2028
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
Tactical Combat Casualty Care- Combat Life Saver (TCC-CLS)	12/07/2023	11/07/2026
Gambling Addiction Prevention for Casino Employees	12/07/2023	11/07/2026
Basic Public Health Emergency Management	12/07/2023	11/07/2026
Pharmacy Dispensing for Healthcare Practitioners	31/08/2023	30/08/2026
Customer Service	14/12/2023	13/12/2026
Trauma Debriefing for Call Center Agents/Staff and Healthcare Professionals	14/12/2023	13/12/2026
Food Safety, Sanitation and Hygiene	14/12/2023	13/12/2026
Academic Research Skills for Evidence-Based Decision Making	14/12/2023	13/12/2026
Wound Management	14/12/2023	13/12/2026
Mindset Change	02/08/2024	01/08/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

HIV Counselling and Testing	02/08/2024	01/08/2027
Data Protection and Information Governance	24/10/2024	23/10/2027
Entrepreneurship	03/04/2025	02/04/2028

ETP0175

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

No of short courses: 3

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Teaching, Training and Assessing Learning	31/01/2023	30/01/2026
Security Risk and Loss Control Management	02/05/2023	01/05/2026
Online Teaching for Educators	17/04/2025	16/04/2028

ETP0449

Dualite Holdings t/a Xaloo Technologies
Plot 19358, Extension 7 Palapye
Tel 4922424

No of short courses: 3

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
PLC Programming Course(IEC61131-3)-Basic	16/01/2025	22/02/2028
Certified Profinet Installer	17/07/2024	16/07/2027
Certified Profibus Installer	02/08/2024	01/08/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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: 14

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Merchandising	03/08/2022	02/08/2025
Shop Steward Development Programme	02/05/2023	01/05/2026
Management and Supervisory Skills	22/03/2024	21/03/2027
Basic First Aid	22/03/2024	21/03/2027
Emotional Intelligence	22/03/2024	21/03/2027
Customer Service	22/03/2024	21/03/2027
Discipline and Grievance Handling	22/03/2024	21/03/2027
Microsoft Excel Foundation	22/03/2024	21/03/2027
Microsoft Excel Intermediate	22/03/2024	21/03/2027
Microsoft Excel Advanced	22/03/2024	21/03/2027
Team Building	22/03/2024	21/03/2027
Safety Health and Environment	14/03/2025	13/03/2028
Basic Fire Fighting	17/04/2025	16/04/2028
Food Safety and Hygiene	17/04/2025	16/04/2028

ETP0500

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

No of short courses: 5

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Personal Finance	23/09/2022	22/09/2025
Customer Service Principles	14/12/2023	13/12/2026
Workplace Etiquette, Professionalism and Team-Work	14/12/2023	13/12/2026
Customer Relations	25/09/2024	24/09/2027
Transformative Leadership and Critical Thinking	25/09/2024	24/09/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0155

Gateway Academy of Business Studies
Plot 145, Tlokweng
Tel 3185513

No of short courses: 13

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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
Fundamentals of Warehouse Management; <ul style="list-style-type: none">• Warehouse Operations and Management• Visual Merchandising and Display	28/02/2025	27/02/2028
Human Resource Management; <ul style="list-style-type: none">• Performance Management• Conflict Management• Team Building2• Time Management	28/02/2025	27/02/2028
Health and Safety Programme; <ul style="list-style-type: none">• Fire Fighting• First Aid• Health and Sanitation• Health and Safety	28/02/2025	27/02/2028
Business Management Programme; <ul style="list-style-type: none">• Business Communication• Customer Service• Bookkeeping and Accounting• Finance for Non-Finance Personnel	28/02/2025	27/02/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0540

Igiene PTY LTD

Plot 68276, CARLEY House, Molosiwa Road

Gaborone

Tel 3904955/ 72271380

No of short courses: 9

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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
Apply Hygiene Procedures	28/11/2024	01/02/2028
Monitor Critical Control Points	28/11/2024	01/02/2028
Health Safety in the Workplace	16/01/2025	15/01/2028
Maintain Personal Hygiene: Health Presentation in a Food Handling Environment	16/01/2025	15/01/2028

ETP0443

IGNYTWEALTH training Institute

Unit 67, The Office, Fairgrounds Gaborone

Tel 3950026

No of short courses: 3

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Leadership and Management Skills	19/05/2023	18/05/2026
Certified Financial Trainer	27/06/2024	26/06/2027
Personal Financial Management; <ul style="list-style-type: none"> Principles of Wealth Creation Investing in Equities, Commodities, and Insurance Real Estate Investing Fundamentals Risk Management Fundamentals Entrepreneurship 	14/11/2024	13/11/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0024

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

No of short courses: 58

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Stress Management	08/06/2023	11/08/2026
Teamwork and Team Building	08/06/2023	11/08/2026
Change Management	12/07/2023	27/10/2026
Customer Centric Service	12/07/2023	27/10/2026
Emotional Intelligence	12/07/2023	27/10/2026
Fire Prevention and Management- Advanced	12/07/2023	27/10/2026
Fire Prevention and Management- Foundation	12/07/2023	27/10/2026
Fire Prevention and Management- Intermediate	12/07/2023	27/10/2026
First Aid- Advanced	12/07/2023	11/08/2026
First Aid- Intermediate	12/07/2023	11/08/2026
Inventory Management	12/07/2023	27/10/2026
Managing and Supervising Others	12/07/2023	27/10/2026
Public Relations in Organisations	12/07/2023	27/10/2026
Smart Selling	12/07/2023	27/10/2026
Word Processing (MS Word)	12/07/2023	27/10/2026
Virtual Conferencing	04/10/2023	03/10/2026
Online Information Search Skills	04/10/2023	03/10/2026
Online Essential Skills	04/10/2023	03/10/2026
Computer Applications and Technology	04/10/2023	03/10/2026
Effective Leadership	25/04/2024	24/04/2027
Successful Time Management	25/04/2024	24/04/2027
Telephone Etiquette & Frontline Skills	25/04/2024	24/04/2027
Understanding Business as an Employee	25/04/2024	24/04/2027
Marketing and Sales	25/04/2024	24/04/2027
Risk Management	25/04/2024	24/04/2027
International Computer Driving License	03/04/2025	02/04/2028

ETP0033

Innolead Consulting
International Finance Park
Gaborone
Tel 3909102

No of short courses: 39

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

PRINCE2 Agile Practitioner	13/12/2022	29/01/2026
PRINCE2 Foundation	13/12/2022	31/12/2026
PRINCE2 Practitioner	13/12/2022	09/03/2026
Project Controls	13/12/2022	09/03/2026
Project Management Essentials	13/12/2022	29/01/2026
Better Business Cases Foundation and Practitioner	02/05/2023	01/05/2026
AgileSHIFT	02/05/2023	01/05/2026
Managing Successful Programmes	02/05/2023	01/05/2026
ITIL 4 Foundation	22/08/2023	21/08/2026
Fundamentals of Primavera P6 Planning and Scheduling Software	22/08/2023	21/08/2026
COBIT Foundation	24/10/2023	23/10/2026
Artificial Intelligence Engineer	30/11/2023	29/11/2026
AWS Cloud Architect	30/11/2023	29/11/2026
Azure Cloud Architect	30/11/2023	29/11/2026
Big Data Engineer	30/11/2023	29/11/2026
Business Analyst	30/11/2023	29/11/2026
Cyber Security Expert	30/11/2023	29/11/2026
Data Analyst	30/11/2023	29/11/2026
Data Scientist	30/11/2023	29/11/2026
Data Visualization Expert	30/11/2023	29/11/2026
Design Thinking Leader	30/11/2023	29/11/2026
Digital Transformation Leader	30/11/2023	29/11/2026
UI/UX Design Expert	30/11/2023	29/11/2026
The Expert Negotiator	25/04/2024	24/04/2027
Leadership Acceleration Programme	25/04/2024	24/04/2027
Managing for Results	25/04/2024	24/04/2027
Programme for Management Development	25/04/2024	24/04/2027
Women as Leaders	25/04/2024	24/04/2027
Management of Risk Practitioner	25/09/2024	24/09/2027
Strategy Implementation Professional	11/02/2025	10/02/2028
Scrum Master I & II	14/03/2025	13/03/2028
Balanced Scorecard	18/06/2025	17/06/2028
Change Management	18/06/2025	17/08/2028
Microsoft Project Skills	18/06/2025	17/08/2028
PRINCE2 Agile Foundation and Practitioner	18/06/2025	17/08/2028
Project Management Professional	18/06/2025	17/08/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0036

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

No of short courses: 49

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Public Private Partnership Foundations	28/02/2025	27/02/2028
Curriculum Development and Review	28/02/2025	27/02/2028
Financial Management for Project Teams	28/02/2025	27/02/2028
Introduction to International Public Sector Accounting Standards	28/02/2025	27/02/2028
Corporate Governance	19/08/2022	18/08/2025
Records Management Incorporated into Anti-Corruption	19/08/2022	18/08/2025
Customer Service	20/10/2022	19/10/2025
Project Management Fundamentals	20/10/2022	19/10/2025
Tendering and Contract Management	20/10/2022	19/10/2025
Foundation of Archives and Records Management	20/10/2022	28/02/2025
Change Management	20/10/2022	28/02/2025
Entrepreneurship and Innovation	20/10/2022	28/02/2025
Professional Business Communication and Writing Skills	20/10/2022	28/02/2025
Purchasing and Materials Management	20/10/2022	28/02/2025
Transport (Freight Transport Operations)	20/10/2022	28/02/2025
Basic Computer Application Skills	20/10/2022	28/02/2025
Finance for Non-Finance Managers	20/10/2022	28/02/2025
Intermediate Excel	20/10/2022	28/02/2025
Management Training for Personal Assistants	20/10/2022	28/02/2025
Managing Consultancy Services	20/10/2022	28/02/2025
Occupational Health and Safety	20/10/2022	28/02/2025
Corporate Strategy	20/10/2022	28/02/2025
Public Relations	20/10/2022	28/02/2025
Stores Management and Stock Control	20/10/2022	28/02/2025
Leadership and Management Development	20/10/2022	28/02/2025
Balanced Scorecard	13/12/2022	12/12/2025
Data Visualization with Advanced Excel	13/12/2022	12/12/2025
Data Protection Awareness	19/05/2023	18/05/2026
Data Protection for Government Structures	19/05/2023	18/05/2026
Implementing Data Protection	19/05/2023	18/05/2026
Competency Based Interview	04/08/2023	03/08/2026
Food Safety and Hygiene Management	09/02/2024	08/02/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Front Office Operations	09/02/2024	08/02/2027
Fundamentals of Culinary Arts	09/02/2024	08/02/2027
Hospitality Chain Management	09/02/2024	08/02/2027
Managing Land Records	22/03/2024	21/03/2027
Train of Trainers	22/03/2024	21/03/2027
Healthcare Leadership and Management Program	23/04/2024	22/05/2027
Monitoring and Evaluation of Development Programs	23/06/204	22/05/2027
Monitoring and Evaluation of Health Programs	23/05/2024	22/05/2027
Results Based Monitoring and Evaluation	23/05/2024	22/05/2027
Facilitating Economic Empowerment	11/06/2024	10/06/2027
Communication Facilitation and Mentoring Skills	11/06/2024	10/06/2027
Networking for Development	11/06/2024	10/06/2027
Sustainable Livelihoods Approach	11/06/2024	10/06/2027
Community Development Principles and Strategies	27/06/2024	26/06/2027
Governance and Social Development	27/06/2024	26/06/2027
Supervisory Skills and Management Development	25/09/2024	24/09/2027
Fundamentals of Taxation in Botswana	28/11/2024	27/11/2027

ETP0484

Kago Academy

Plot 21256, Boikago ward Palapye

Tel 77515577

No of short courses: 7

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Life coaching	17/04/2025	16/04/2028
Team building	17/04/2025	16/04/2028
Biblical and theological studies	17/04/2025	16/04/2028
Customer Service	17/04/2025	16/04/2028
Introduction to trauma and basic counselling skills	17/04/2025	16/04/2028
Marriage Counselling & Officiating	03/04/2025	02/04/2028
Leadership Skills	03/04/2025	02/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0404

Kromberg & Schubert Botswana (PTY) LTD
Plot 32084, Mahuditlhake Road
Gaborone West Industrial, Block 4
Gaborone
Tel 3987708

No of short courses: 28

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Friedel Press Crimping	11/02/2025	10/02/2028
Butyl Cable Sealing	11/02/2025	10/02/2028
Crimping Lead Preparation	11/02/2025	10/02/2028
Cutting Wires using Komax Machine	11/02/2025	10/02/2028
Electrostatic Discharge	11/02/2025	10/02/2028
ETB Testing and Harness Small Rework	11/02/2025	10/02/2028
Ultrasonic Welding	11/02/2025	10/02/2028
Harness Foaming	11/02/2025	10/02/2028
Harness Packaging	11/02/2025	10/02/2028
Harness Rework	11/02/2025	10/02/2028
Harness Terminal cutting	11/02/2025	10/02/2028
Harness Torque	11/02/2025	10/02/2028
Harness Twisting	11/02/2025	10/02/2028
Harness Vision Inspection and Control	11/02/2025	10/02/2028
Harness Water Tightness	11/02/2025	10/02/2028
Health and Safety in the Workplace	11/02/2025	10/02/2028
Heat Shrinking	11/02/2025	10/02/2028
Introduction to Manufacturing	11/02/2025	10/02/2028
LWL Fiber Optic Cable Assembly	11/02/2025	10/02/2028
Nano Micro Quad-Lock System Assembly	11/02/2025	10/02/2028
Soldering	11/02/2025	10/02/2028
Team Leader Leadership Training	11/02/2025	10/02/2028
Basic Fire Safety	17/07/2024	16/07/2027
Basic First Aid	17/07/2024	16/07/2027
Forklift Truck Operator Training	17/07/2024	16/07/2027
Lean Basic Training	17/07/2024	16/07/2027
Problem Solving Techniques	17/07/2024	16/07/2027
Quality Management Systems	17/07/2024	16/07/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0436

KLP Consulting and Service (PTY) LTD
Plot 129, Unit F, International Finance Park
Kgale, Gaborone
Tel 3101496

No of short courses: 10

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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
Building High Performance Teams	17/07/2024	16/07/2027
Change Management	17/07/2024	16/07/2027
Conflict Management	17/07/2024	16/07/2027
Emotional Intelligence	17/07/2024	16/07/2027
Stress Management	17/07/2024	16/07/2027

ETP0521

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

No of short courses: 4

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Team Building and Management	28/02/2025	27/02/2028
Plastic Extrusion Process and Control	22/07/2022	21/07/2025
Workplace Safety, Health, Hazards and First Aid	01/12/2022	30/11/2025
Accident & Emergency Preparedness	30/01/2025	29/01/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0506

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

No of short courses: 5

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Financial Fitness	03/08/2022	02/08/2025
Introduction to Investments	20/10/2022	19/10/2025
Risk Management	20/10/2022	19/10/2025
Anti-Money Laundering/Counter Finance of Terrorism	22/03/2024	21/03/2027
Privacy and Data Protection	17/07/2024	16/07/2027

ETP0083

Mazars
 Plot 139, Finance Park Gaborone
 Tel 3957466

No of short courses: 42

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic First Aid	21/05/2025	12/06/2028
Basic Health and Safety	21/05/2025	12/06/2028
Employee Relations	13/06/2025	12/06/2028
Finance for Non-Finance Managers	14/06/2022	13/06/2025
Basic Fire Marshal	21/05/2025	12/06/2028
Inventory Management	13/06/2025	12/06/2028
Introduction to Income and Withholding Tax	13/06/2025	28/06/2028
Personal Finance	13/06/2025	28/06/2028
Quickbooks	13/06/2025	28/06/2028
Selling Skills	13/06/2025	28/06/2028
Stress Management	13/06/2025	28/06/2028
Working at Heights	13/06/2025	28/06/2028
Occupational Health and Safety	21/05/2025	01/08/2028
Team Building	13/06/2025	01/08/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Time Management	13/08/2025	01/08/2028
Hazard Analysis and Critical Control Point	13/06/2025	17/06/2028
Corporate Supervisory	13/06/2025	30/08/2028
Management of Performance	13/06/2025	30/08/2028
Value Added Tax (VAT)	13/06/2025	21/09/2028
Microsoft Excel Intermediate	13/06/2025	29/11/2028
Microsoft Excel Advanced	13/06/2025	29/11/2028
Microsoft Excel Basic	13/06/2025	29/11/2028
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
HIV/AIDS Awareness In the Workplace	16/03/2026	15/03/2026
Visual Merchandising	16/03/2026	15/03/2026
Advanced First Aid	12/07/2023	11/07/2026
Cleaning & Hygiene for Food Handlers	04/08/2023	03/08/2026
Employee Wellness	04/08/2023	03/08/2026
Mental Health and Positive Thinking	04/08/2023	03/08/2026
FSSC 22000	31/08/2023	30/08/2026
ISO 22000	31/08/2023	30/08/2026
Meat Examination and Inspection Level 1	14/09/2023	13/09/2026
Customer Service Excellence	09/02/2024	08/02/2027
ISO 9001:2015 Quality Management Systems Awareness Course	09/02/2024	08/02/2027
Kerridge System	09/02/2024	08/02/2027
Labour Law and Disciplinary Procedures	02/08/2024	01/08/2027
ISO 14001:2015 (Environmental Management System)	05/09/2024	04/09/2027
Team Work Essentials	10/10/2024	09/10/2027
Anti-Money Laundering, Counter Terrorism Financing and Counter Proliferation Financing	14/11/2024	13/11/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0230

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

No of short courses: 7

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Professional Emailing 101	19/05/2023	18/05/2026
Internal & External Customer Service (Feelings For Professionals)	04/08/2023	03/08/2026
GO BEREKA MMOGO- Building Strong Teams For Construction and Non-Office Jobs	04/08/2023	03/08/2026
Basics of Exceptional Customer Service	22/03/2024	21/03/2027
Safety Representative Training	10/10/2024	09/10/2027
Fire Safety Marshal Training	10/10/2024	09/10/2027
First Aid Training	10/10/2024	09/10/2027

ETP0365

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

No of short courses: 3

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Conflict Management	23/09/2022	22/09/2025
Emotional Intelligence	23/09/2022	22/09/2025
Supervisory Skills	23/09/2022	22/09/2025

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

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
Microsoft Excel (Level 2)	21/05/2025	20/05/2028
Microsoft Word (Level 2)	21/05/2025	20/05/2028
Pastel Partner Accounting-Intermediate	01/12/2022	30/11/2025
Microsoft Excel Level 3	09/02/2024	08/02/2027

ETP0161

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

No of short courses: 6

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Performance Management Systems	21/05/2025	20/05/2028
International Balanced Scorecard Certification and Master Class	01/12/2022	30/11/2025
Coaching and Mentoring	12/07/2023	11/07/2026
Balanced Scorecard	25/04/2024	24/04/2027
Certified Key Performance Indicators Professional	25/04/2024	24/04/2027
Monitoring and Evaluation	25/04/2024	24/04/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0476

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

No of short courses: 5

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Call Center Call Control	17/02/2023	16/02/2026
Customer service-vision energy passion to sell	11/02/2025	10/02/2028
Managing People	28/02/2025	27/02/2028
Building High Performing Teams	21/05/2025	20/05/2028
Management Program Level 3	13/06/2025	12/06/2028

ETP0561

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

No of short courses: 4

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

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	17/04/2025	16/04/2028
Assessment and Preceptor Course	23/09/2022	22/09/2025
Training of Trainers	03/04/2025	02/04/2028
Assessment Design Training	03/04/2025	02/04/2028
Assessor (SBA) Training	03/04/2025	02/04/2028
Customer Service	03/04/2025	02/04/2028
Moderator Training	03/04/2025	02/04/2028
Programme Design and Development in OBET	03/04/2025	02/04/2028

ETP0231

Sky Protocol & Etiquette (PTY) LTD
 Office 31, I-Tower Building
 Gaborone
 Tel 72637413

No of short courses: 13

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
International Protocol & Business Etiquette	28/02/2025	27/02/2028
Food Health and Safety	08/06/2023	07/06/2026
Introduction to Entrepreneurship	08/06/2023	07/06/2026
Team Building	08/06/2023	07/06/2026
Energy Management Essentials	30/11/2023	29/11/2026
Mindset & Change Management	30/11/2023	29/11/2026
Non-Communicable Diseases	30/11/2023	29/11/2026
Personal Development & Branding	30/11/2023	29/11/2026
Environmental Social Governance	09/02/2024	08/02/2027
Hazardous Area Specification	09/02/2024	08/02/2027
Clinical Safety Hygiene	05/09/2024	04/09/2027
Infection Prevention & Control Management	05/09/2024	04/09/2027
Opera System	11/02/2025	10/02/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Business Etiquette	11/02/2025	22/02/2028
Customer Service	11/02/2025	10/02/2028
Emotional Intelligence	11/02/2025	10/02/2028
Front Desk Etiquette	11/02/2025	10/02/2028

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	12/12/2024	23/02/2028

ETP0006

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

No of short courses: 16

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic First Aid	10/10/2024	22/02/2028
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
Retirement Planning Management	16/01/2025	15/01/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Employee Relations	28/02/2025	27/02/2028
Change Management	28/02/2025	27/02/2028
Corporate Governance and Risk Management	28/02/2025	27/02/2028
Credit Control and Debt Management	28/02/2025	27/02/2028
Customer Service	28/02/2025	27/02/2028
Finance for Non-Finance Managers	03/04/2025	02/04/2028
Occupational Health and Safety	03/04/2025	02/04/2028
Performance Management	03/04/2025	02/04/2028
Supervisory Skills	03/04/2025	02/04/2028
Team Building	03/04/2025	02/04/2028

ETP0539

StaffSmart Pty.LTD

Plot 140, Unit 5, Kgale Terrace

Gaborone

Tel 75910657

No of short courses: 3

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Coaching Skills for Managers	17/04/2025	16/04/2028
Customer Care	17/04/2025	16/04/2028
Teamwork	17/04/2025	16/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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	30/04/2025	29/04/2028
Fire Fighting and Rescue	30/04/2025	29/04/2028
First Aid	30/04/2025	29/04/2028
High Angle Rescue	30/04/2025	29/04/2028
Vehicle Extraction Rescue	30/04/2025	29/04/2028

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
Integrated Community Health Care & Support for Community Health Care Workers	30/01/2025	29/01/2028

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	28/02/2025	28/06/2028
First Aid 2	28/02/2025	28/06/2028
First Aid 3	28/02/2025	28/06/2028
Occupational Health and Safety	17/02/2023	16/02/2026
Basic Fire Fighting	16/01/2025	15/01/2028

ETP0487

V.I.P Training and Management Consultancy Proprietary Limited
Plot 42824, Phakalane Gaborone
Tel 74263742

No of short courses: 7

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service Excellence	16/01/2025	15/01/2028
Retail and Warehouse Management	30/04/2025	28/06/2028
Team Building for High Performing Teams	30/04/2025	28/06/2028
Supervisory and Leadership Development Training	08/06/2023	07/06/2026
Fire Safety Skills	11/06/2024	10/06/2027
First Aid Skills	11/06/2024	10/06/2027
Employee Wellness and Stress Management Training	13/06/2025	12/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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
Introduction to Food Processing and Preservation; <ul style="list-style-type: none"> Fruits and Vegetables Meat 	04/08/2023	03/08/2026
Basic Carpentry and Joinery; <ul style="list-style-type: none"> Introduction to Carpentry and Joinery Basic Roofing Basic Cabinet Making 	25/04/2024	24/04/2027
Artificial Intelligence	21/05/2025	20/05/2028

ETP0014

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

No of short courses: 35

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Business Communication	01/09/2022	31/08/2025
Corporate Governance	01/09/2022	31/08/2025
International Financial Reporting Standards	01/09/2022	31/08/2025
ISO 9001:2015 Quality Management System Awareness	01/09/2022	31/08/2025
Negotiation Skills	01/09/2022	31/08/2025
Risk Based Internal Audit	01/09/2022	31/08/2025
Working with Linux	01/09/2022	31/08/2025
Computerised Accounting	20/10/2022	19/10/2025
ISO 9001:2015 Understanding	20/10/2022	19/10/2025
Advanced Financial Modelling in Excel	10/11/2022	09/11/2025
Basics of Kaizen	10/11/2022	09/11/2025
ISO 9001:2015 Quality Management System Auditor	10/11/2022	09/11/2025
Lean Management	10/11/2022	09/11/2025
Six Sigma Greenbelt	10/11/2022	09/11/2025
Office 365	19/05/2023	18/05/2026
Advanced Microsoft Excel	19/05/2023	18/05/2026
Basic Microsoft Excel	19/05/2023	18/05/2026
Microsoft Access	19/05/2023	18/05/2026
Microsoft PowerPoint	19/05/2023	18/05/2026
Network Administration	19/05/2023	18/05/2026
Adapting to Workplace Team Effectiveness	22/08/2023	21/08/2026
Social Entrepreneurship	09/02/2024	08/02/2027
Advanced Microsoft Word	22/03/2024	21/03/2027
Basic Microsoft Word	22/03/2024	21/03/2027
Online Teaching: E-Pedagogy and Technology	12/04/2024	11/04/2027
Fundamentals of Project Management	25/04/2024	24/04/2027
Leadership Development for Middle Managers	25/04/2024	24/04/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0256

Defensive Driving Academy

Plot 299, Mogoditshane

Tel: 3953934/76786606

No of short courses: 15

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION DATE	EXPIRY
Earth Moving Equipment Operators; <ul style="list-style-type: none"> • Tractor Loader Backhoe Operator • Fork Lift Truck Operator • Motor Grader Operator • Front End Operator 	30/04/2025	18/05/2028	
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	
Lifting Equipment Operator; <ul style="list-style-type: none"> • 2-Post Lift Operator 	14/12/2023	13/12/2026	
Traffic Marshal & Spotter; <ul style="list-style-type: none"> • Traffic Marshal • Spotter 	27/02/2024	26/02/2027	
Driving License Class; <ul style="list-style-type: none"> • Class A, B, C • Class EB, EC, H • Class P4, P5, CON 5 	27/02/2024	26/02/2027	

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

16 Modules Train the Trainer; <ul style="list-style-type: none"> • Defensive Driving & Cab Safety • Driver Mentorship Training • Journey Management & Driver League System • Health and Safety 	27/02/2024	26/02/2027
Earth Moving Equipment Operator; <ul style="list-style-type: none"> • Tractor and Attachment Operator 	25/04/2024	24/04/2027
Advanced Driving Skills; <ul style="list-style-type: none"> • Transportation of Dangerous Goods by Road • Off-road Driving • Defensive Driving • Heavy Duty Truck Operator 	30/04/2025	18/05/2028
Heavy Plant Equipment Operators; <ul style="list-style-type: none"> • Excavator Operator • Dump Truck Operator • Truck Mounted Crane Operator 	30/04/2025	18/05/2028

ETP0481

Delta Training Academy

Plot 4956, Boseja Maun

Tel: +267 75711345

No of short courses: 12

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic fire fighting	28/02/2025	19/04/2028
Professional Waitron	30/04/2025	12/06/2028
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
Professional Chef Level II	10/10/2024	09/10/2027
Professional House Keeper II	10/10/2024	09/10/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

Advanced Astronomy	17/04/2025	16/04/2028
Dangerous Game and Trail Guide	17/04/2025	16/04/2028
Hosting Etiquette	17/04/2025	16/04/2028
Mokoro Safety	17/04/2025	16/04/2028
Running An Effective Staff Committee	13/06/2025	12/06/2028

ETP0442

Fig Business Solutions

Metsimotlhabe

Tel: 72983099 / 71886800

No of short courses: 8

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Working at heights	17/04/2025	16/04/2028
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
Scaffolding Erection, Dismantling and Inspection	24/10/2023	23/10/2026
Hazardous Material Management; <ul style="list-style-type: none"> • Convey of Dangerous Goods by Road and Rail • Hazardous Substance Handling • Hazard Identification and Risk Management 	14/12/2023	13/12/2026
Operating Lifting Equipment Machines; <ul style="list-style-type: none"> • Mobile Crane Operator • Crawler Crane Operator • Tower Crane Operator • Derrick Crane Operator • Electric and Manual Hoists 	12/04/2024	11/04/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

Heavy Equipment Lifting Operations; <ul style="list-style-type: none"> Fork Lift Operations Overhead Crane Operator Truck Mounted Crane Operator Fundamentals of Rigging 	17/04/2025	16/04/2028

ETP0456

Storkfort Health

Plot 5066 Suite 2, Medical Mews, Fairgrounds Gaborone

Tel: 71422419

No of short courses: 7

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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
Management of Obstetric Emergencies	04/08/2023	03/08/2026
Recognizing the Sick and Deteriorating Patient	04/08/2023	03/08/2026

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0289

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

No of short courses: 11

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Fire Management and Prevention	30/04/2025	29/04/2028
Team Building	23/09/2022	22/09/2025
Disciplinary Hearing and Grievance Procedure	08/06/2023	07/06/2026
First Aid	08/06/2023	07/06/2026
Labour Relations	08/06/2023	07/06/2026
Train the Trainer	08/06/2023	07/06/2026
Supervisory Skills	24/10/2023	23/10/2026
Workplace Health and Wellness	25/04/2024	24/04/2027
Customer Service	25/04/2024	24/04/2027
Handling Hazardous Material	11/06/2024	10/06/2027
Protocol and Etiquette	28/02/2025	27/02/2028

ETP0013

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

No of short courses: 52

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Confined Spaces Rescue	22/07/2022	21/07/2025
Property Technology	22/07/2022	21/07/2025
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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

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
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
Conflict Resolutions and 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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

Computer Literacy Skills	24/10/2023	23/10/2026
Coaching and Mentoring	24/10/2023	23/10/2026
Records Management Systems	30/11/2023	29/11/2026
Excellence in Warehouse, Stores and Inventory Management	30/11/2023	29/11/2026
Auctioneering	14/12/2023	13/12/2026
Strategic Planning and Competitiveness	14/12/2023	13/12/2026
Assessor Training	22/03/2024	21/03/2027
Emotional Intelligence	22/03/2024	21/03/2027
Effective Selling and Sales Techniques	22/03/2024	21/03/2027
Effective Team Building	22/03/2024	21/03/2027
Effective Time Management	22/03/2024	21/03/2027
Trainer of Trainer	22/03/2024	21/03/2027
Pastel Accounting	27/06/2024	26/06/2027
Facilities Management	27/06/2024	26/06/2027
Managing Training and Development Function	27/06/2024	26/06/2027
Change Management	27/06/2024	26/06/2027
Occupational Health and Safety	17/07/2024	16/07/2027
Artificial Intelligence and Digital Transformation	02/08/2024	01/08/2027
Culture and Mindset Change	02/08/2024	01/08/2027
Emotional Intelligence (EQ) and People Management	02/08/2024	01/08/2027
Retail Financial Management and Accounting	02/08/2024	01/08/2027
Advanced Management Programme	02/08/2024	01/08/2027
Corporate Governance Course	02/08/2024	01/08/2027
Adaptive and Authentic Leadership Course	02/08/2024	01/08/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

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	30/04/2025	18/05/2028
Fire Prevention and Management	30/04/2025	18/05/2028
Occupational Health and Safety Level 3	06/04/2023	05/04/2026
Working at Heights	27/06/2024	26/06/2027

ETP 0064

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

No of short courses: 10

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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
Service Experience Design	23/05/2024	22/05/2027
The Botswana National Service Excellence Framework	23/05/2024	22/05/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

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
Expert Networking Skills	14/03/2024	13/03/2027

ETP0479

Graywaters Resources
Plot 20353 Phase 2 Gaborone
Tel: 3112578

No of short courses: 17

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Inventory Management	21/05/2025	20/05/2028
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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Workplace Essentials; <ul style="list-style-type: none"> • Employee Essential Skills • Display Promote and Sell Products and Services • Basic Accounting • Customer Services 	21/05/2025	20/05/2028
Workplace Health, Hygiene and Safety Programme; <ul style="list-style-type: none"> • Fire Marshal • First Aid • Employee Wellness • Occupational Health and Safety • Food Safety and Hygiene 	21/05/2025	20/05/2028
Computer Literacy; <ul style="list-style-type: none"> • Computer Basics • Microsoft Excel • Microsoft Word • Microsoft PowerPoint 	21/05/2025	12/06/2028

ETP0319

Monchos Associates

Plot 20651 Block3 Industrial

Gaborone

[Tel:3111148/77445521](tel:3111148/77445521)

No of short courses: 5

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0358

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

No of short courses: 3

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Fire Fighting For Fire Marshals	30/04/2025	18/05/2028
First Aid	30/04/2025	18/05/2028
Safety Health and Environment Representative (SHEREP)	27/02/2024	26/02/2027

ETP0157

Trix Investments
Plot 1676 Metlhabeng
Tlokweng
Tel: 3934347

No of short courses: 19

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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; <ul style="list-style-type: none"> Financial Reporting Financial Risk Management Tax Planning Measuring Finance Budgeting and Planning 	02/05/2023	07/07/2026
Supervisory and Management Skills	02/05/2023	01/05/2026
Fire Fighting; <ul style="list-style-type: none"> Basic 	14/12/2023	13/12/2026

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • Intermediate • Advanced 		
Class B Driving License	09/02/2024	08/02/2027
Change Management; <ul style="list-style-type: none"> • Principles of Change Management • Mindset Change • Organizational Change Management • Organizational Development Planning • Project Management 	27/02/2024	26/02/2027
Defensive Driving; <ul style="list-style-type: none"> • Convey of Dangerous Goods by Road and Rail • Hazardous Substance Handling • Incident & Accident Investigation 	27/02/2024	26/02/2027
Trainers & Facilitators Programme; <ul style="list-style-type: none"> • Training of Trainers • Assessor and Moderator Training • Teaching, Training and Assessing Learning • Outcome Based Education and Training • Assessment Design Training 	27/06/2024	26/06/2027
Safety, Health and Environment; <ul style="list-style-type: none"> • Fundamentals of Safety, Health and Environment Representative • Safety, Health and Environment Representative for Supervisors 	02/08/2024	01/08/2027
LP Gas Basic Installer Course	30/01/2025	29/01/2028
Maintenance of Autosaves for Hospitals	30/01/2025	29/01/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

<p>Excellence in Customer Interaction and Sales Communication;</p> <ul style="list-style-type: none"> • Customer Service • Telephone Etiquette • Guide to Call Center Management • Merchandise, Sales and Marketing 	30/06/2025	29/06/2028
<p>Fleet Management;</p> <ul style="list-style-type: none"> • Logistics and Transport Management • Vehicle Systems Operation and Architecture • Maintenance planning and Scheduling • Job card and referral Management • On board/Fault Codes Diagnostics in Automobile Engineering 	30/06/2025	29/06/2028
<p>Workplace Safety;</p> <ul style="list-style-type: none"> • Confined Space Training • Working at Heights • Equipment Safe Guarding, • Chlorine Handling • Root Cause Analysis Technique (RCAT) 	30/06/2025	29/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0096

GrowthPoint Training and Development
 Plot 50161 Unit 11 Grand Park Scheme Gaborone
 Email: poonam@growthpoint.co.bw
 Tel: 3112390

No of short courses: 39

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
FSSC 22000 Food Safety System 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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Conflict Resolution and Management Skills	01/09/2022	31/08/2025
Employee Relations	01/09/2022	31/08/2025
Enhancing Productivity Through Time Management Skills	01/09/2022	31/08/2025
Financial Wellness	01/09/2022	31/08/2025
Microsoft Excel Intermediate	01/09/2022	31/08/2025
Microsoft Excel Level 3	01/09/2022	31/08/2025
Workplace Etiquette and Professionalism	01/09/2022	31/08/2025
HACCP and Food Safety Awareness	01/12/2022	29/01/2026
Ammonia Plant Operation and Site Response Preparedness	13/12/2022	12/12/2025
Basic Forklift Skills	13/12/2022	12/12/2025
Defensive Skills; <ul style="list-style-type: none"> • Defensive Driving • Transportation of Dangerous Goods by Road 	08/06/2023	07/06/2026
Certificate of Proficiency (COP)- Short Term Insurance	22/08/2023	21/08/2026
Emotional Intelligence at Work	04/10/2023	03/10/2026
Cyber Security & Data Protection Act Awareness	22/03/2024	21/03/2027
HIV/AIDS Awareness at Work	11/06/2024	10/06/2027
Compliance: Anti-Money Laundering (AML) & Risk Management	30/06/2025	29/06/2028
Corporate Skills: Disciplinary Hearing and Grievance Handling	30/06/2025	29/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0516

Ramsadie Consultancy

Kanye

Tel: 74438653

No of short courses: 2

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Financial Literacy	30/04/2025	04/05/2028
Corporate Governance	09/02/2024	08/02/2027

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP 0462

Diginet Institute
 Plot 69184, Block 8 Gaborone
 Tel: 73910248

No of short courses: 18

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Corporate Governance	22/07/2022	21/07/2025
Exceptional Customer Service	10/11/2022	09/11/2025
Fire Marshal	10/11/2022	09/11/2025
Records Management	13/12/2022	12/12/2025
First Aid Level 1-3	13/12/2022	12/12/2025
Occupational Health and Safety	13/12/2022	12/12/2025
Team Building	16/03/2023	15/03/2026
Hotel Housekeeping	22/08/2023	21/08/2026
Advanced Microsoft Excel	12/04/2024	11/04/2027
Assessor and Moderator Training	12/04/2024	11/04/2027
Food and Beverage Cost Control	11/06/2024	10/06/2027
Training of Trainers; <ul style="list-style-type: none"> • Teaching, Training and Assessing Learning • Outcome Based Education and Training • Assessment Design Training 	11/06/2024	10/06/2027
Interior Design and Décor	05/09/2024	04/09/2027
Digital Literacy	30/01/2025	29/01/2028
Data Protection	30/01/2025	29/01/2028
Real Estate Finance and Investments	30/01/2025	29/01/2028
Finance for Non-Finance Managers	30/01/2025	29/01/2028
Food Safety and Hygiene	30/06/2025	29/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

ETP 0576

Emergency Assist 991

Plot 20695 Unit 5, Gaborone Botswana

Tel: 3904537

No of short courses: 7

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Defensive Driving	16/04/2025	12/06/2028
First Aid Level 1	16/04/2025	12/06/2028
First Aid Level 2	16/04/2025	12/06/2028
First Aid Level 3	16/04/2025	12/06/2028
Basic Fire Fighting	16/03/2023	15/03/2026
Emergency Transportation: Emergency Medical Transportation/VIP Transportation/Precious Cargo Transportation (Strand-Specific)	17/04/2025	16/04/2028
4x4 Off-Road Driving	17/04/2025	16/04/2028

ETP 0376

I-Six Training

Plot 205 Independence Avenue

Gaborone

Tel: 3934258

No of short courses: 14

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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
4x4 Off Road Driving	10/10/2024	09/10/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

Strategic Management Training	10/10/2024	09/10/2027
Tourism & Hospitality Management Training	10/10/2024	09/10/2027
Management and Handling of Hazardous Substances	03/04/2025	02/04/2028
Community Development Training	13/06/2025	12/06/2028
Emotional Intelligence	13/06/2025	12/06/2028
Financial Management	13/06/2025	12/06/2028
Fire Safety	13/06/2025	12/06/2028
Basic First Aid Training	13/06/2025	12/06/2028
Team Building	13/06/2025	12/06/2028

ETP 0088

Claritech Institute

Plot 31218 Itiko House, Somerset Industrial, Francistown

Tel: 2408622

No of short courses: 5

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	04/08/2023	03/08/2026
Scaffolding Erection, Dismantling and Inspection	04/08/2023	03/08/2026
Quality Management	14/03/2024	13/03/2027
Introduction to Accounting and Finance	22/03/2024	21/03/2027
Basic Fire Safety	17/07/2024	16/07/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP 0012

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

No of short courses: 34

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Cash Handling and Banking Skills	23/09/2022	22/09/2025
Cyber Security Awareness	23/09/2022	22/09/2025
Hand Power Tools Safety	23/09/2022	22/09/2025
Hazardous Substances Management	23/09/2022	22/09/2025
Health and Safety in Mining	23/09/2022	22/09/2025
Management and Supervisory Skills	23/09/2022	22/09/2025
Mental Health and Positive Thinking	23/09/2022	22/09/2025
Purchasing Management	23/09/2022	22/09/2025
Records Management	23/09/2022	22/09/2025
Sales and Marketing	23/09/2022	22/09/2025
Workplace Ethical Behavior	23/09/2022	22/09/2025
Basic First Aid	10/11/2022	09/11/2025
Basic Fire Fighting	10/11/2022	09/11/2025
Occupational Health and Safety	10/11/2022	09/11/2025
Customer Service	10/11/2022	09/11/2025
Stress Management	10/11/2022	09/11/2025
Total Quality Management	10/11/2022	09/11/2025
Time Management	10/11/2022	09/11/2025
Team Building	10/11/2022	09/11/2025
Managing Personal Finances	10/11/2022	09/11/2025
Employee Wellness	10/11/2022	09/11/2025
Enterprise Risk Management	10/11/2022	09/11/2025
Personality Development	10/11/2022	09/11/2025
Warehousing Management	10/11/2022	09/11/2025
Inventory Management and Control	10/11/2022	09/11/2025
Basic Accounting	10/11/2022	09/11/2025

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Display, Promotion and Selling Strategies	10/11/2022	09/11/2025
Waste Management	22/08/2023	21/08/2026
Defensive Driving	13/06/2025	28/06/2028
Food Safety and Hygiene	13/06/2025	12/06/2028
Merchandising	13/06/2025	12/06/2028
Computer Literacy; • Computer Basics • Microsoft Office applications - Excel • Microsoft Office applications - Word • Microsoft Office applications – PowerPoint	13/06/2025	01/08/2028
Workplace Essential Skills; • Employee Essential Skills • Management and Leadership Skills • Managing Pressure and Maintaining Balance • Confidence and Motivation • Dealing with Conflicts and Complaints	13/06/2025	12/06/2028
Risk Management Essentials; • Crisis Management and Risk Management • Control of Fraud in the workplace		01/08/2028

ETP 0531

Incident Commanders

Professional House BBS Mall

First Floor, Unit 5 Gaborone

[Tel:72447450](tel:72447450)

No of short courses: 6

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Defensive Driving	30/06/2025	29/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

Fire and Rescue Management	30/06/2025	29/06/2028
First Aid	30/06/2025	29/06/2028
Safety Health and Environment Quality Management	30/06/2025	29/06/2028
Working at Heights: Safety and Rescue	05/09/2024	04/09/2027
Scaffolding	10/10/2024	09/10/2027

ETP0405

Orapa Technical College

Orapa Mine

[Tel:2902178](tel:2902178)

No of short courses: 24

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Hydraulic Shovels: Liebherr 9800, Komatsu PC8000 & Caterpillar 6060	14/12/2023	13/12/2026
RCS Blasthole Drill Rigs- Pit Viper 235 & 271, Smartroc D65	14/12/2023	13/12/2026
Rigid Body Dump Truck: Komatsu 830E, 730E	14/12/2023	13/12/2026
Track Dozers: Komatsu D375A/D475A/D85PX and Caterpillar D11	14/12/2023	13/12/2026
Heavy Construction Motor Vehicle Driving	22/03/2024	21/03/2027
Basic Supervision Programme	25/04/2024	24/04/2027
Customer Service	25/04/2024	24/04/2027
Presentation Skills	25/04/2024	24/04/2027
Supervisory Development Programme	25/04/2024	24/04/2027
Motor Grader; <ul style="list-style-type: none"> Bell 872G Komatsu GD872A Caterpillar 140K, 16H and 16M 	25/04/2024	24/04/2027
Wheel Dozer;	25/04/2024	24/04/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • Komatsu WD600 • Caterpillar 844K 		
Front End Loader; <ul style="list-style-type: none"> • Caterpillar 980/988/990/994/995 • Letourneau L1850/L1350/L2350 • Komatsu WA800 	25/04/2024	24/04/2027
Hydraulic Excavator; <ul style="list-style-type: none"> • Liebherr 9850/R976 • Caterpillar 290/395 	25/04/2024	24/04/2027
Crushing Plant	23/05/2024	22/05/2027
Dense Medium Separation Plant	23/05/2024	22/05/2027
Diamond Value Management Principles	23/05/2024	22/05/2027
Process Plant Appreciation	23/05/2024	22/05/2027
Scrubbing and Screening Plant	23/05/2024	22/05/2027
Solving Workplace Problems	23/05/2024	22/05/2027
Water Reticulation Plant	23/05/2024	22/05/2027
Automated Blasthole Drill Rigs- 127-250mm	24/10/2024	23/10/2027
Basic Pneumatics Course	30/01/2025	29/01/2028
Emotional Intelligence	11/02/2025	10/02/2028
Workplace Coaching and Mentoring	11/02/2025	10/02/2028

ETP 0102

Polynew Training Services

Plot 54483, Molapo Crossing Gaborone

Email: polynewtraining@gmail.com

Tel: 76189647/3710853

No of short courses: 32

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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
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
Anti-Money Laundering and Fraud Detection	23/09/2022	22/09/2025
Inventory Control and Management	23/09/2022	22/09/2025
Organisational Labour Management	23/09/2022	22/09/2025
Cyber Security in Modern Business	13/12/2022	12/12/2025
Financial Technologies	13/12/2022	12/12/2025
Corporate Governance	14/12/2023	13/12/2026
Microsoft Excel	14/12/2023	13/12/2026
Hazard Analysis Critical Control Point (HACCP)	14/12/2023	13/12/2026
Food Safety Hygiene	14/12/2023	13/12/2026
Effective Operations Management	14/12/2023	13/12/2026
Project Management	14/12/2023	13/12/2026
Permit to Work	25/04/2024	24/04/2027
Working in Confined Spaces	25/04/2024	24/04/2027
Trusteeship Understanding	23/05/2024	22/05/2027
Audit and Tax Investigation in Botswana	24/10/2024	23/10/2027
Working at Heights Risk Management	21/05/2025	20/05/2028
Emotional Intelligence	18/06/2025	17/06/2028
Basic Occupational Health and Safety	18/06/2025	17/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

Credit Control and Debt Management	18/06/2025	17/06/2028
Coaching and Mentoring Skills	18/06/2025	17/06/2028
Effective Customer Service	18/06/2025	17/06/2028
Train the Trainer	18/06/2025	17/06/2028
Effective Time Management	18/06/2025	17/06/2028
First Aid Level 1 and 2	18/06/2025	17/06/2028
Finance for Non-Finance Managers	18/06/2025	17/06/2028
Leadership and Management Skills	18/06/2025	17/06/2028
Workplace Fire Prevention and Management	18/06/2025	17/06/2028

ETP 0329

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

No of short courses: 13

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Call Center Operation	19/05/2023	18/05/2026
Fundamentals of Culinary Arts	19/05/2023	18/05/2026
Induction and Orientation Training (Managers)	19/05/2023	18/05/2026
Induction and Orientation Training (General Staff)	19/05/2023	18/05/2026
Inventory and Stock Control	19/05/2023	18/05/2026
Cashier Training	12/04/2024	11/04/2027
Fire Marshal	12/04/2024	11/04/2027
Customer Service	12/04/2024	11/04/2027
Forklift Operator	12/04/2024	11/04/2027
First Aid	12/04/2024	11/04/2027
Merchandising	12/04/2024	11/04/2027
Occupational Health & Safety	12/04/2024	11/04/2027
Supervisory Skills	12/04/2024	11/04/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP 0059

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

No of short courses: 17

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Stores Management and Stock Control	21/05/2025	28/06/2028
Change Management	21/05/2025	12/06/2028
Customer Care	21/05/2025	12/06/2028
Emotional Intelligence	21/05/2025	12/06/2028
Labour Relations	21/05/2025	12/06/2028
Leadership and Management Development	21/05/2025	12/06/2028
Stress Management	21/05/2025	12/06/2028
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
Employee Wellness	25/09/2024	24/09/2027
Sales and Merchandising Skills	30/04/2025	29/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP 0363

TK's Institution of Occupational Health and Safety Park
Mogoditshane, Botswana
Tel: 77600483/73537027/75476671

No of short courses: 16

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Confined Spaces and Working at Heights	10/11/2023	09/11/2026
Tourism: Best Practice in Housekeeping, Chef and Guiding	10/11/2023	09/11/2026
Trainer, Assessor and Grader	10/11/2023	09/11/2026
Workplace Fire Safety and Bush Fires	10/11/2023	09/11/2026
Digitalisation: Computer Software and Hardware	12/04/2024	11/04/2027
First Aid Level 3	12/04/2024	11/04/2027
ISO 9001:2015 Quality Management System	12/04/2024	11/04/2027
French Language	12/04/2024	11/04/2027
Robotics	12/04/2024	11/04/2027
Proficiency in Mandarin	25/04/2024	24/04/2027
Business and Community Trust Management	25/04/2024	24/04/2027
Occupational Health and Safety	25/04/2024	24/04/2027
ISO 14001:2015 Environmental Management System	27/06/2024	26/06/2027
ISO 45001:2018 Occupational Health and Safety Management System	27/06/2024	26/06/2027
Financial Intelligence, Leadership and Human Resources	02/08/2024	01/08/2027
Handling and Manufacturing of Chemicals, Pesticides and Hazardous Substances	02/08/2024	01/08/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0184

Centre for Business and Secretarial Training

Plot 4826, Mogoditshane Block 5

[Tel:3960021](tel:3960021)**No of short courses: 1**

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

ETP0240

CJR Training Services

Plot 51570, Phakalane

[Tel:39317045/76011880](tel:39317045/76011880)**No of short courses: 9**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION DATE EXPIRY
Employee Wellness	22/07/2022	21/07/2025
Team Building	22/07/2022	21/07/2025
First Aid Level 1	22/07/2022	21/07/2025
Basic Fire Marshal	22/07/2022	21/07/2025
Forklift Training	22/07/2022	21/07/2025
Occupational Health and Safety	22/07/2022	21/07/2025
Management of Performance	17/02/2023	16/02/2026
Anti-Money Laundering	14/12/2023	13/12/2026
Cyber and Data Security	14/12/2023	13/12/2026
Workplace Safety; <ul style="list-style-type: none"> Occupational Hygiene Food Safety Security Patrolling Safety Retail Safety Hazard Analysis Critical Control Point 	17/04/2025	16/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0117

College of Fire and Safety

Plot 4471, Mogoditshane Block5

[Tel:3962502](tel:3962502)

No of short courses: 14

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Anti-Money Laundering and Anti-Terrorist Financing	22/07/2022	21/07/2025
Basic First Aid	16/03/2023	15/03/2026
Fire Marshall	16/03/2023	15/03/2026
Industrial Fire Fighting	16/03/2023	15/03/2026
Breathing Apparatus	14/12/2023	13/12/2026
Fire Investigation	14/12/2023	13/12/2026
Handling Hazardous Materials	14/12/2023	13/12/2026
Station Officers	14/12/2023	13/12/2026
Mining Health and Safety	25/04/2024	24/04/2027
Fire Risk Management	25/04/2024	24/04/2027
Foundation Certificate on Emergency Medical Care	23/05/2024	22/05/2027
Fire Equipment Technology	17/07/2024	16/07/2027
Basic Fire Safety	10/10/2024	09/10/2027
SHE Representative Course	10/10/2024	09/10/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0019

Core Knowledge Quality Training and Consultants

Plot 712, Extension 2

Gaborone

Tel: 3957794

No of short courses: 9

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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
Certificate of Proficiency in MS Office Programs; <ul style="list-style-type: none">• MS Word• MS Excel• MS PowerPoint• MS Outlook	14/03/2024	13/03/2027
Moderation of Assessments	17/07/2024	16/07/2027
Transformation Team Building and Leadership	24/10/2024	23/10/2027
Training Program and Material Development	28/02/2025	27/02/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0104

Information Academy
Neat Creats Matebeleng
Tel: 72652179

No of short courses: 6

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
DP Certified Master Course (Practitioner Course)	17/04/2025	16/04/2028

ETP0159

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

No of short courses: 25

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
Accident and Incident Investigations	03/08/2022	02/08/2025
First Aid Level 2	20/10/2022	19/10/2025
Microsoft Excel Level 1	31/01/2023	30/01/2026
Microsoft Excel Level 2	31/01/2023	30/01/2026
Microsoft Excel Level 3	31/01/2023	30/01/2026
First Aid Level 3	16/03/2023	15/03/2026
Sales and Marketing Management	16/03/2023	15/03/2026
Fire Safety Management;	30/11/2023	15/12/2026

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • Fire Marshall • Fire Evacuation Coordination 		
Finance for Non-Finance Managers; <ul style="list-style-type: none"> • Financial Statements • Introduction to Finance & Bookkeeping • Management of Working Capital • Understanding Budgets • Capital Budgeting and Decision 	30/11/2023	15/12/2026
Customer Service; <ul style="list-style-type: none"> • Customer Service Coaching Program • Consumer Psychology 	30/11/2023	15/12/2026
Key Management Skills; <ul style="list-style-type: none"> • Performance Management and Systems • Strategic Management & Leadership • Leadership Management 	30/11/2023	15/12/2026
Conflict Resolution & Emotional Intelligence; <ul style="list-style-type: none"> • Emotional Intelligence • Conflict Management 	30/11/2023	15/12/2026
Art of Negotiation	22/03/2024	21/03/2027
Change Management	25/04/2024	24/04/2027
First Aid	25/04/2024	24/04/2027
Occupational Health and Safety; <ul style="list-style-type: none"> • SHE Awareness • HIV/AIDS Counselling and Treatment Options 	25/04/2024	24/04/2027
Team Work and Team Building	25/04/2024	24/04/2027
Disciplinary Hearing and Grievance Handling	10/10/2024	09/10/2027
Holistic Growth: Counselling, Mentoring, Coaching, and Personal Development	10/10/2024	09/10/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

ISO 45001:2018 Occupational Health and Safety Management Systems Standard	10/10/2024	09/10/2027
Productivity and Time Management for Professionals	10/10/2024	09/10/2027
Stress Management	10/10/2024	09/10/2027
The Balanced Scorecard and KPI Essentials	10/10/2024	09/10/2027

ETP0050

Masire Legal Consultants

Plot 59864, Block7

Tel: 74415055

No of short courses: 1

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

ETP0310

Royal Training Consultants

Plot 39/3, Commerce Park

Gaborone

[Tel:3912805](tel:3912805)/72310395

No of short courses: 3

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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

ETP0529

Teemane Health Training Centreproprietry

Plot 62056, Tsholofelo East

[Tel:73794340](tel:73794340)**No of short courses: 2**

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Trainer of Trainers	22/07/2022	21/07/2025
Basic Life Support Instructor	30/06/2025	29/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0077

Douglas Management Services
Plot 278, Radingwe Ward Gabane
Tel: 71619075

No of short courses: 3

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Awareness of Quality	11/02/2025	10/02/2028
Integrated ISO Management System Auditor/ Lead Auditor; • Quality Management System Auditor/Lead Auditor • Environmental Management System Auditor/Lead Auditor • Occupational Health and Safety Management System Auditor/Lead Auditor • Food Safety Management System Auditor/Lead Auditor • Laboratory Management System Auditor/Lead Auditor	30/04/2025	12/06/2028
Awareness of Integrated ISO Management Systems; • Quality Management Systems • Environmental Management Systems • Occupational Health and Safety Management System • Food Safety Management Systems • Laboratory Management Systems	30/04/2025	12/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0158

Prime Services Training Consultancy

P O Box 20692

Mahalapye

Tel: 76373542

No of short courses: 9

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Operating All Lifting Equipment; <ul style="list-style-type: none"> • Basic Rigging • Scaffolding • Boom Lifts • Scissor Lifts • Two-Post Lift Jack • Elevated Platform 	30/04/2025	29/04/2028
Defensive Driving for all Types of Vehicles; <ul style="list-style-type: none"> • Basic Defensive driving • Defensive Driving for Water Bowser • Defensive Driving Heavy Duty • Defensive Driving Extra Heavy Duty • Defensive Driving for Motorcyclists • Defensive Driving 4x4 & Off-Road 	30/04/2025	29/04/2028
Operating Earth Moving Machines; <ul style="list-style-type: none"> • Bulldozer • Roller Compactor • Grader • Trenches • Wheel Tractor-Scraper 	30/04/2025	29/04/2028
Inspection of Lifting equipment/Platforms & Vehicles; <ul style="list-style-type: none"> • Scaffold Inspection 	22/03/2024	21/03/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • Vehicle Pre Start Inspection • Tri-Circle Inspection of Hydraulic Lifting Equipment • Tri-Circle Inspection of Earth Moving Machines • Spotter Guide 		
Safety Practices & Emergency Preparedness; <ul style="list-style-type: none"> • Safety Representative • First Aid • Fire Marshall • Working at Heights • Confined Spaces 	16/01/2025	15/01/2028
Operating Hydraulic Lifting Machines; <ul style="list-style-type: none"> • Forklift • Cherry Picker • Hydraulic Elevator • Load All • Sky Jack • Tele-Handler • Tele-Logger 	30/04/2025	29/04/2028
Operating All Cranes; <ul style="list-style-type: none"> • Construction Hoists • Belt Conveyor • Mobile Crane • Overhead Crane • Tower Crane • Truck Mounted Crane 	30/04/2025	29/04/2028
Operating Loaders; <ul style="list-style-type: none"> • Backhoe Loader • Bobcat Skid Steer Loader • Load Haul Dumper • Tractor Loader Backhoe • Reach Truck • Front-End Loader 	30/04/2025	29/04/2028
Operating Mining Machines; <ul style="list-style-type: none"> • Dump Truck • Electric Rope Shovel • Excavator • Hydraulic Mining Shovels • Tractor 	30/04/2025	29/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

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; <ul style="list-style-type: none"> • Level 1 • Level 2 • Level 3 	21/05/2025	20/05/2028

ETP0257

Systems Technical College

Plot 19058, Phase 2 Gaborone

Tel: 3110548

No of short courses: 2

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0032

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

No of short courses: 10

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Assertive Behaviour with Emotional Intelligence	21/05/2025	20/05/2028
Communication Skills with Emotional Intelligence	21/05/2025	20/05/2028
Delivering Great Services with Emotional Intelligence	21/05/2025	20/05/2028
Modern Leadership with Emotional Intelligence for High Performing Teams	21/05/2025	20/05/2028
The Art Of Management with Emotional Intelligence	21/05/2025	20/05/2028
Organisational Vision and Direction	21/05/2025	20/05/2028
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

ETP0097

The Custodian
Plot 5350/1/2 Extension 10
Gaborone
Tel: 71756688/72671068

No of short courses: 3

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0052

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

No of short courses: 50

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Confined Space Training	02/05/2023	01/05/2026
Basic Refrigeration and Air-Conditioning Training	02/05/2023	01/05/2026
Backhoe Loader Training	02/05/2023	01/05/2026
Leadership for Supervisors Training	02/05/2023	01/05/2026
Train the Trainer	02/05/2023	01/05/2026
Lifting Operation Training	02/05/2023	01/05/2026
Truck Mounted Crane Training	02/05/2023	01/05/2026
Mobile Crane Training	02/05/2023	01/05/2026
Excavator Training	02/05/2023	01/05/2026
Rigging and Hoisting Fundamentals	02/05/2023	01/05/2026
Root Cause Failure Analysis (RCFA)	02/05/2023	01/05/2026
Equipment Safe Guarding Training	02/05/2023	01/05/2026
Telescopic Handler Training	02/05/2023	01/05/2026
Aerial and Scissor Lift Platforms	02/05/2023	01/05/2026
Laser Alignment Training	02/05/2023	01/05/2026
Electrical Cable Jointing, Termination & Testing	19/05/2023	18/05/2026
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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Dump Truck Operator Training	14/09/2023	13/09/2026
Gambling for Employees; <ul style="list-style-type: none"> • Gambling Industry Awareness and Responsibility • Gambling Responsibility and Risk Management Training • Customer Interaction and Communication Training • Gambling Support Services Awareness Training • Support for Minor Gamblers and Gamers Training 	14/09/2023	13/09/2026
Gambling for Supervisors and Managers; <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
Microsoft Office; <ul style="list-style-type: none"> • Basic Microsoft Excel Training 	10/11/2023	09/11/2026

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • Advanced Microsoft Excel Training • Basic Microsoft Publisher Training • Advanced Microsoft Publisher Training • Basic Microsoft Word Training • Advanced Microsoft Word Training • Basic Microsoft PowerPoint Training • Advanced Microsoft PowerPoint Training 		
Incident Cause Analysis Method (ICAM) Course	14/12/2023	13/12/2026
Plastic Extrusion Welding Course	14/12/2023	13/12/2026
Data Analytics Course	14/12/2023	13/12/2026
Coded Welding Course	14/12/2023	13/12/2026
Safe Handling of Hazardous Substances Course	14/12/2023	13/12/2026
Transportation of Hazardous Materials Course	14/12/2023	13/12/2026
Oil Analysis Training	14/12/2023	13/12/2026
Two-Post Lift Course	14/03/2024	13/03/2027
Renewable Energy/Solar Installation Course	14/03/2024	13/03/2027
Safety Spotters and Observers Course	14/03/2024	13/03/2027
Electric Generator Installation, Operation and Maintenance Course	25/04/2024	24/04/2027
Tailoring and Dress Making Course	17/07/2024	16/07/2027
Technical Drafting Course	17/07/2024	16/07/2027
Borehole Maintenance Course	24/10/2024	23/10/2027
Basic Fitting Course	14/11/2024	13/11/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0498

Kalahari Training Institute (PTY) LTD

Plot 41 Unit 8, Commerce Park

Gaborone

Tel: 3113858

No of short courses: 41

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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
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	20/10/2022	19/10/2025

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

4. PowerPoint 2016: Part 1 or PowerPoint 365 5. Outlook 2016: Part 1 or Outlook 365: Part 1		
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
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 	12/07/2023	11/07/2026

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • Successfully Managing Change 		
Marketing Strategies; <ul style="list-style-type: none"> • Marketing and Sales- A Primer • Basic Internet Marketing • Creating and Managing Your Corporate Brand • Building a Brand on Social Media • Introduction to Email Marketing • Marketing with Social Media • Story Marketing for Business • Public Relations Boot Camp • Identifying and Combating Fake News 	14/12/2023	13/12/2026
Basic Workplace Health and Safety; <ul style="list-style-type: none"> • Safety in the Workplace • Fire Fighting and Evacuation Procedures • Basic First Aid • SHE Representative Functions • Working at Heights 	12/04/2024	11/04/2027
Developing Workplace Health and Safety; <ul style="list-style-type: none"> • Developing and Planning • The Supervisor's Role and Responsibilities • Creating a Workplace Wellness Programme • Psychological Health and Safety • Workplace Ergonomics 	12/04/2024	11/04/2027
Fast Moving Consumer Goods (FMCGs) Essentials;	25/04/2024	24/04/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • Cycle Planning • Purchasing and Procurement Basics • Vendor Management Essentials • Good Distribution Practices- General • Good Distribution Practices- Pharmaceutical 		
<p>The Professional Trainer: Professional Trainer's Certificate;</p> <ul style="list-style-type: none"> • Introductory Train the Trainer • Advanced Training Planning and Delivery Strategies- Advanced Train the Trainer • Competency Based Three Dimensional Lesson Design and Delivery • Advanced Training in the Theoretical Principles and Applications of Transformational Learning • Advanced Training in the Theoretical Principles and Applications of Andragogy 	11/06/2024	10/06/2027
<p>Sales Strategies;</p> <ul style="list-style-type: none"> • Building Relationships for Success in Sales • Selling Smarter • Overcoming Objections to Nail the Sales • Reading Body Language as a Sales Tool 	17/07/2024	16/07/2027
Wellness in Motion;	25/09/2024	24/09/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • #Ikage Motswana™ – Team Wellness • #Ikage Motswana™ – Self Awareness • #Ikage Motswana- Workplace Harmony • #Ikage Motswana™ – Wellness & Wellbeing • #Ikage Motswana™ – Personal and Organisational Alignment 		
Team Development Training; <ul style="list-style-type: none"> • Being a Team Player • Building Better Teams • Creativity in the Workplace • Collaboration • Skills You Need for Workplace Success 	25/09/2024	24/09/2027

ETP0040

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

No of short courses: 1

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Sewing Skills for Kids	19/05/2023	18/05/2026

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0156

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

No of short courses: 12

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
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
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
Occupational Health and Safety	16/05/2024	15/05/2027
Hazard Analysis Critical Control Points	27/06/2024	26/06/2027

ETP0224

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

No of short courses: 12

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Computing and Application Programs	21/05/2025	20/07/2028
Customer Service and Skills	21/07/2025	20/07/2028
Database Skills-Microsoft Access	22/07/2022	21/07/2025

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Basic Health and First Aid Training	21/05/2025	20/07/2028
Leadership Skills for Supervisors	21/05/2025	20/07/2028
Presentation Skills- Microsoft PowerPoint	22/07/2022	21/07/2025
Spreadsheet Skills- Microsoft Excel	21/05/2025	20/07/2028
Occupational Health and Safety Skills	21/05/2025	17/08/2028
Hairdressing and Beauty Therapy	14/03/2024	13/03/2027
Botswana Sign Language; <ul style="list-style-type: none"> • Level 1 • Level 2 	14/03/2024	13/03/2027
Business Skills	14/03/2024	13/03/2027
Minute Taking & Report Writing Skills	11/02/2025	10/02/2028

ETP0007

IT-IQ Botswana

Plot 68 Unit 8, Commerce Park Gaborone

Tel: 3181684

No of short courses: 18

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

Microsoft Project Level 2	16/03/2026	15/03/2026
Microsoft 365 Fundamentals	06/04/2023	05/04/2026
Microsoft Digital Literacy Course	04/10/2023	03/10/2026
ITIL 4 Foundation	24/10/2023	28/03/2027
CyberSAFE End User Training	10/11/2023	09/11/2026
Microsoft PowerPoint; <ul style="list-style-type: none"> • Level 1 • Level 2 	14/12/2023	13/12/2026
Data Protection Awareness Training	12/04/2024	11/04/2027

ETP0470

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

No of short courses: 12

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; <ul style="list-style-type: none"> • Principles of Occupational Health and Safety • Handling Hazardous Chemicals and Substances • Fire Marshal • Working At Heights • Incident Investigation and Reporting 	22/07/2022	21/07/2025
Project Management	13/12/2022	12/12/2025
Healthcare Assistance; <ul style="list-style-type: none"> • Elderly Caregiving • Caregiving Skills- Dementia Care 	24/10/2024	23/10/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

<ul style="list-style-type: none"> • Caregiving for the Disabled • Health and Safety for Caregivers • Cardiopulmonary Resuscitation (CPR) 		
Security Management; <ul style="list-style-type: none"> • Risk Management • Cyber Security • Incident Investigation Procedure • Information Security Management 	24/10/2024	23/10/2027
Business Management; <ul style="list-style-type: none"> • Team Building • Disciplinary Hearing and Grievance Procedures • Emotional Intelligence • Leadership and Management Skills • Supervisory Skills 	12/12/2024	11/12/2027
Hotel and Catering Management; <ul style="list-style-type: none"> • Housekeeping and Laundry Management • Hotel Waiter Training • Culinary Arts • Customer Service 	12/12/2024	11/12/2027
Phlebotomy; <ul style="list-style-type: none"> • Fundamentals of Phlebotomy • Basic Principles of Anatomy and Physiology • Performing Venipuncture • Infection Control • Professional Communication and Conduct 	30/01/2025	29/01/2028
Pharmacy Assistant; <ul style="list-style-type: none"> • Fundamentals of Pharmacy Operations • Pharmacology 	21/05/2025	20/05/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • Dispensing and Inventory Management • Communication Skills • Patient Care 		
Beauty Therapy; <ul style="list-style-type: none"> • Body Massage • Nail Art and Gel Application • Facial Skin Care Treatment and Make-up 	21/05/2025	20/05/2028
Defensive Driving Skills	21/05/2025	20/05/2028
Paramedic Training; <ul style="list-style-type: none"> • Emergency Medical Services (EMS Foundations) • Basic Principles of Anatomy and Physiology • Cardiopulmonary Resuscitation (CPR) and Advanced Life Support (ALS) • Emergency Pharmacology • Trauma Care 	21/05/2025	20/05/2028

ETP0055

Botswana Accountancy College
 Plot 50691, Fairgrounds Gaborone
 Tel: 72455385

No of short courses: 42

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 Literacy	03/08/2022	02/08/2025
Balanced Score Card	03/08/2022	02/08/2025

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Public Sector Governance	03/08/2022	02/08/2025
Strategy for Non-Strategist	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	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	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 and Customer Service	02/05/2023	01/05/2026
CCNA Routing and Switching: Introduction to Networks	19/05/2023	18/05/2026
CCNA Routing and Switching: Switch, Routing and Wireless Essentials	19/05/2023	18/05/2026
CCNA Routing and Switching: Enterprise Networking, Security and Automation	19/05/2023	18/05/2026
Enterprise Systems Fundamentals with SA	19/05/2023	18/05/2026
TS410- Integrated Business Process in SAP S/4HANA	19/05/2023	18/05/2026
Applied Project Management with Microsoft Project	24/10/2023	23/10/2026
Credit Risk Analysis with Python	24/10/2023	23/10/2026
Microsoft Power BI	24/10/2023	23/10/2026
Data Analytics with Microsoft Excel	24/10/2023	23/10/2026
Deep Learning	24/10/2023	23/10/2026
Machine Learning Fundamentals	24/10/2023	23/10/2026
Marketing Analytics	24/10/2023	23/10/2026
Data Analytics with Excel	24/10/2023	23/10/2026

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

Basic Bar Tender Skills	24/10/2023	23/10/2026
SQL for Data Analytics	24/10/2023	23/10/2026
Fundamentals of Data Warehousing	24/10/2023	23/10/2026
Data Analytics Using R/Python Programming	24/10/2023	23/10/2026
Data Literacy	24/10/2023	23/10/2026
Environmental, Social and Governance	16/05/2024	15/05/2027

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0617

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

No of short courses: 9

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
Training of Trainers	05/09/2024	04/09/2027

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0042

Gaborone University College of Law and Professional Studies
Plot 6398, Broadhurst Industrial
Gaborone
Tel: 3185596

No of short courses: 111

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

Evidence Law	22/03/2024	21/03/2027
Finance for Non-Finance Professionals	22/03/2024	21/03/2027
Food Safety & Hygiene	22/03/2024	21/03/2027
Human Resources Management	22/03/2024	21/03/2027
Law of Agency	22/03/2024	21/03/2027
Occupational Health and Safety	22/03/2024	21/03/2027
Patent and Intellectual Property Law	22/03/2024	21/03/2027
Privacy and Data Protection Law	22/03/2024	21/03/2027
Sports Law	22/03/2024	21/03/2027
Stress Management	22/03/2024	21/03/2027
Dealing with Diversity	23/08/2024	22/08/2027
Emotional Intelligence	23/08/2024	22/08/2027
Forensic Accounting and Fraud Control	23/08/2024	22/08/2027
High Performance Teams	23/08/2024	22/08/2027
IT Systems: Identity and Access Management	23/08/2024	22/08/2027
Leading and Managing People-Oriented Change	23/08/2024	22/08/2027
Problem Solving Skills	23/08/2024	22/08/2027
Retail Marketing and Inventory Merchandising	23/08/2024	22/08/2027
Arbitration and Dispute Resolution	23/08/2024	22/08/2027
Corporate Governance Principles, Policies and Best Practices	23/08/2024	22/08/2027
Creative Problem Solving and Decision Making	23/08/2024	22/08/2027
Cyber Security Fundamentals 1	23/08/2024	22/08/2027
Essentials of Internal Audit	23/08/2024	22/08/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

Maintenance Planning, Scheduling, and Control	23/08/2024	22/08/2027
Negotiation Strategies for Better Purchasing	23/08/2024	22/08/2027
Professional Organizing Skills	23/08/2024	22/08/2027
Public Sector Management	23/08/2024	22/08/2027
Reward Management	23/08/2024	22/08/2027
Tendering Procedures and Bid Evaluation	23/08/2024	22/08/2027
Warehouse Management	23/08/2024	22/08/2027
Accidents and Emergency Procedures	02/08/2024	01/08/2027
Bookkeeping Basics in 30 days	02/08/2024	01/08/2027
Business Administration in 25 Days	02/08/2024	01/08/2027
Certificate of Proficiency in Short-Term Insurance (COP)	02/08/2024	01/08/2027
Entrepreneurship in 25 Days	02/08/2024	01/08/2027
Driver Fatigue Management	02/08/2024	01/08/2027
Fashion Design in 5 Weeks	02/08/2024	01/08/2027
Poultry Production in 6 Weeks	02/08/2024	01/08/2027
Underground Ventilation 11 Week Course	02/08/2024	01/08/2027
Essentials of Deputy Sheriff Duties	02/08/2024	01/08/2027
Ethics in Leadership	02/08/2024	01/08/2027
Financial Compliance Essentials	02/08/2024	01/08/2027
Law of Arrest: Security Personnel Training	02/08/2024	01/08/2027
Mastering Brilliance in Diamond Cutting and Polishing	02/08/2024	01/08/2027
Mastering Conveyancing: Essential Techniques and Practices	02/08/2024	01/08/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

Procurement and Supply	02/08/2024	01/08/2027
Understanding Money Laundering	02/08/2024	01/08/2027
Hospitality Management	24/10/2024	23/10/2027
Quality Management for Business	24/10/2024	23/10/2027
Procurement Planning and Bid Management	24/10/2024	23/10/2027
Law of Contract	24/10/2024	23/10/2027
Payroll Management	24/10/2024	23/10/2027
Managing Performance	24/10/2024	23/10/2027
Working Life Balancing Maximising Productivity and Quality of Life	24/10/2024	23/10/2027
Communication Skills in Business	28/02/2025	27/02/2028
Databases for End-Users	28/02/2025	27/02/2028
Working Environment and Occupational Health	28/02/2025	27/02/2028
Improving Productivity through Quality Enhancement and Cost Reduction	28/02/2025	27/02/2028
Teaching Students with Intellectual Disabilities	28/02/2025	27/02/2028
Sexual Harassment in the Workplace	28/02/2025	27/02/2028
Security Practice	28/02/2025	27/02/2028
Managing Multiples Tasks, Priorities and Deadlines	28/02/2025	27/02/2028
Agribusiness and Value Addition	17/04/2025	16/04/2028
Beekeeping and Honey Production	17/04/2025	16/04/2028
Borehole Maintenance and Ownership	17/04/2025	16/04/2028
Crop Disease Identification & Management	17/04/2025	16/04/2028
Forklift Operation and Maintenance	17/04/2025	16/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

Profitable Goat and Sheep Farming	17/04/2025	16/04/2028
Protocol and Etiquette	17/04/2025	16/04/2028
Executive Development Programme	17/04/2025	16/04/2028

ETP0079

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

No of short courses: 23

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
Root Cause Analysis	30/11/2023	29/11/2026

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Working Safely at Heights	22/03/2024	21/03/2027
Fire Protection, Prevention, and Safety Awareness (FPPSA)	10/10/2024	09/10/2027
Food Safety and Hygiene	12/12/2024	11/12/2027
Performance and Productivity Improvement; <ul style="list-style-type: none"> • Monitoring and Evaluation • Goal Setting • Total Quality Management • Plan and Organize Work • Personalized Effectiveness 	11/02/2025	10/02/2028
Customer Service	28/02/2025	27/02/2028
Confined Space Entry	17/04/2025	16/04/2028
Lifting Operations; <ul style="list-style-type: none"> • Introduction to Lifting Operations • Safety in Crane Operations • Signaling and Communication for Lifting Operations • Load Shifting and Hoisting • Rigging and Slings for Crane Operators 	17/04/2025	16/04/2028

ETP0421

Theo Star Consultancy
Plot 2662, Mornach Francistown
Tel: 2420940

No of short courses: 13

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

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
First Aid Course	30/01/2025	29/01/2028
Fire Prevention and Equipment Training	30/01/2025	29/01/2028
Workplace Hygiene and Illness prevention Training	30/01/2025	29/01/2028

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 45001:2018)	03/08/2022	02/08/2025
Quality Management (ISO 9001:2015)	03/08/2022	02/08/2025
Risk Assessment Management (ISO 31000: 2018)	03/08/2022	02/08/2025
Security Risk and Crisis Management Programme (ISO 14001:2015)	03/08/2022	02/08/2025

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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: 24

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Effective Selling Skills	03/08/2022	02/08/2025
Emotional Intelligence	03/08/2022	02/08/2025
Team Building Skills	03/08/2022	02/08/2025
Time Management and Employee Efficiency Skills	23/09/2022	22/09/2025
Performance Management System	23/09/2022	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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Stock Management And Control	16/03/2023	15/03/2026
Wellness and Stress Management	19/05/2023	18/05/2026
Strategic and Business Planning	19/05/2023	18/05/2026
Safety Health and Environment (SHE)	30/11/2023	29/11/2026
Basic Personal Financial Management	27/02/2024	26/02/2027
Occupational Health and Safety	22/03/2024	21/03/2027
Sales and Marketing Techniques	22/03/2024	21/03/2027
Basics of Accounting & Record Keeping	25/04/2024	24/04/2027
Cyber and Data Security	30/01/2025	29/01/2028
Effective Team Building Techniques	18/06/2025	17/06/2028

ETP0502

Agri-Light Consultants

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

Gaborone

Tel: 77024272

No of short courses: 5

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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: 42

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Computers	19/08/2022	18/08/2025
Employee Motivation	19/08/2022	18/08/2025
Managing Personal Finances	19/08/2022	18/08/2025
Occupational Health and Safety	19/08/2022	18/08/2025

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

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
Advanced Excel	22/03/2024	21/03/2027
Basic Excel	22/03/2024	21/03/2027
Consumer Behaviour	22/03/2024	21/03/2027
Effective Office Management and Administration	22/03/2024	21/03/2027
Emotional Intelligence	22/03/2024	21/03/2027
Employee Wellness	22/03/2024	21/03/2027
Fire Marshal	22/03/2024	21/03/2027
First Aid	22/03/2024	21/03/2027
Forklift Truck Operator	22/03/2024	21/03/2027
Innovative Cost Saving Strategies	22/03/2024	21/03/2027
Intermediate Excel	22/03/2024	21/03/2027
Introduction to Logistics and Supply Chain	22/03/2024	21/03/2027
Managing Customer Relations	22/03/2024	21/03/2027
Managing Stock Shrinkage	22/03/2024	21/03/2027
Warehouse Operations	25/04/2024	24/04/2027
Working in Business Teams	25/04/2024	24/04/2027
Defensive Driving for Professional Drivers	11/06/2024	10/06/2027
Creativity, Critical Thinking & Problem-Solving Skills	11/06/2024	10/06/2027
Hazard Identification and Risk Management (HIRA)	11/06/2024	10/06/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

Introduction to Microsoft Power BI	11/06/2024	10/06/2027
Marketing Communication and Brand Management	11/06/2024	10/06/2027
Brand Identity and Strategy	30/01/2025	29/01/2028
Customer Retention and Loyalty	30/01/2025	29/01/2028
Product Knowledge	30/01/2025	29/01/2028
Realising Opportunities	30/01/2025	29/01/2028

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; <ul style="list-style-type: none"> • Personal Leadership • Management Fundamentals • Management Advanced • Communication Leadership • Project Management • Financial Management 	17/04/2025	16/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Scaffolding Erection and Inspection	08/06/2023	07/06/2026
-------------------------------------	------------	------------

ETP0334

Positive Performance

Plot 140, Unit 5 Kgale Terrace

Gaborone

Tel: 73406164

No of short courses: 13

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Mental Health First Response (MHFR)	19/08/2022	18/08/2025
Conquering Critical Conversations: Effective Skills for Difficult Dialogue	23/09/2022	22/09/2025
Psychological Safety and Trust	19/05/2023	18/05/2026
Mental Health at Work	19/05/2023	18/05/2026
Mentoring Skills at Work	19/05/2023	18/05/2026
Team Building	30/11/2023	29/11/2026
Hospitality	30/11/2023	29/11/2026
Professional Housekeeper	30/11/2023	29/11/2026
Systems Administrator	30/11/2023	29/11/2026
Professional Chef	30/11/2023	29/11/2026
Working with Strengths	28/02/2025	27/02/2028
Executive Coaching	28/02/2025	27/02/2028
Coaching Skills for Managers	28/02/2025	27/02/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0160

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

No of short courses: 4

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Foundation of Critical Thinking	19/08/2022	18/08/2025
Services Marketing	19/08/2022	18/08/2025
Business Communication Skills	11/06/2024	10/06/2027
Fundamentals of Professional Selling	11/06/2024	10/06/2027

ETP0111

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

No of short courses: 12

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Data Privacy	19/08/2022	18/08/2025
Anti-Money Laundering	19/08/2022	18/08/2025
Leadership Development	19/08/2022	18/08/2025
First Aid	08/06/2023	07/06/2026
Managing Personal Finances	08/06/2023	07/06/2026
Sales and Presentation Skills	04/08/2023	03/08/2026
Agile Ways of Work	12/04/2024	11/04/2027
Team Building	25/04/2024	24/04/2027
Credit Management	24/10/2024	23/10/2027
Customer Service	14/11/2024	13/11/2027
Team Building	14/11/2024	13/11/2027
Trainer of Trainers	14/11/2024	13/11/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0590

Tam SHEQ Consultancy Services
 Letlapeng Ward Tlokweng
 Tel: 72912118

No of short courses: 14

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
Health and Safety Programme; <ul style="list-style-type: none"> • Hazard Identification and Risk Assessment • Root Cause Analysis Technique (RCAT) • Emergency Preparedness • Phlebotomy • Confined Space Training 	02/08/2024	01/08/2027
Management and Leadership Programme; <ul style="list-style-type: none"> • Supervisory Skills • Change Management • Customer Service • Emotional Intelligence • Leadership Skills 	02/08/2024	01/08/2027
Trainers & Facilitators Programme;	02/08/2024	01/08/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

<ul style="list-style-type: none"> • Trainer of Trainers • Assessor and Moderator Training • Outcome Based Education and Training • Assessment Design Training 		
Mobile Lifting Programme; <ul style="list-style-type: none"> • Fork Lift Truck Operator • Cherry Picker Operator • Overload Crane Operator • Overhead Crane Operator • Telescopic Boom Handler Operator • Truck Mounted Crane Operator 	14/11/2024	13/11/2027

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
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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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

ETP0087

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

No of short courses: 17

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Professional Plumbing and Pipe Fitting Skills	04/08/2023	03/08/2026
Customer Service Management Skills	04/08/2023	03/08/2026
Supervisory and Management Skills	04/08/2023	03/08/2026
Prospecting, Sales and Follow Up Skills	10/11/2023	09/11/2026
Training of Trainers	14/12/2023	13/12/2026
Team Building and Effectiveness	14/12/2023	13/12/2026
Comprehensive Paving, Tiling and Landscaping	14/12/2023	13/12/2026
Financial Reporting, Accounting and Business; <ul style="list-style-type: none"> • International Accounting & Financial Reporting Standards (IFRS & IAS) • Financial Accounting • Management Accounting • Business and Technology 	14/12/2023	13/12/2026
Technical Engineering, Installation , Operations, Repairs and Maintenance; <ul style="list-style-type: none"> • Electrical Installation and Electronic Appliances • Power, Solar Systems, Generators and Pumps • CCTV, Alarms, Fencing, Gates and Access Control • Air Conditioning and Refrigeration • Cellphones and Computers 	22/03/2024	21/03/2027
Welding; <ul style="list-style-type: none"> • Boiler Making and Fabrication • Plastic • Coded (Certified) 	02/08/2024	01/08/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • ARC • Gas 		
Construction Engineering and Management; <ul style="list-style-type: none"> • Interior Design, Decoration and Renovation • Carpentry, Joinery & Furniture • Architectural Draughting and Engineering Drawings • Bricklaying, Plastering & Painting • Roofing and Cladding 	28/02/2025	27/02/2028

ETP0567

Kent Consultancy Proprietary Limited

Gaborone International Finance Park, Plot 140 Unit 2

Gaborone

Tel: 72166490

No of short courses: 5

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
Occupational Health and Safety; <ul style="list-style-type: none"> • First Aid Level 1, 2 & 3 • Fire Prevention and Management • Fire Marshal • Food Safety & Hygiene • Lockout and Tagout 	27/06/2024	26/06/2027
Occupational Health and Safety; <ul style="list-style-type: none"> • Permit to Work System • Hazard Identification and Risk Assessment • Working in Confined Spaces 	02/08/2024	01/08/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • Fatigue Management • Management and Transportation of Dangerous Goods/ Substances by Road 		
Maintenance & Operations; <ul style="list-style-type: none"> • Basic Fitting • Compressor Maintenance • General Plant Maintenance • Machinery Lubrication 	28/11/2024	27/11/2027

ETP0499

Rising Bright Proprietary Limited
Poane Ward Manyana
Tel: 71578078

No of short courses: 1

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

ETP0591

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

No of short courses: 1

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0284

Machray Training Consultancy

Plot No. 698, Auto Lot House, Francistown.

Tel: 74260883

No of short courses: 13

NAME OF SHORT COUSES(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic First Aid	01/09/2022	31/08/2025
Fire Fighting	01/09/2022	31/08/2025
Occupational Health and Safety; <ul style="list-style-type: none"> • Safety, Health & Environment (SHE) Representative • Incident Cause Analysis Method (ICAM) • Machinery Safety including Hand Powered Tools • Confined Spaces • Waste Management 	01/09/2022	31/08/2025
Supervisory skills	01/09/2022	31/08/2025
Hazard Identification and Risk Assessment	23/09/2022	22/09/2025
Customer Service; <ul style="list-style-type: none"> • Customer Relationship Management • Consumer Behaviour • Product Knowledge • Merchandising • Sales Management 	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
Security Management	25/09/2024	24/09/2027
Scaffolding Erection and Inspection; <ul style="list-style-type: none"> • Scaffold Inspection • Scaffold Erection • Scaffold Supervision • Rigging and Hoisting 	24/10/2024	23/10/2027
Defensive Driving;	28/11/2024	27/11/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • Basic Defensive Driving • Transportation of Dangerous Goods • Handling of Hazardous Chemicals • Advanced Defensive Driving • Emergency Preparedness and Response 		
Archives and Records Management; <ul style="list-style-type: none"> • Basic Archives and Records Management • Intermediate Archives and Records Management • Advanced Archives and Records Management • Electronic Records Management • Records Management System 	14/03/2025	13/03/2028

ETP0325

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

No of short courses: 6

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Lifting Equipment Operator; • 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; • Excavator Operator • Back Hoe Operator • Front End Loader Operator • Shovel Operator • Dozer Loader Operator	04/10/2023	03/10/2026

ETP0620

Insurance Training Institute

Plot 10328, White City

Gaborone

Tel 72199926

No of short courses: 12

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
Basics of Computer Skills	17/07/2024	16/07/2027
Wealth Management COP	17/07/2024	16/07/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0301

Jwaneng Mine Training Centre

Jwaneng Mine

Tel 5884171

No of short courses: 51

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
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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

SHE Representative	14/09/2023	13/09/2026
Fire Safety and Prevention	14/09/2023	13/09/2026
Blasthole Drill Equipment- Pit Viper 351 – Diesel and Electrical RCS4 Series	04/10/2023	03/10/2026
Caterpillar 16M Grader	04/10/2023	03/10/2026
Hydraulic Shovels Equipment- Komatsu PC8000 and Caterpillar 6060	04/10/2023	03/10/2026
Water Trucks: Caterpillar 773/785 and Komatsu 785	04/10/2023	03/10/2026
Cable Reeler- Caterpillar 988H/K	09/02/2024	08/02/2027
Skid Steer Loader	09/02/2024	08/02/2027
Tyre Handler- Komatsu WA 600 & Caterpillar 988H/K	09/02/2024	08/02/2027
First Aid	22/03/2024	21/03/2027
Forklift Operator Training	11/06/2024	10/06/2027
Basic Supervision Programme	17/07/2024	16/07/2027
Supervisory Development Programme	17/07/2024	16/07/2027
Performance Management	17/07/2024	16/07/2027
Power System Protection in Mining	05/09/2024	04/09/2027
Tailings Management Course	10/10/2024	09/10/2027
CAT988K Front End Loader	30/01/2025	29/01/2028
Defensive Driving	18/06/2025	17/06/2028
Heavy Combination Motor Vehicle Driving: EC	18/06/2025	17/06/2028
Blasting Practical	18/06/2025	17/06/2028
Blasting Theory	18/06/2025	17/06/2028
Virtual Reality: Supervisory Training Program	18/06/2025	17/06/2028
Pro4 Simulator 588: Komatsu 930E-4 Dump Truck Novices (Green Hats) Training Curriculum	18/06/2025	17/06/2028
Pro4 Simulator: Komatsu 930E-4 Dump Truck Refresher and Deviation Closure Curriculum	18/06/2025	17/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

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
Assertive and Effective Interpersonal Communication	20/10/2022	19/10/2025

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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: 13

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
Basic Life Support	24/10/2024	23/10/2027
Sign Language	24/10/2024	23/10/2027
Human Resource Management	24/10/2024	23/10/2027
Pharmacy Assistant	28/02/2025	27/02/2028
Occupational Health and Safety	14/03/2025	13/03/2028
Business Management and Administration	14/03/2025	13/03/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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: 20

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Automated Computer Aided Drafting Level 1	23/09/2022	22/09/2025
Automated Computer Aided Drafting Level 2	23/09/2022	22/09/2025
Change Management	23/09/2022	22/09/2025
Customer/Care Service	23/09/2022	22/09/2025
Effective Minute Taking	23/09/2022	22/09/2025
Entrepreneurship	23/09/2022	22/09/2025
Supervisory and Management Skills	23/09/2022	22/09/2025
The Art of Public Speaking	23/09/2022	22/09/2025
The Art of Report Writing	23/09/2022	22/09/2025
Introduction to eLearning	12/07/2023	11/07/2026
Corporate Governance	27/02/2024	26/02/2027
Emotional Intelligence	27/02/2024	26/02/2027
Gender Mainstreaming	27/02/2024	26/02/2027
Dial-A-Smile	27/02/2024	26/02/2027
Diplomacy and Protocol	27/02/2024	26/02/2027
How to Start and Manage Your Business	27/02/2024	26/02/2027
Personal Financial Planning (PFP)	27/02/2024	26/02/2027
Project Management	27/02/2024	26/02/2027
Research Techniques and Statistical for Social Studies	27/02/2024	26/02/2027
Occupational Health and Safety	03/04/2025	02/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0333

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

No of short courses: 7

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

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0264

Leatuka Holdings
Gaborone
Tel 3170700/72918186

No of short courses: 2

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

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0228

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

No of short courses: 5

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

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0367

Change De Uterio

Adansonia Hotel, Francistown

Tel 71449694

No of short courses: 1

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

ETP0403

Compstar College of Agriculture

Plot 2669, Matapudza Ward

Sebina

Tel 72677269/71700170

No of short courses: 2

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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

ETP0018

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

No of short courses: 27

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

Strategic Planning	19/05/2023	18/05/2026
Convey of Dangerous Goods by Road	17/04/2025	16/04/2028
Fundamentals of Insurance; • Insurance Industry Act in Botswana • Importance of Insurance in Botswana • Insurance Policy Protection Rules • Rights and Responsibilities of Insurance	17/04/2025	16/04/2028
Working at Heights	17/04/2025	16/04/2028
Rigging Fundamentals	17/04/2025	16/04/2028
Strategic Business Modeling; • Process Engineering • Total Quality Management • Role of AI in Risk Management • Board Resolution/Orientation	17/04/2025	16/04/2028
Wellness Program	17/04/2025	16/04/2028

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: 10

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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
Hazardous Chemical Agent Workshop	11/02/2025	10/02/2028
Lock-Out Procedure Workshop	03/04/2025	02/04/2028

ETP0505

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

No of short courses: 7

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
HVAC- Heating, Ventilation and Air Conditioning	30/06/2025	29/06/2208
AUTO CAD	30/06/2025	29/06/2028
Quality Control	30/06/2025	29/06/2028
Health and Safety	30/06/2025	29/06/2028
Lathe and Milling Machine Tooling	30/06/2025	29/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0061

Pinnalead (PTY) LTD

Plot 64517, the Office, Fairgrounds

Tel 3914697

No of short courses: 13

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Team Building	20/10/2022	19/10/2025
Leadership Gold	20/10/2025	19/10/2025
The 15 Invaluable Laws of Growth	20/10/2025	19/10/2025
Self-Discovery and Behavioral Change	31/08/2023	30/08/2026
Becoming a Person of Influence	04/10/2023	03/10/2026
Coaching for Performance	24/10/2023	23/10/2026
Five Lens Human Development	12/04/2024	11/04/2027
Tipping Point Leadership Bootcamp	12/04/2024	11/04/2027
Developing The Leaders Within You 2.0	12/04/2024	11/04/2027
Live2Lead Conference	25/04/2024	24/04/2027
Coaching	11/06/2024	10/06/2027
Leading with Coaching Styles	05/09/2024	04/09/2027
Living the Laws of Leadership	05/09/2024	04/09/2027

ETP0609

Wetforce Earthmoving Training and Consultancy

Plot 91, Commerce Park, Office 13

Tel 74512418

No of short courses: 6

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 	20/10/2022	19/10/2025

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> Shovel Operator 		
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
Compacting Equipment Operator; <ul style="list-style-type: none"> Roller Compactor Operator Jumping Jack Compactor Operator Plate Compactor Operator 	17/07/2024	16/07/2027
Grading Equipment Operator; <ul style="list-style-type: none"> Dozer Operator Motor Grader Operator Scraper Bin Operator Road Reclaimer Operator 	17/07/2024	16/07/2027

ETP0072

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

No of short courses: 64

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Develop Credit Policies and Procedures (DCCP)	14/09/2023	13/09/2026
Develop Repayment Policies and Procedures	14/09/2023	13/09/2026
Excel Skills for Business: Advanced Level	14/09/2023	13/09/2026
Excel Skills for Business: Beginners Level	14/09/2023	13/09/2026
Excel Skills for Business: Intermediate Level 1	14/09/2023	13/09/2026
Excel Skills for Business: Intermediate Level 2	14/09/2023	13/09/2026
Financial Literacy for Financial Wellbeing	14/09/2023	13/09/2026
Leadership and Management Skills for Middle and Senior Management	14/09/2023	13/09/2026
Maintaining Client Relations	14/09/2023	13/09/2026
Microfinance Administration	14/09/2023	13/09/2026
Treasury Risk Management	14/09/2023	13/09/2026
Corporate Governance	14/12/2023	13/12/2026
Financial Literacy for Financial Wellbeing	14/12/2023	13/12/2026
Advanced Strategies for Sales and Marketing	27/02/2024	26/02/2027
Changing Mindset: A Path to Success in Life	27/02/2024	26/02/2027
Leadership and Managing Change	27/02/2024	26/02/2027
Sales and Marketing Skills	27/02/2024	26/02/2027
Supervisory Management Skills	27/02/2024	26/02/2027
The Basics of Building and Closing Sales	27/02/2024	26/02/2027
Disciplinary Hearing and Grievance Procedure	17/07/2024	16/07/2027
Customer Relationship Management	17/07/2024	16/07/2027
Advanced Writing Skills	17/07/2024	16/07/2027
Managing Personal Finances	17/07/2024	16/07/2027
Principles of Data Protection	17/07/2024	16/07/2027
Managing Conflict in the Workplace	17/07/2024	16/07/2027
Training of Trainers	17/07/2024	16/07/2027
Robotics in Finance- The Future	02/08/2024	01/08/2027
Certificate in the Data Analytics (CertDA)	02/08/2024	01/08/2027
Certificate in the FinTech for Finance and Business Leaders	02/08/2024	01/08/2027
Machine Learning with Python for Finance Professionals	02/08/2024	01/08/2027
Cyber Security: The Role of Finance Leaders	02/08/2024	01/08/2027
Robotics Process and Intelligent Automation for Finance Professionals	02/08/2024	01/08/2027
Manage the Cyber Threat for Finance Professionals	02/08/2024	01/08/2027
Climate Finance	05/09/2024	04/09/2027
Certificate in Sustainability for Finance (CertSF)	05/09/2024	04/09/2027
Data Analytics	25/09/2024	24/09/2027
Artificial Intelligence	25/09/2024	24/09/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

Big Data	25/09/2024	24/09/2027
Block Chain	25/09/2024	24/09/2027
Cloud Computing	25/09/2024	24/09/2027
Coding Principles	25/09/2024	24/09/2027
Cyber Security	25/09/2024	24/09/2027
Information Literacy	25/09/2024	24/09/2027
Managing conflict in the Workplace	25/09/2024	24/09/2027
Database	25/09/2024	24/09/2027
Database (Advance)	25/09/2024	24/09/2027
Digital Marketing	25/09/2024	24/09/2027
E-Commerce	25/09/2024	24/09/2027
Financial Spreadsheets	25/09/2024	24/09/2027
Remote Work	25/09/2024	24/09/2027
Internet of Things	25/09/2024	24/09/2027
Management Spreadsheets	25/09/2024	24/09/2027
Online Collaboration	25/09/2024	24/09/2027
Project Planning	25/09/2024	24/09/2027
Know Your Customer and Customer Due Diligence (KYC)	25/09/2024	24/09/2027
Certified Data Protection Officer	10/10/2024	09/10/2027
Data Protection Conference	28/11/2024	27/11/2027

ETP0065

Elite Life Coaching

Plot 28562, Unit F2, Fairgrounds Mall

Gaborone

Tel 71629292

No of short courses: 2

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0489

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

No of short courses: 4

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
Fast Track Incubation Programme	22/03/2024	21/03/2027
First Youth Programme	28/11/2024	12/01/2028

ETP0135

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

No of short courses: 9

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Barista Skills	11/02/2025	10/02/2028
Cashier Services	11/02/2025	10/02/2028
Customer Service Training Course	21/05/2025	20/05/2028
Food, Safety and Hygiene	11/02/2025	27/02/2028
Fundamentals of Restaurant Management	11/02/2025	27/02/2028
Restaurant Skills	21/05/2025	20/05/2028
Safety Health and Environment Representative	11/02/2025	27/02/2028
Supervisory Skills	21/05/2025	20/05/2028
Rider	27/02/2024	26/02/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0614

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

No of short courses: 13

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
Earth Moving Equipment Operator; <ul style="list-style-type: none"> Mobile Crane Operator Telescopic Handler Operator Sky Jack Operator Skid Steer Operator 	16/05/2024	15/05/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0569

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

No of short courses: 7

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Animal Behaviour	10/11/2022	09/11/2025
Hunting Escort Guide	10/11/2022	09/11/2025
Snake Handling	10/11/2022	09/11/2025
Trophy Identification	10/11/2022	09/11/2025
Problem Animal Control	19/05/2023	18/05/2026
Monitoring the Illegal Killing of Elephant (MIKE)	24/10/2023	23/10/2026
Professional Hunter; • Laws Governing Hunting Safaris in Botswana • Customer Care for Hunter Clients • Weapon Handling • Field Communication and Survival Skills • Basic Vehicle Operational and Maintenance Skills • Plant and Animal Identification	18/06/2025	17/06/2028

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Microsoft Suite	10/11/2022	09/11/2025
Social Media Marketing	10/11/2022	09/11/2025
Stress Management	10/11/2022	09/11/2025
Basic Auto Body Spray Painting	13/12/2022	12/12/2025
Basic Automotive Electrics	13/12/2022	12/12/2025
Basic Welding Fundamentals	13/12/2022	12/12/2025
Basic Motor Vehicle Maintenance and Service	13/12/2022	12/12/2025
Body Massage	13/12/2022	12/12/2025
Cyber Security	13/12/2022	12/12/2025
Data Science: An Introduction	13/12/2022	12/12/2025
Dress Making- Free Hand	13/12/2022	12/12/2025
Dress Making- Overlocking and Embroidery	13/12/2022	12/12/2025
Facial Skin Care Treatment	13/12/2022	12/12/2025
Introduction to Electronic Ignition and Fuel Injection Systems	13/12/2022	12/12/2025
Make-Up Application	13/12/2022	12/12/2025
Sculptured Nails	13/12/2022	12/12/2025
Training the Trainer	16/03/2023	15/03/2026

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0197

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

No of short courses: 6

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

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0283

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

No of short courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic HIV Counselling & Testing	10/11/2022	09/11/2025
Phlebotomy Assistant	14/11/2024	13/11/2027
Health Care Assistant	12/12/2024	11/12/2027
Pharmacy Assistant	11/02/2025	10/02/2028

ETP0030

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

No of short courses: 14

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
Minute Taking and Report Writing	24/10/2023	23/10/2026
Bookkeeping and Accounts	14/12/2023	13/12/2026
Computer Use Skills	14/12/2023	13/12/2026
Early Childhood Development	22/03/2024	21/03/2027
Advanced First Aid & Fire Fighting	25/09/2024	24/09/2027
Boat Maintenance	25/09/2024	24/09/2027
Workplace Safety	25/09/2024	24/09/2027
Housekeeping	12/12/2024	11/12/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0196

Bana Bame Investments
 Plot 2209, Metlhabeng
 Tlokweneng
 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

ETP0339

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

No of short courses: 33

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
Forklift Driving	14/11/2024	13/11/2027
Cyber Security Awareness	14/11/2024	13/11/2027
Defensive Driving	14/11/2024	13/11/2027
Financial Literacy: The Ultimate Guide to Managing your Money	14/11/2024	13/11/2027
Food Safety Hygiene	14/11/2024	13/11/2027
Confined Spaces Rescue	14/11/2024	13/11/2027
Basic Accounting Skills	14/11/2024	13/11/2027
Business Ethics for Business Office	14/11/2024	13/11/2027
Computerized Receptionist Course	14/11/2024	13/11/2027
Emotional Intelligence and Personal Mastery	14/11/2024	13/11/2027
Corporate Governance and Best Practice	14/11/2024	13/11/2027
Credit Control and Debt Management	14/11/2024	13/11/2027
Data and Records Management	14/11/2024	13/11/2027
Effective Communications	14/11/2024	13/11/2027
Fraud Detection, KYC and Anti-Money Laundering (AML) Compliance	14/11/2024	13/11/2027
Entrepreneurship Skills	14/11/2024	13/11/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

Excel for Professionals	14/11/2024	13/11/2027
Accounting Software	14/11/2024	13/11/2027
Finance for Non-Finance Managers	14/11/2024	13/11/2027
Fire Marshal	14/11/2024	13/11/2027
First Aid	14/11/2024	13/11/2027
Management and Leadership Skills for Supervisors	14/11/2024	13/11/2027
Managing Employees' Grievances and Handling Disciplinary Procedures	14/11/2024	13/11/2027
Performance Management – Managing Employees' Performance	14/11/2024	13/11/2027
Risk and Compliance Management	14/11/2024	13/11/2027
Road Traffic Accident Procedures	14/11/2024	13/11/2027
Safe Handling of Hazardous Materials	14/11/2024	13/11/2027
Safety, Health and Environment Quality Management (SHEQMAN)	14/11/2024	13/11/2027
Supply Chain Fundamentals: Inventory and Stock Control Management	14/11/2024	13/11/2027
The Governance of Meetings and Minutes Taking	14/11/2024	13/11/2027
Working At Heights	14/11/2024	13/11/2027

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0412

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

No of short courses: 16

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

ETP0412

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

No of short courses: 21

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CompTIA A+	10/11/2022	09/11/2025
CompTIA N+	10/11/2022	09/11/2025
CompTIA Security+	10/11/2022	09/11/2025
Customer Service	10/11/2022	09/11/2025
Effective Teamwork and Team Building	10/11/2022	09/11/2025
Entrepreneurship and Leadership Skills	10/11/2022	09/11/2025
Finance for Non-Finance Managers	10/11/2022	09/11/2025
International Computer Driving License (ICDL)	10/11/2022	09/11/2025
Microsoft Certified Solutions Assistant (MCSA)	10/11/2022	09/11/2025
Performance Management and Development	10/11/2022	09/11/2025
Project Management	10/11/2022	09/11/2025
Sales and Marketing	10/11/2022	09/11/2025
Wholesale and Retail Operations	10/11/2022	09/11/2025
Computerized Human Resources Information Systems	04/10/2023	03/10/2026
Private Security Practice and Investigation	04/10/2023	03/10/2026
WINDOWS 10 BASIC	04/10/2023	27/10/2026
Work-Place and Employability Skills	04/10/2023	27/10/2026
Certificate of Proficiency in Insurance	14/03/2024	13/03/2027

ETP0237

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

No of short courses: 6

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Defensive Driving	10/11/2022	09/11/2025
Driver Trainer Instructor – (All Classes; A, B, C, EB, EC, H & PRDP/P4)	04/08/2023	03/08/2026
Driving Light Motor Vehicle Class "B" License	27/02/2024	26/02/2027
Driving & Operate a Heavy Combination Motor Vehicle Class "C&EC" License	27/02/2024	26/02/2027
Convey of Dangerous Goods by Road	12/12/2024	11/12/2027
Off Road 4 Wheel Driving	12/12/2024	11/12/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0017

Sand Sledge Business Services

Plot 69353/4 of LOT 31335 Motswiri Road Gaborone North

Gaborone

Tel 3932112

No of short courses: 27

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	10/11/2022	09/11/2025
Enterprise Risk Management	10/11/2022	09/11/2025
Moderator Training	10/11/2022	09/11/2025
Safety in the Workplace	10/11/2022	09/11/2025
Supervisory Skills	10/11/2022	09/11/2025
Team Leadership	10/11/2022	09/11/2025
Basic Computer Operations	22/08/2023	21/08/2026
Essentials of Business Strategic Planning	10/11/2023	09/11/2026
Outcomes Based Assessment Training	09/02/2024	08/02/2027
Vocational Education and Training	09/02/2024	08/02/2027
AURETU103- Service Air Conditioning and HVAC Systems	11/06/2024	10/06/2027
AURKTX101- Diagnose and Repair Powershift Transmissions	11/06/2024	10/06/2027
AURTTA118- Develop and Carry out Diagnostic Test Strategies	11/06/2024	10/06/2027
Perform Gas Metal Arc Welding (GMAW)	11/06/2024	10/06/2027
AURTTF105- Diagnose and Repair Engine Forced Induction Systems	11/06/2024	10/06/2027
AURTTX106- Diagnose and Repair Hydrostatic Transmissions	11/06/2024	10/06/2027
AURETU104- Diagnose and Repair Air Conditioning and HVAC Components	11/06/2024	10/06/2027
AURHTZ101- Diagnose and Repair Heavy Vehicle Emission Control Systems	11/06/2024	10/06/2027
AURKTR101- Diagnose and Repair Electronic Over Hydraulic Control Systems	11/06/2024	10/06/2027
AURKTA005- Inspect Service and Repair Track Type Drive and Support Systems	11/06/2024	10/06/2027
HV Mechanic Upskilling Program	11/06/2024	10/06/2027
AURVTW018 Carry Out Oxy-Acetylene Welding, Heating and Thermal Cutting	11/06/2024	10/06/2027
Emotional Intelligence	25/09/2024	24/09/2027
Carpentry, Joinery, and Furniture	03/04/2025	02/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

Finance for Non-Finance Managers	17/04/2025	16/04/2028
Plumbing and Pipe Fitting	18/06/2025	17/06/2028
Welding and Fabrication	30/06/2025	29/06/2028

ETP0369

Fire Trackers (PTY) LTD
BBS Mall
Gaborone
Tel 74072174

No of short courses: 3

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

ETP0445

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

No of short courses: 2

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

ETP0359

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

No of short courses: 10

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
Working in Confined Spaces	05/09/2024	04/09/2027
Fire Marshal	05/09/2024	04/09/2027
Accident/Incident Investigation and Reporting	05/09/2024	04/09/2027
Safe Handling of Hazardous Material	05/09/2024	04/09/2027
Safety, Health and Environment	05/09/2024	04/09/2027
Working at Heights	05/09/2024	04/09/2027
Customer Services Essentials	10/10/2024	09/10/2027
Ergonomic Awareness and Safe Manual Handling	17/04/2025	16/04/2028

ETP0080

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

No of short courses: 6

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	01/12/2022	30/11/2025
Financial Management	01/12/2022	30/11/2025
Leadership and Management	01/12/2022	30/11/2025
Project Management	01/12/2022	30/11/2025
Supervisory and Management Skills	01/12/2022	30/11/2025
Maintenance Management	27/02/2024	13/05/2027
Facility Management	05/09/2024	04/09/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0469

Excellence IQ Solutions
165 Pilane Drive, Unit 9
Tel 71457316

No of short courses: 2

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

ETP0490

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

No of short courses: 3

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0252

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

No of short courses: 6

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
Maintenance and Reliability	16/05/2024	15/05/2027
Maintenance Planning, Scheduling and Control	16/05/2024	15/05/2027
Water and Waste Water Treatment Course	30/04/2025	29/04/2028

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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: 26

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
Essential Supervisory Skills	13/12/2022	12/12/2025
Getting the Most from Microsoft Excel	13/12/2022	12/12/2025

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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
Cyber Security	25/09/2024	24/09/2027
Food Safety Level 1	25/09/2024	24/09/2027
Food Safety Level 2	25/09/2024	24/09/2027
Merchandising	25/09/2024	24/09/2027

ETP0225

Winners Professional Trainers

Pilane, Plot 1011

Tel 71135401

No of short courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Training of Trainers with Assessor Moderation; <ul style="list-style-type: none"> • Training of Trainers • Assessor Award • Moderator Award 	01/12/2022	30/11/2025
Workplace Safety Management Practices; <ul style="list-style-type: none"> • Fire Safety Skills • Workplace Stress Management • First Aid Skills • Fire Marshals • Food Safety • Occupational Health and Safety 	11/06/2024	10/06/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0219

Fitness Health and Wellness Academy Botswana
Gaborone
Tel 71606511

No of short courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Professional Care Giver	13/12/2022	12/12/2025
Aerobics Instruction; <ul style="list-style-type: none"> • Basic Exercise Science • Aerobics & Fitness Instruction & Body Wellness • Body Locomotion 	24/10/2024	23/10/2027
Certified Personal Trainer; <ul style="list-style-type: none"> • Basic Exercise Science • Fitness Instruction and Body Wellness • Body Locomotion 	24/10/2024	23/10/2027
Sport Massage Therapy; <ul style="list-style-type: none"> • Basic Exercise Science • Therapeutic Application • Fundamentals of Sports Massage 	24/10/2024	23/10/2027

ETP0600

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

No of short courses: 11

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Solar Mini-Grid Installation	12/04/2024	11/04/2027
Solar Rooftop Installation and Maintenance	12/04/2024	11/04/2027
Solar Water Heating Installation	12/04/2024	11/04/2027
Data Protection and Information Privacy Compliance	30/04/2025	29/04/2028

ETP0170

Institute of Industrial Health and Safety Management

Plot 24487, Sekei Street, Gerald

Francistown

Tel 2415485

No of short courses: 42

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
ISO 14 001 Environmental Management System Training	04/10/2023	03/10/2026
ISO 27 000 Integrated System Management	04/10/2023	03/10/2026
ISO 45 001 Occupational Health and Safety Management System Training	04/10/2023	03/10/2026
ISO 9001 Quality Management System	30/11/2023	29/11/2026
Infections Control- Managing Workplace Health Hazards	30/11/2023	29/11/2026
Legal Liability	30/11/2023	29/11/2026
Principles of Occupational Hygiene	30/11/2023	29/11/2026
Defensive Driving	14/12/2023	13/12/2026

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

Forklift Operator Training	14/12/2023	13/12/2026
Overhead Crane Operator Training	14/12/2023	13/12/2026
Truck Mounted Crane Operator Training	14/12/2023	13/12/2026
Hazardous Chemical Substance Management	25/04/2024	30/05/2027
Advanced Fire Safety	25/04/2024	24/04/2027
Basic Fire Safety	25/04/2024	24/04/2027
Food Safety	25/04/2024	24/04/2027
Health and Safety in the Workplace	25/04/2024	24/04/2027
Hazard Identification and Risk Assessment (HIRA)	25/04/2024	24/04/2027
SHE Representative Function	25/04/2024	24/04/2027
Incident and Accident Investigation	25/04/2024	24/04/2027
Safe Stacking and Racking	25/04/2024	24/04/2027
Safety Permit to Work	16/05/2024	15/05/2027
Advanced First Aid	27/06/2024	26/06/2027
Safety of Lifting Equipment	27/06/2024	26/06/2027
Basic First Aid	30/01/2025	29/01/2028
Safe Work at Heights Technicians Training	30/01/2025	29/01/2028
Hazardous Waste Management	30/01/2025	29/01/2028
Mining First Aid	17/04/2025	16/04/2208
Rigging	17/04/2025	16/04/2028
Incident Cause Analysis Method (ICAM)	17/04/2025	16/04/2028

ETP0513

Life Skills Academy

Plot 21314 Unit 7, Chelford Phakalane

Tel 71629362

No of short courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Team Building	13/12/2022	12/12/2025
Transitioning to Management and Leadership	11/06/2024	10/06/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0094

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

No of short courses: 7

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

ETP0074

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

No of short courses: 15

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Introduction to Herbarium Management	13/12/2022	12/12/2025
Introduction to Statistics Using R	13/12/2022	12/12/2025
Principle and Operation of Atomic Absorption Spectrometry and Environmental Analysis	13/12/2022	12/12/2025
Principle and Operation of Inductively Coupled Plasma-Optical Emission Spectrometry and Environmental Analysis	13/12/2022	12/12/2025
Professional Hunter: Dangerous Game	13/12/2022	12/12/2025
Professional Hunter: Wild	13/12/2022	12/12/2025
Statistics Module for Social Sciences using SPSS	13/12/2022	12/12/2025

ETP0486

Tshololametsi Investments
Plot 4702, Gabane
Tel 72916467

No of short courses: 3

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

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0101

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

No of short courses: 5

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
Hazardous Chemical Substances and Material Handling	27/06/2024	26/06/2027

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

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
Security Management Level 2; <ul style="list-style-type: none"> • Roles and Responsibilities of a Security Officer • Conduct and Public Relation • Access Control and Search • Patrolling and Observation Techniques • Communication and Report Writing • Casino and Surveillance Security • Warehouse and Chain Stores Security 	13/12/2022	12/12/2025

ETP0031

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

No of short courses: 66

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

Behaviour and Character Development for the Workplace	24/10/2023	23/10/2026
Tops Management Induction Programme	11/02/2025	10/02/2028
Good Food Fundi; <ul style="list-style-type: none"> • Bakery • Butchery • Produce 	11/02/2025	10/02/2028
Management Induction Programme	11/02/2025	10/02/2028
Microsoft Excel Level 3	14/03/2025	13/03/2028
Change Management	14/03/2025	13/03/2028
Credit Management	14/03/2025	13/03/2028
Induction Skills	14/03/2025	13/03/2028
Work Ethics	14/03/2025	13/03/2028
Occupational Health and Safety	14/03/2025	13/03/2028
Performance Management	14/03/2025	13/03/2028
Saving Time in a Retail Outlet	14/03/2025	13/03/2028
Workplace Culture and Diversity	14/03/2025	13/03/2028

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0126

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

No of Short Courses: 9

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Team Building: Developing High Performance Teams	31/01/2023	30/01/2026
Leadership Skills for Supervisors	31/01/2023	30/01/2026
Stress Management	14/03/2024	13/03/2027
Creating a Customer Service Culture	14/03/2024	13/03/2027
Finance for Non-Finance Managers	14/03/2024	13/03/2027
Fraud Risk Management	14/03/2024	13/03/2027
Motivation	14/03/2024	13/03/2027
Personal Tax and Withholding Taxes	14/03/2024	13/03/2027
Emotional Intelligence	12/04/2024	11/04/2027

ETP0402

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

No of Short Courses: 3

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0608

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

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Home Based Care	31/01/2023	30/01/2026
The Nurse's Refreshers Skills Training	11/06/2024	10/06/2027

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: 4

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
Mobile Equipment Roadworthiness Inspection	11/02/2025	10/02/2028
Testing and Evaluating Automotive Braking Systems	11/02/2025	10/02/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0375

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

No of Short Courses: 7

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Talent Management Awareness	31/01/2023	30/01/2026
Occupational, Safety and Health Course	06/04/2023	05/04/2026
Conducting Disciplinary Hearing	06/04/2023	05/04/2026
Emotional Intelligence	06/04/2023	05/04/2026
Performance Management	06/04/2023	05/04/2026
Team Building	06/04/2023	05/04/2026
Human Resource for Non-Managers	14/12/2023	13/12/2026

ETP0118

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

No of Short Courses: 15

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

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
Youth Development	09/02/2024	08/02/2027
Labour Relations	09/02/2024	08/02/2027
International Computer Driving License (ICDL); <ul style="list-style-type: none"> • Microsoft Word • Microsoft Excel • Microsoft Powerpoint • Microsoft Access • Teamwork 	17/04/2025	16/04/2028
International Certification of Digital Literacy (ICDL); <ul style="list-style-type: none"> • Advanced Microsoft Word • Advanced Microsoft Excel • Advanced Microsoft Powerpoint • Microsoft Project • Artificial Intelligence 	17/04/2025	16/04/2028

ETP0110

Melion (PTY) LTD

Office 8, Thuto House, 1st Floor, Broadhurst Industrial, Gaborone

Tel 3900244

No of Short Courses: 4

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 	14/09/2023	13/09/2026

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> Forklift Truck Operator Skyjack Operator 		
Breathing Apparatus	05/09/2024	04/09/2027
Confined Space Rescue	05/09/2024	04/09/2027

ETP0026

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

No of Short Courses: 3

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

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0576

Ideal Skills Academy
Boseja Ward, Maun
Tel: 74639482

No of Short Courses: 1

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

ETP0610

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

No of Short Courses: 4

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

ETP0010

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

No of Short Courses: 3

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
Collective Bargaining and Negotiation Skills	05/09/2024	04/09/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0239

Next Training

Plot 937, Logan House, African Mall, Gaborone

Tel: 3102588

No of Short Courses: 19

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Employee Relations	17/02/2023	16/02/2026
Engage Employees for Productivity	17/02/2023	16/02/2026
Leadership Skills	17/02/2023	16/02/2026
Time Management	17/02/2023	16/02/2026
Business Communication Skills	14/03/2024	13/03/2027
Customer Service	14/03/2024	13/03/2027
Managing HIV/AIDS in the Workplace	14/03/2024	13/03/2027
Merchandise Management	14/03/2024	13/03/2027
Sales Techniques	14/03/2024	13/03/2027
Team Building	14/03/2024	13/03/2027
Accident and Incident Reporting	05/09/2024	04/09/2027
Customer Experience	05/09/2024	04/09/2027
Occupational Health and safety	05/09/2024	04/09/2027
Anti-Money Laundering	05/09/2024	04/09/2027
Loss Control	05/09/2024	04/09/2027
Mental Health and Positive Thinking	05/09/2024	04/09/2027
Work Ethics	05/09/2024	04/09/2027
Fire Marshal	05/09/2024	04/09/2027
First Aid	05/09/2024	04/09/2027

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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
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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

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
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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0313

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

No of Short Courses: 8

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Corporate Secretaryship	16/03/2023	15/03/2026
Integrated Reporting	16/03/2023	15/03/2026
Corporate Governance Masterclass	19/05/2023	18/05/2026
Directors Induction Training Programme	19/05/2023	18/05/2026
Information Technology Corporate Governance Foundation	10/11/2023	09/11/2026
Risk Management Foundation Course	10/11/2023	09/11/2026
Information Technology Corporate Governance Foundation	30/11/2023	29/11/2026
Risk Management Foundation	30/11/2023	29/11/2026
Cyber Security Foundation Course	27/06/2024	26/06/2027
Privacy Information Management Systems	27/06/2024	26/06/2027

ETP0005

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

No of Short Courses: 10

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

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
Cybersecurity Awareness Training	23/08/2024	22/08/2027

ETP0322

Business Botswana

P O Box 432 Gaborone

Email: publicrelations@bb.org.bw

Tel: 3953429

No of Short Courses: 13

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
Labour Relations	16/03/2023	15/03/2026
Office Managers Convention	04/10/2023	03/10/2026

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0034

BUAN- Centre for In-Service and Continuing Education

Block 310 Content Farm, Sebele

Email: cice@buan.ac.bw

Tel: 3650398/3650390

No of Short Courses: 30

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Layer Chicken Production	16/03/2023	15/03/2026
Mushroom Production	16/03/2023	15/03/2026
Small Stock Production	16/03/2023	15/03/2026
Vegetable Production	16/03/2023	15/03/2026
Livestock Health (Vaccination and Diseases)	16/03/2023	15/03/2026
Pig Production	16/03/2023	15/03/2026
Agro Chemical Management	06/04/2023	05/04/2026
Beef Production Management Systems	06/04/2023	05/04/2026
Broiler Production	06/04/2023	05/04/2026
Flower Arrangement	06/04/2023	05/04/2026
Entrepreneurship Development	02/05/2023	01/05/2026
Value Chain Analysis and Development	02/05/2023	01/05/2026
Youth and Gender in Rural Community Development	02/05/2023	01/05/2026
Rabbit Production and Management	02/05/2023	01/05/2026
Borehole Siting, Drilling, Equipment and Maintenance	02/05/2023	01/05/2026
Establishing a Dairy Production Unit	02/05/2023	01/05/2026
Fish Farming Management	02/05/2023	01/05/2026
Fodder Production	02/05/2023	01/05/2026
Indigenous Chicken and Guinea Fowl Production	02/05/2023	01/05/2026
Landscaping	02/05/2023	01/05/2026
Nursery Seeding and Tree Production	02/05/2023	01/05/2026
Business Proposal	02/05/2023	01/05/2026
Citrus Production	02/05/2023	01/05/2026
Farm Records	02/05/2023	01/05/2026
Marketing of Agricultural Products	02/05/2023	01/05/2026
Tractor & Implements Operations and Maintenance	02/05/2023	01/05/2026
Dairy Goat Production	02/05/2023	01/05/2026
Generation of Energy using Livestock Waste/Bio Gas	04/08/2023	03/08/2026
Soil and Rainwater Management in Agriculture	04/10/2023	03/10/2026
Range Restoration and Planned Grazing	10/11/2023	09/11/2026

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0173

Beancar 4ever Investments (PTY) LTD

Plot 20764 Block 3 Industrial

Email: beancar4everinvestments@yahoo.com

Tel: 76231709

No of Short Courses: 10

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
Working at Heights	14/12/2023	13/12/2026
Work Effectiveness	14/12/2023	13/12/2026
Distribution and Logistics Management	11/06/2024	10/06/2027
Occupational Safety and Health (OSH)	11/06/2024	10/06/2027
Food Safety and Hygiene	11/06/2024	10/06/2027

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0383

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

No of Short Courses: 13

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Thermal Power Plant Simulator	06/04/2023	05/04/2026
High Voltage Cable Jointing and Termination	06/04/2023	05/04/2026
Linesman Course-Level 3	06/04/2023	05/04/2026
Safety Rules- Level 3	06/04/2023	05/04/2026
Basic Electricity	12/07/2023	11/07/2026
Substation Maintenance	12/07/2023	11/07/2026
Transformers	12/07/2023	11/07/2026
Circuits Fault Finding	14/03/2024	13/03/2027
Customer Service	14/03/2024	13/03/2027
Metering	14/03/2024	13/03/2027
Distribution Protection	14/03/2024	13/03/2027
Switchgear Maintenance	22/03/2024	21/03/2027
Change Management	17/07/2024	16/07/2027

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; <ul style="list-style-type: none"> • Body Treatments (Body Massage, Body Wrap & Exfoliation, Bamboo Massage, Hot Stone Therapy & Indian Head Massage) • Skin Care (Make Up Application & Facial Skin Care) • Nail Treatments (Manicure & Pedicure and Artificial Nails (gel/acrylic) • Depilation (Waxing) • Individual Eyelash Extensions 	06/04/2023	05/04/2026

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0287

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

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Supervisory Management Skills	06/04/2023	05/04/2026
Microsoft Excel	17/07/2024	16/07/2027

ETP0115

Up-Country Defensive Driving Academy
 Plot 17837, Tsholofelo Ward, Gaborone
 Email: ybutale@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: 5

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0063

MRI Botswana

Plot 60601, Block 7, Gaborone

Email: training@gmail.com

Tel: 3903066

No of Short Courses: 11

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
Call Centre Operator Training	12/12/2024	11/12/2027

ETP0210

JRK Training and Consultancy

Plot 121 Finance Park

Email: pius1@mbw.co.bw

Tel: 3908822

No of Short Courses: 6

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Precision Shaft Alignment-Laser System W240	02/05/2023	01/05/2026
Fundamentals of Payments	19/05/2023	18/05/2026
Safe Handling and Application of Hazardous Materials	19/05/2023	18/05/2026
Water Treatment and Water Industry Fundamentals	19/05/2023	18/05/2026
21 st Century Skills Course; <ul style="list-style-type: none"> • Mentoring and Coaching Skills • Negotiation Skills • Change Management Skills 	27/02/2024	26/02/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • Emotional Intelligence and Personal Mastery Skills • Self-Awareness and Core Emotional Intelligence Competencies • Emotional Intelligence and Team Building Skills • Innovation & Creative Thinking Skills 		
Bearing Maintenance, Installation, Technology, Service & Alignment Course <ul style="list-style-type: none"> • WE201 Bearing & Maintenance Technology • WE202 Bearings in Rotating Machines • WE203 Lubrication in Bearings • WE204 Bearing Damage Analysis • WE200 Basic Bearing Maintenance 	13/06/2025	12/06/2028

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0463

Connect Resources

Plot 54483, Unit 46C, Molapo Crossing Gaborone

Email: training@connectresources.co.bw

Tel: 3911976/71301285

No of Short Courses: 3

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

ETP0430

KGK Diamonds Botswana

Plot No. 20588, Block 3 Industrial Gaborone

Email: siddarth.gothi@kgkmail.com

Tel: 3917637

No of Short Courses: 6

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Diamond Cutting & Polishing	02/05/2023	01/05/2026
Jewelry Design and Manufacturing	10/11/2023	09/11/2026
Diamond Grading	27/06/2024	26/06/2027
Full Diamond Polishing	27/06/2024	26/06/2027
Rough Diamond Planning	27/06/2024	26/06/2027
Scaife Reconditioning and Maintenance	21/05/2025	20/05/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0377

Karmelia Consultancy

Plot 20582/2, Block 3 Industrial Gaborone

Email: info@karmeliagroup.co.bw

Tel: 3111677

No of Short Courses: 8

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Enhancing Team Building	02/05/2023	01/05/2026
Essential Customer Relations	09/02/2024	08/02/2027
Anti-Money Laundering	22/03/2024	21/03/2027
Fire Prevention and Management	22/03/2024	21/03/2027
First Aid	22/03/2024	21/03/2027
Occupational Health and Safety	22/03/2024	21/03/2027
Management, Development and Leadership; <ul style="list-style-type: none">• Industrial Relations• Performance Management• Balanced Scorecard• Supervisory and Leadership Management• Conflict Management	14/11/2024	13/11/2027
Information Technology; <ul style="list-style-type: none">• Cyber Awareness• Security Awareness• Data Management• Records Management System• Incident Response Techniques	17/04/2025	16/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0417

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

No of Short Courses: 5

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
Agribusiness	25/04/2024	24/04/2027
Aquaculture (Fish Farming)	25/04/2024	24/04/2027
Small Stock Production	25/04/2024	24/04/2027

ETP0457

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

No of Short Courses: 6

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
Housekeeping Operations	30/04/2025	29/04/2028
Certificate in Food Production	30/04/2025	29/04/2028
Food and Beverage (Waiter)	30/04/2025	29/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

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: 44

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Management Information	09/02/2024	08/02/2027
Tax Compliance	09/02/2024	08/02/2027
Strategic Business Management	09/02/2024	08/02/2027
Advanced Microsoft Excel	25/09/2024	24/09/2027
Artificial Intelligence	25/09/2024	24/09/2027
Big Data	25/09/2024	24/09/2027
Data Analytics with Microsoft Excel	25/09/2024	24/09/2027
Deferred Tax	25/09/2024	24/09/2027
ESG Reporting	25/09/2024	24/09/2027
Strategic Management	25/09/2024	24/09/2027
Public Financial Management	25/09/2024	24/09/2027
Fraud Risk Management	25/09/2024	24/09/2027
Financial Analysis	25/09/2024	24/09/2027

ETP0628

Enviroworks Training Consultants (PTY) LTD

Plot 6256, Ramfurwa Ward, Tlokweng

Email: mphomakgosa@gmail.com

Tel: 71542790/74393959

No of Short Courses: 2

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

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0575

Catharsis Consulting & Training Institute

Station Plot 5, Omega House Unit 1- Office 10, Mmaraka Road Gaborone

Tel: 72179357

No of Short Courses: 13

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(ECSO)	19/05/2023	18/05/2026
Certificate in Management and Supervisory Development (MSD)	19/05/2023	18/05/2026
Occupational Health and Safety	19/05/2023	18/05/2026
Psychological First Aid (PFA)	19/05/2023	18/05/2026
Stress Management Skills(SMS)	19/05/2023	18/05/2026
Team Building, Coaching and People Development (TBCPD)	19/05/2023	18/05/2026
Trainer of Trainees Certification (ToT)	19/05/2023	18/05/2026
Security Management Certificate	12/04/2024	11/04/2027
Responsible Gambling First Aid (RGFA)	14/11/2024	13/11/2027
Assessor and Moderator Training (AMT)	16/01/2025	15/01/2028

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0075

Practicum Institute (PTY) LTD

Plot 56445, Gaborone

Email: admin@practicum.ac.bw

Tel: 75340300/ 390 8284

No of Short Courses: 16

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; <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 Programme; <ul style="list-style-type: none"> • Emotional Intelligence • Conflict Management • Corporate Governance • Leadership Development • Presentation Skills • Report Writing Skills 	14/09/2023	15/12/2026

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • Team Building • Change Management 		
Travel Tourism and Hospitality Management Programme; <ul style="list-style-type: none"> • Customer Care • Customer Relationship Management • Events and Conference Management • Financial Management in Hospitality • Reservation Systems Management • Supervisory Skills in Hospitality • Tourism and Hospitality Management 	24/10/2023	23/10/2026
Labour Law; <ul style="list-style-type: none"> • Employee Welfare & Benefits • Employee Relations • Collective Bargaining & Trade Unions • Labour Dispute Resolution • Workplace Health and Safety Practices • Termination & Redundancy Law • Employment, Immigration & Work Permits 	30/11/2023	29/11/2026
Food Production Chef; <ul style="list-style-type: none"> • Basic Food Production- Culinary Fundamentals • Kitchen Operations and Management • Menu Planning and Management • Food Plating and Presentation Techniques • Ingredient and Food Preparation • Baking and Pastry Art • International Cuisines 	30/11/2023	29/11/2026
Entertainment and Live Performance Legal Fundamentals; <ul style="list-style-type: none"> • Intellectual Property Rights in Entertainment and Live Performance • Individual Rights and Regulatory Issues in Entertainment and Live Performance • Litigation and Dispute Resolution • Entertainment Agency Engagement 	14/12/2023	13/12/2026
Propelling Mindset Shift Programme; <ul style="list-style-type: none"> • Mindset Change and Transformation • Personal Branding and Identity 	14/12/2023	13/12/2026

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • Public Speaking & Effective Communication • Personal Development & Self Awareness • Critical Thinking & Problem Solving • Service Excellence in the Workplace • Emotional Intelligence for Mindset Change 		
Safari Tour Guide	23/05/2024	22/05/2027
Labour Law & Practices Programme; <ul style="list-style-type: none"> • Conducting Mediation & Arbitrations in the Regional Labour Office • Dealing with Grievances in the Workplace • Conflict Management in the Workplace • Incapacity, Poor Performance and ill Health • Initiating & Chairing Disciplinary Hearings • Investigating & Charging in Disciplinary Hearings • Labour Relations- The Employment Act 	23/05/2024	22/05/2027
Strategic Human Resource Management Programme; <ul style="list-style-type: none"> • Strategic Management • Human Resource Management • Diversity and Inclusion • Talent Management • Stress Management • Performance Management • Balance Scorecard • Critical Thinking for Leaders 	14/11/2024	13/11/2027
Data Analytics; <ul style="list-style-type: none"> • Introduction to Data Literacy • Starting a Data Project • Sourcing Data & Dirty Data • Data Analysis • Advanced Analytics 	28/11/2024	27/11/2027
Supervisory Development Program <ul style="list-style-type: none"> • Effective Communication for Middle & Top-Level Managers • Conflict Management and Resolution 	21/05/2025	20/05/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • Time & Task Management • Supervising Remote and Hybrid Teams • Data Driven Supervision • Advanced Report Writing • Managing & Leading in a Unionized Environment • Leading Through Change 		
--	--	--

ETP0166

Balnick Holdings (PTY) LTD t/a Refresher Academy

Tawana Ward, Letlhakane

Email: refresheracademy@gmail.com

Tel: 76149610

No of Short Courses: 3

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

ETP0634

Brainstream Institute of Technology

Plot No. 5343, Extension 11 Gaborone

Email: info@brainstream.co.bw

Tel: 74157292

No of Short Courses: 9

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 IoT Training	08/06/2023	07/06/2026

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

Graphic Designing	08/06/2023	07/06/2026
STEM and Robotics Educator Certification Course	14/12/2023	13/12/2026
Introduction to Basic Computers	17/04/2025	16/04/2028

ETP0422

Institute of Health and Fire Safety

P O Box 20192 Boseja Maun

Tel: 71657190/73855077

No of Short Courses: 8

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
Hydraulics Course; <ul style="list-style-type: none"> Basic Hydraulics Advanced Hydraulics Basic Pneumatics Advanced Pneumatics Pump Maintenance Failure Analysis 	27/02/2024	26/02/2027
Fire Fighting; <ul style="list-style-type: none"> Basic Intermediate Advanced 	11/06/2024	10/06/2027
Heavy Machinery Recovery and Operation; <ul style="list-style-type: none"> Towing and Recovery of Heavy Machinery Rigging and Hoisting Fundamentals Truck Mounted Crane 	27/06/2024	26/06/2027
Mechanical Engineering Courses; <ul style="list-style-type: none"> Bearing Technology and Maintenance Conveyor Belt and Replacement Valve Maintenance 	17/07/2024	16/07/2027
Troubleshooting Skills	30/01/2025	29/01/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

Pneumatics Training; • Basic Hydraulic Pneumatics • Advanced Hydraulic Pneumatics • Basic Electro Hydraulics • Advanced Electro Hydraulics • Advanced Electro Pneumatics	03/04/2025	02/04/2028
Workplace Safety & Emergency Preparedness (WSEP) • Fire Marshal • First Aid	03/04/2025	02/04/2028

ETP0636

Royal Counselling and Training Institute (PTY) LTD

Plot 16023, Xhosa 2 Ward, Mahalapye

Email: shaft2488@gmail.com

Tel: 71656043

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	08/06/2023	07/06/2026
Preaching and Church Leadership	14/11/2024	13/11/2027

ETP0169

Tshireletso Safety Consulting and Training

Unit 25, Mowana Park Phakalane

Email: pearl@tshireletso.com

Tel: 3167853

No of Short Courses: 8

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	04/08/2023	03/08/2026
Working at Heights	24/10/2023	23/10/2026
Sales and Marketing	24/10/2023	23/10/2026
Team Building	24/10/2023	23/10/2026
Safety, Health and Environmental	25/04/2024	24/04/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

First Aid	25/04/2024	24/04/2027
Forklift Operator	25/04/2024	24/04/2027
Basic Fire Fighting	25/04/2024	24/04/2027

ETP0085

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

No of Short Courses: 3

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
Watercraft Operations & Crew Training	12/12/2024	11/12/2027

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0585

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

No of Short Courses: 4

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
Organisational Culture	11/02/2025	10/02/2028
Change Management	11/02/2025	10/02/2028

ETP0381

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

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	12/07/2023	11/07/2026
Computer Studies and Skills; <ul style="list-style-type: none"> • Microsoft Word • Microsoft Excel • Microsoft PowerPoint • Social Media Marketing 	02/08/2024	01/08/2027
Vocational Education & Training; <ul style="list-style-type: none"> • Training of Trainers • Assessor • Moderator 	14/11/2024	13/11/2027
Accounting & Finance; <ul style="list-style-type: none"> • Bookkeeping & Accounts • Economics for Business • Business management & Administration • Business Communication • Numeracy & Statistics 	03/04/2025	02/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0429

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

No of Short Courses: 21

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
Employee Empowerment Programme; <ul style="list-style-type: none"> • Physical Active Lifestyle, Self-Discipline, Overcoming challenges and Self Expression • Skills Enhancement and Use of Sports Equipment • Leadership Skills, Teamwork and Collaboration • Achieve High Standard of Sportsmanship 	25/09/2024	24/09/2027
Intermediate1 in Complete Round Brilliant Cut Course (Bottom Blocking, Top Blocking and Table Down)	25/09/2024	24/09/2027
Intermediate 1 in Fancy Square Shaped Diamond Course (Cushion Shape, Emerald)	25/09/2024	24/09/2027
Intermediate 2 in Complete Round Brilliant Cut Course (Bottom Polishing, Top Polishing, Girdle Facet Polishing, Stars and Halves Polishing)	25/09/2024	24/09/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Intermediate 2 in Fancy Round Shaped Diamond Course (Oval Shape, Pear Shape and Marquise Shape)	25/09/2024	24/09/2027
Gridle Polishing	14/03/2025	13/03/2028
Scaive Re-Conditioning Course	14/03/2025	13/03/2028

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: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Effective General Cleaning Practices	04/08/2023	03/08/2026
Hotel housekeeping	12/04/2024	11/04/2027
Handling Hazardous Materials	27/06/2024	26/06/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0002

Loapi's Leadership

Plot 145, GIFF, Gaborone

Email: loapileadership@gmail.com

Tel: 78106605/ 75660880

No of Short Courses: 31

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
ISO 14001: Environmental Management System	25/04/2024	24/04/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ISO 45001: Occupational Health and Safety Management	25/04/2024	24/04/2027
Moderator	25/04/2024	24/04/2027
Water Treatment Chemicals: Application and Handling	16/05/2024	15/05/2027

ETP0612

Serala Entrepreneurship College

Plot 68087 Gaborone North

Tel: 74288146

No of Short Courses: 3

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
Strategy Execution for Entrepreneurs	17/07/2024	16/07/2027

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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: 30

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Emotional Intelligence	31/08/2023	30/08/2026
Team Building	31/08/2023	30/08/2026
Financial Literacy 101	27/02/2024	26/02/2027
Budgeting and Financial Goals	23/05/2024	22/05/2027
Dealing with Difficult People	23/05/2024	22/05/2027
Finance for Non-Finance Managers	23/05/2024	22/05/2027
Mental Health and Personal Finance	23/05/2024	22/05/2027
Money IQ and Psychology of Spending	23/05/2024	22/05/2027
Performance Management	23/05/2024	22/05/2027
Retirement Planning	23/05/2024	22/05/2027
Sales and Marketing	23/05/2024	22/05/2027
Savings and Investments	23/05/2024	22/05/2027
Smart Work Ethics	23/05/2024	22/05/2027
Stress Management	23/05/2024	22/05/2027
Train the Trainer	23/05/2024	22/05/2027
Change Management	17/07/2024	16/07/2027
Coaching and Mentoring	17/07/2024	16/07/2027
Customer Service	17/07/2024	16/07/2027
Debt Management	17/07/2024	16/07/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

First Aid	17/07/2024	16/07/2027
Influential Leadership	17/07/2024	16/07/2027
Workplace Wellness	17/07/2024	16/07/2027
4 th Industrial Revolution Level 1	17/07/2024	16/07/2027
4 th Industrial Revolution Literacy Level 2	17/07/2024	16/07/2027
Career Development	17/07/2024	16/07/2027
Digital Education	17/07/2024	16/07/2027
Health and Safety at Work	17/07/2024	16/07/2027
Managing Workers from Home	17/07/2024	16/07/2027
Personal Development	17/07/2024	16/07/2027
4 th Industrial Revolution Literacy Level 3	17/07/2024	16/07/2027

ETP0616

Logica DSD Consultants

Plot 171, Unit 6, Gaborone International Commerce Park

Email: bjmogotsi2000@gmail.com

Tel: 3971241/ 72324003

No of Short Courses: 22

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service Care Level 3	14/09/2023	13/09/2026
Fire Fighting Level 3	14/09/2023	13/09/2026
First Aid in the Workplace Level 3	14/09/2023	13/09/2026
Managing Discipline and Grievance Handling Level 3	14/09/2023	13/09/2026
Team Building Level 2	04/10/2023	03/10/2026
Protocol and Etiquette Intelligence Level 3	04/10/2023	03/10/2026
Microsoft Office Level 3	04/10/2023	03/10/2026
Management and Supervisory Skills Level 3	04/10/2023	03/10/2026
Defensive and Responsive Driving Level 3	22/03/2024	21/03/2027
Finance For Non-Finance Managers Level 3	22/03/2024	21/03/2027
Finance Management Level 3	22/03/2024	21/03/2027
Forklifting, Heights, Safety and Rescue Level 3	22/03/2024	21/03/2027
Customer Interaction for the Gambling Industry Level 3	16/05/2024	15/05/2027
Customer Interaction Quality Assurance Review Level 3	16/05/2024	15/05/2027
Self-Care for the Gambling Industry Level 3	16/05/2024	15/05/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

Responsible Gambling First Aid & Crisis Response Training Level 3	16/05/2024	15/05/2027
Suicide Prevention in the Gambling Environment Level 3	16/05/2024	15/05/2027
Findey Loan Application Management (LAM) Software System User Training Level 3	10/10/2024	09/10/2027
Safety, Health and Environment Representative Level 3	10/10/2024	09/10/2027
Strategic Management: Foundation and Implementation Level 3	13/06/2025	12/06/2028
Findev Activebroker Insurance (ABI-Pro)	18/06/2025	17/06/2028
Mastering Standard Operation Procedures (SOPs) for the Botswana Retail Industry Level 3	18/06/2025	17/06/2028

ETP0176

Geoflux (PTY) LTD

Plot 10224, Mokolwane Road Broadhurst Industrial Sites

Email: gmotshwaedi@geoflux.co.bw

Tel: 3975105

No of Short Courses: 9

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Fundamentals of Public Participation/Engagement	14/09/2023	13/09/2026
Designing and Applying Methods for Public Participation/Engagement	14/09/2023	13/09/2026
Designing and Leading Public Participation/Engagement	14/09/2023	13/09/2026
IAP2 Way in Challenging Contexts	14/09/2023	13/09/2026
Effective Communication	27/06/2024	26/06/2027
Customer Service	27/06/2024	26/06/2027
Finance for Non-Finance Managers	27/06/2024	26/06/2027
Financial Literacy	27/06/2024	26/06/2027
Project Management Fundamentals	27/06/2024	26/06/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON028

Ananta PTY LTD

Plot 11885, Kopono Center, Mogoditshane

Email: ananterbw@gmail.com

Tel: 76458777

No of Short Courses: 21

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
Team Building	02/08/2024	01/08/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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: 13

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Defensive Driving Masterclass	14/09/2023	13/09/2026
Defensive Driving- Road Safety Audit and Crash Investigation Mastery Programme (CPH Class H); <ul style="list-style-type: none"> • CPD Class H1 – Road Safety Auditing Course • CPD Class H2 – Incident Investigation Course • CPD Class H3 – Root Cause Analysis Course • CPD Class H4 – Traffic Crash Investigation Course • CPD Class H5 - Traffic Crash Reconstruction Course 	12/12/2024	11/12/2027
Defensive Driving- Emotional & Mental Well-Being for Effective Self-Regulation Mastery Program (CPD Class B); <ul style="list-style-type: none"> • CPD Class B1 - Aggressive Driving and Road Rage Risk Management Course • CPD Class B2 - Young Driver Crash Risk Management Course 	12/12/2024	11/12/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • CPD Class B3 - Older Driver Crash Risk Management Course • CPD Class B4 – Mind-set & Emotional Intelligence Course • CPD Class B5 - Repeat Offender Rehabilitation Course 		
Defensive Driving- Fleet and Road Safety Management Mastery Program (CPD Class I); <ul style="list-style-type: none"> • CPD Class I1 – Fleet Management Course • CPD Class I2 – Fleet Risk Management Course • CPD Class I3 – Eco Driving Course (Getting more for less from your Vehicle or Fleet) • CPD Class I4 – Defensive Driving, the safest way to driving Course • CPD Class I5 – Collision (Crash) Prevention and Avoidance Course • CPD Class I6 – Driver Coaching and Mentorship Course 	12/12/2024	11/12/2027
Defensive Driving- Fleet Security and Risk Management Mastery Program (CPD Class J); <ul style="list-style-type: none"> • CPD Class J1 – Safety Management Course • CPD Class J2 - Vehicle Security Fundamentals Course • CPD Class J3 – Anti-hijack Evasive / Escape Maneuvers Course • CPD Class J4 – Vehicle Fire Risk Management Course • CPD Class J5 – Road Safety Management Course 	12/12/2024	11/12/2027
Defensive Driving- Heavy Duty Vehicle Operation (Peculiar Risk Management) Mastery Program (CPD Class E); <ul style="list-style-type: none"> • CPD Class E1 – Public Service Vehicle Operation Course • CPD Class E2 - Forklifting and Hoisting Equipment Operation Course • CPD Class E3 – Farming Equipment Operation Course • CPD Class E4 – Heavy Duty Vehicle Operation (Peculiar Risk Management) Course • CPD Class E5 – Transportation and Handling of Hazardous Goods Course • CPD Class E6 – Mining and Earthmoving Equipment Operation Course 	12/12/2024	11/12/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

<p>Defensive Driving- Post-Crash Emergency Response Mastery Program (CPD Class G);</p> <ul style="list-style-type: none"> • CPD Class G1 – First Responder Protocols for Emergency Response Personnel Course • CPD Class G2 – Hazardous Material Emergency Response Course • CPD Class G3 – First Aid Administration Course • CPD Class G4 Fire Fighting Fundamentals Course • CPD Class G5 – Bus Crash / Fire Evacuation Protocols Course • CPD Class G6 – Vehicle Entrapment Extrication/Rescue Course 	12/12/2024	11/12/2027
<p>Defensive Driving - Driver Error Crash Risk Management Mastery Program (CPD Class D)</p> <ul style="list-style-type: none"> • CPD Class D1 - Driving and Drowning Risks Management • CPD Class D2 - Sideswiping Crash Risk Management • CPD Class D3 - T-bone Crash Risk Management • CPD Class D4 - Rear-end Crash Risk Management • CPD Class D5 - Head-on Collision Crash Risk Management • CPD Class D6 - Roll-over Crash Risk Management 	18/06/2025	17/06/2028
<p>Defensive Driving – Education and Training Consultancy Program (CPD Class L)</p> <ul style="list-style-type: none"> • CPD Class L1 – Train the Trainer • CPD Class L2 – Cycling Instructor • CPD Class L3 – Certified Cycling Instructor • CPD Class L4 – Driver Instructor • CPD Class L5 – Certified Driving Instructor 	18/06/2025	17/06/2028
<p>Defensive Driving – Human Factor Risk Management Mastery Program (CPD Class A);</p> <ul style="list-style-type: none"> • CPD Class A1 – Distracted Driving Crash Risks • CPD Class A2 – Impaired Driving Crash Risks • CPD Class A3 – Drowsy Driving Crash Risks • CPD Class A4 – Fatigued Driving Crash Risks • CPD Class A5 – Drunk/Drugged Driving Crash Risks 	18/06/2025	17/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

Defensive Driving – Special Vehicle Operation Risk Management Mastery Program (CPD Class F); • CPD Class F1 – Emergency Vehicle Operation • CPD Class F2 – Off-road Vehicle Operation • CPD Class F3 – Motorcycle Operation • CPD Class F4 – Bicycle Operation • CPD Class F5 – Quadbike Operation	18/06/2025	17/06/2028
Defensive Driving – Vehicle Handling and Control Crash Risk Management Mastery Program (CPD Class C); • CPD Class C1 – Hydroplaning Crash Risk Management • CPD Class C2 – Trailer Sway Crash Risk Management • CPD Class C3 – Brake Failure Crash Risk Management • CPD Class C4 – Tyre Blowout Risk Management • CPD Class C5 – Skid Control & Vehicle Handling Mastery • CPD Class C6 – Jack-knifing Crash Risk Management	18/06/2025	17/06/2028
Defensive Driving – Vehicle Handling Dynamics Mastery Program (CPD Class K) • CPD Class K1 – The Genesis and Anatomy of a Crash • CPD Class K2 – Vehicle Handling and Laws of Physics • CPD Class K3 – Bikeability (Cycling) Training • CPD Class K4 – Cycling Friendly Driver Training • CPD Class K5 – Professional Driver Accreditation and Certification	18/06/2025	17/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0388

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

No of Short Courses: 12

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Effective Report Writing (ERW)	14/09/2023	13/09/2026
Risk Management Tools and Techniques for the Contemporary Internal Auditor (RMTT)	14/09/2023	13/09/2026
Essential Elements for Internal Audit Process (EEIP)	14/09/2023	13/09/2026
Fraud Detection, Prevention and Investigation	14/09/2023	13/09/2026
Quality Assurance and Improvement Program (QAIP)	14/09/2023	13/09/2026
Risk Based Auditing	14/09/2023	13/09/2026
Conducting an Audit from Cradle to Grave	14/12/2023	13/12/2026
Control Self-Assessment: Facilitation Skills (CSAF)	14/12/2023	13/12/2026
Root Cause Analysis	14/12/2023	13/12/2026
Combined Assurance- Internal Auditors to Take the Lead (CATL)	16/05/2024	15/05/2027
Conducting Effective Lifestyle Audits	16/05/2024	15/05/2027
Implementing the New Global Internal Audit Standards	16/05/2024	15/05/2027

ETP0222

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

No of Short Courses: 4

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0086

Mainpoint (PTY) LTD

Plot 55441, New Canada, Gaborone

Email: mainpointinstitute@gmail.com

Tel: 71285374/3185721

No of Short Courses: 5

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Safety, Health and Environmental Law for Mine Legal Appointees	04/10/2023	03/10/2026
Environmental Impact Assessment	10/11/2023	09/11/2026
Environmental Management System ISO 14001:2015; <ul style="list-style-type: none"> Awareness Understanding Auditing 	10/11/2023	09/11/2026
Occupational Health and Safety Management Systems ISO 45001:2018; <ul style="list-style-type: none"> Awareness Understanding Auditing 	10/11/2023	09/11/2026
Reasonable Suspicion Training for Mine Legal Appointees and Supervisors	10/10/2024	09/10/2027

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0066

Angie Kay Consultancy (PTY) LTD

Plot 24532, Block 9, Gaborone

Email: sethebecl@angiekay.co.bw

Tel: 3959579

No of Short Courses: 4

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
Labour Law	24/10/2024	23/10/2027

CON003

Uzor Forensics

Plot 3400, Lenganeng

Email: uzorforensics@gmail.com

Tel: 75345182

No of Short Courses: 2

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON016

Synergy Diversity Business Consulting (PTY) LTD
 Plot 3808, Madiba Ward, Mahalapye
 Email: Lesedi_152@live.com
 Tel: 72796382

No of Short Courses: 3

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
Administration & Office Management Best Practices & Technologies; <ul style="list-style-type: none"> • Best Practices & Technologies • Excellence in Customer Service 	03/04/2025	02/04/2028

ETP0119

Botswana International University of Science and Technology
 Plot 10071, Palapye
 Tel: 4931151

No of Short Courses: 14

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Enterprise Risk Management	04/10/2023	03/10/2026
Fundamentals of Professional Engineering Practice and Registration	27/06/2024	26/06/2027
General Chinese	28/11/2024	27/11/2027
Design Thinking: Creative Problem Solving for Organisations	28/11/2024	27/11/2027
Executive Business Leadership	28/11/2024	27/11/2027
Finance for Non-Finance Managers	28/11/2024	27/11/2027
Professional Communication	28/11/2024	27/11/2027
Negotiation Skills	28/11/2024	27/11/2027
Supply Chain Management	28/11/2024	27/11/2027

CON051

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

No of Short Courses: 2

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

ETP0089

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

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Team Building	04/10/2023	03/10/2026
Customer Service	17/07/2024	16/07/2027
Aviation Human Factors	13/06/2025	12/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0635

Future Training Consultancy (PTY) LTD

Plot 5912, Morake Ward Mmopane

Email: maggiem@ftc.co.bw

Tel: 74110883

No of Short Courses: 6

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Human Resource Management; <ul style="list-style-type: none"> • Supervisory Skills and Leadership Management • Disciplinary Hearing, Grievances and Procedures/Industrial Relations • Change Management • Performance Management • Stress Management and Emotional Intelligence 	19/05/2023	18/05/2026
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
Operations Management; <ul style="list-style-type: none"> • Supply Chain Management • Team Building • Financial Literacy • Culture and Mindset Change • Coaching and Mentoring 	25/04/2024	24/04/2027
Training of Trainers	25/04/2024	24/04/2027
Human Resource Management; <ul style="list-style-type: none"> • Conflict Management and Resolutions • Labour Law Relations Symposium • Negotiation Skills and Collective Bargaining • Employment Policy and Decent Work • Retirement Planning Management 	02/08/2024	01/08/2027
Cabin Crew/Flight Attendant	21/05/2025	20/05/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON005

Gaborone Training Institute (PTY) LTD

Plot 21571, Phakalane

Email: info@talentcentre.co.za

Tel: 75618647

No of Short Courses: 28

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
Customer Service	24/10/2023	23/10/2026
Working at Heights	24/10/2023	23/10/2026
Construction Safety	24/10/2023	23/10/2026
Occupational Health and Safety	24/10/2023	23/10/2026
Handling of Construction Equipment	24/10/2023	23/10/2026
Customer Service	14/03/2024	13/03/2027
Working at Heights	14/03/2024	13/03/2027
Construction Safety	14/03/2024	13/03/2027
Occupational Health and Safety	14/03/2024	13/03/2027
Handling of Construction Equipment	14/03/2024	13/03/2027
Confined Spaces	25/04/2024	24/04/2027
Excavation and Frenching	25/04/2024	24/04/2027
Hazardous Materials and Handling in Construction	25/04/2024	24/04/2027
Heavy Construction Equipment Operation in Construction	25/04/2024	24/04/2027
Formwork	25/04/2024	24/04/2027
Disciplinary Procedures	25/04/2024	24/04/2027
Basic Life Support	25/04/2024	24/04/2027
Debt Collection	25/04/2024	24/04/2027
Telephone and E-mail Etiquette	25/04/2024	24/04/2027
Team Building	25/04/2024	24/04/2027
Working with Chlorine	25/04/2024	24/04/2027
Performance Management	25/04/2024	24/04/2027
Botswana Data Protection Act-Awareness and Compliance	17/04/2025	16/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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

CON006

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

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Leadership Coaching and Training	04/10/2023	03/10/2026
Introduction to Human Resources Management	27/02/2024	26/02/2027
Safety, Health and Environment	02/08/2024	01/08/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

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

CON044

Cyber Intelligence Agency Academy

Fairgrounds Mall Unit F4

Email: cchavapi@cia.co.bw

Tel: 3919498

No of Short Courses: 7

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Certified Information System Auditor Bootcamp	24/10/2023	23/10/2026
Certified Information Security Manager Bootcamp	09/02/2024	08/02/2027
Certified in Risk and Information Systems Control Bootcamp	09/02/2024	08/02/2027
Certified Cybersecurity Technician	16/05/2024	15/05/2027
Certified Ethical Hacker	25/09/2024	24/09/2027
Certified SOC Analyst (CSA)	24/10/2024	23/10/2027
Certified Chief Information Security Officer	30/01/2025	29/01/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON008

Hookmart (PTY) LTD

Plot 1161, Suite 8, Equity Building, Main Mall

Email: hookmart.hm@gmail.com

Tel: 72547106

No of Short Courses: 18

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Fire Safety	24/10/2023	23/10/2026
Basic First Aid	24/10/2023	23/10/2026
Effective Communication Skills	24/10/2023	23/10/2026
HIV/AIDS Awareness at the Workplace	24/10/2023	23/10/2026
Customer Care	14/12/2023	13/12/2026
Team Building	14/12/2023	13/12/2026
Time Management	14/12/2023	13/12/2026
Microsoft Excel; <ul style="list-style-type: none">• Basic• Intermediate• Advanced	14/12/2023	13/12/2026
Introduction to Income Tax and Withholding Tax	14/12/2023	13/12/2026
Employee Wellness and Health Promotion	23/05/2024	22/05/2027
Financial Wellness	23/05/2024	22/05/2027
Occupational Health and Safety	23/05/2024	22/05/2027
Stress Management	23/05/2024	22/05/2027
Emotional Intelligence	24/10/2024	23/10/2027
Employer-Employee Relationship	24/10/2024	23/10/2027
Gender Based Violence Awareness	24/10/2024	23/10/2027
Personal and Professional Development	24/10/2024	23/10/2027
Workplace Ethics and Ethical Behaviour	24/10/2024	23/10/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON037

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

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Mental Health First Response (MHFR)	24/10/2023	23/10/2026
Change Leaders Training Program	25/09/2024	24/09/2027
Resilience Mastery Programme	25/09/2024	24/09/2027
Competency Based Interview Training	30/06/2025	29/06/2028

CON045

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

No of Short Courses: 1

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

CON047

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

No of Short Courses: 2

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

CON032

Pilediwa Training and HR Consultancy
Plot 15512, Broadhurst, Gaborone
Email: oraile@waronalaw.co.bw
Tel: 71402303

No of Short Courses: 6

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Corporate Governance	24/10/2023	23/10/2026
Customer Service	24/10/2023	23/10/2026
Industrial Relations	24/10/2023	23/10/2026
Sales Management	11/02/2025	10/02/2028
Merchandising	11/02/2025	10/02/2028
Team Building	11/02/2025	10/02/2028

CON042

RK Global (PTY) LTD
Plot 140, Unit 5, Kgale Terrace, Gaborone
Email: admin@hrmc.co.bw
Tel: 3919498

No of Short Courses: 2

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON017

The Digital Academy

Unit 7, the Office, Fairgrounds, Gaborone

Tel: 71467149

No of Short Courses: 1

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

ETP0274

Clairesel Training Institute

Plot 28650, Gaborone

Email: claireseltraininginstitute@gmail.com

Tel: 74400661

No of Short Courses: 4

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0138

Planet Nails Gabrone

Plot 871-4, Babereki House African Mall

Email: elegancezoneinfo@gmail.com

Tel: 71339495/ 3111418

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Artificial Nails- Acrylic	10/11/2023	09/11/2026
Artificial Nails- Gel	10/11/2023	09/11/2026
Massage	25/04/2024	24/04/2027
Artificial Eye Lashes	18/06/2025	17/06/2028

ETP0146

Polamon Group (PTY) LTD

Plot 1277, Old Lobatse Road, Gaborone

Email: polamongroup@gmail.com

Tel: 3121280/ 72232184

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Operate a Forklift Truck	10/11/2023	09/11/2026
Occupational Health and Safety	10/11/2023	09/11/2026
Fire Prevention and Management	25/09/2024	24/09/2027
First Aid; <ul style="list-style-type: none"> • Level 1 • Level 2 • Level 3 	25/09/2024	24/09/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0162

Citizen Group t/a Zaliant

Plot 3390, Tlokweng

Email: zaliebots@gmail.com

Tel: 71461717

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Excellent Customer Care	10/11/2023	09/11/2026
Team Building	10/11/2023	09/11/2026
Fire Safety and First Aid	14/12/2023	13/12/2026
Emotional Intelligence	11/02/2025	10/02/2028

CON067

FastMed Ambulance (PTY) LTD

Letsibogo Ward, Plot 2765

Email: samletshwenyo@gmail.com

Tel: 76795470

No of Short Courses: 5

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Fire Fighting	10/11/2023	09/11/2026
First Aid; <ul style="list-style-type: none"> • Level 1 • Level 2 • Level 3 	10/11/2023	09/11/2026
Occupational Safety and Health; <ul style="list-style-type: none"> • Health and Safety Representative for Supervisors (SHE Reps) • Accident Prevention and Investigation • Basic Principles in Occupational Hygiene • Risk Management • Working at Heights Safety 	30/06/2025	29/06/2028
Psychological First Aid	30/06/2025	29/06/2028
Customer Care Excellence	30/06/2025	29/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON060

Sheetal Cutting Works (PTY) LTD

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

Email: hr.bw@sheetals.net

Tel: 3970444

No of Short Courses: 1

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

ETP0603

Y.M.M Holdings (PTY) LTD

Plot 819, Moatshe, Mmopane

Email: yvonbemading@gmail.com

Tel: 71856724

No of Short Courses: 1

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0189

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

No of Short Courses: 2

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

ETP0145

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

No of Short Courses: 9

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0195

Batho Maduo Consult

Plot 7809 Mafitlhakgosi Tlokweng

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

Tel: 76553900

No of Short Courses: 5

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

ETP0037

New Era College of Arts, Science and Technology

Plot 36158, Block 8 Gaborone

Email: ssivakumar@neweracollege.ac.bw

Tel: 3933533

No of Short Courses: 2

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0062

Construction Industry Trust Fund

Lot 18006 Machel Drive

Email: marketing@citf.co.bw

Tel: 3911362

No of Short Courses: 8

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Estimating and Tendering	30/11/2023	29/11/2026
Programmable Logic Controls	09/02/2024	08/02/2027
Hydraulics Systems	09/02/2024	08/02/2027
Scaffolding	09/02/2024	08/02/2027
Site Supervisory and Management	09/02/2024	08/02/2027
Certificate III working at Heights	09/02/2024	08/02/2027
Occupational Health and Safety	09/02/2024	08/02/2027
Rope Access Training Level 1	18/06/2025	17/06/2028

CON053

Forensic & Allied Services (PTY) LTD

Plot 19010, Phase 2 Gaborone

Email: dsethatho@fas.co.bw

Tel: 73333399

No of Short Courses: 1

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON058

Green Solar Academy Botswana (PTY) LTD

Plot 158, Unit 4 Commerce Park Gaborone

Email: botswana@solar-training.org

Tel: 3111303/71636164

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
PV Mounter	30/11/2023	29/11/2026
Sunrise- Beginners Solar Training	30/11/2023	29/11/2026
Super Solar	23/05/2024	22/05/2027
Advanced Lighting Protection	28/02/2025	27/02/2028

CON066

Green Light Consultancy (PTY) LTD

Plot 5751, Sefoke Ward Tlokweng

Tel: 76048408

No of Short Courses: 2

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON070

Handsworth Institute Botswana (PTY) LTD
 Moshupa, Phuting Ward
 Email: handsworth.institutebw@gmail.com
 Tel: 76185283

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Earth Moving Machines; <ul style="list-style-type: none"> • Front End Loader • Forklift Operator • Excavator Operator • Tractor Loader Backhoe • ADT Dump Truck 	14/12/2023	13/12/2026
Health Care Assistant	14/12/2023	13/12/2026
Phlebotomy	17/07/2024	16/07/2027

CON004

Aurostar Diamonds Botswana (PTY) LTD
 Plot 61128-61130, Unit Type A Factory no:2, Block 8 Industrial
 Email: info@coreknowledge.co.bw
 Tel: 3957794/ 76066483

No of Short Courses: 12

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0186

Mighty Skills Training Institute (PTY) LTD

Plot No. Lot 34912 Matomo Ward Maun

Email: mightyskills@gmail.com

Tel: 6865498/71794499

No of Short Courses: 8

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	14/12/2023	13/12/2026
Food Production	14/12/2023	13/12/2026
Pastry Making	14/12/2023	13/12/2026
Travel and Tourism	14/12/2023	13/12/2026
Accommodation Operations in Housekeeping	14/12/2023	13/12/2026
Special and Inclusive Education	27/06/2024	26/06/2027
Sign Language	16/01/2025	15/01/2028
Purchasing and Supply Chain Management	16/01/2025	15/01/2028

ETP0352

Global Competence Centre

Plot 64517, Fairgrounds Gaborone

Email: globalcompetence@gmail.com

Tel: 3100010

No of Short Courses: 30

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

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

CON062

ZISMO Engineering (PTY) LTD

Plot 14430 Unit 1 Dumaqani Road Gaborone West Industrial

Email: hr@zismoengineering.com

Tel: 3932711

No of Short Courses: 3

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

Maintenance & Operations; <ul style="list-style-type: none"> • Material Handling with Electrical Motor Safe Keeping • Compressor Maintenance • Pump Maintenance • General Plant Maintenance • Lubrication 	10/10/2024	09/10/2027
--	------------	------------

ETP215

Workplace Dynamics

Plot 184 Unit 4A, Tale House

Email: davidbusang@gmail.com

Tel: 72518064

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Team Building and Management	14/12/2023	13/12/2026
Mutual Negotiation Skills	17/07/2024	16/07/2027
Barista Skills Training	25/09/2024	24/09/2027
Mixology Skills Training	25/09/2024	24/09/2027

CON080

Vision Apex (PTY) LTD

Ramfurwa Ward Tlokweng, Plot 6187

Email: visionapex23@gmail.com

Tel: 744412155

No of Short Courses: 2

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0158

Unique Golden Team (PTY) LTD
 Plot 71304 Gaborone North
 Tel: 75427329

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Analytics for Professionals- Data Analysis Essentials- MS Excel <ul style="list-style-type: none"> • File Tab, Home Tab, View Tab, Review Tab, Page Layout Tab • Formula Tab, Insert Tab • Data Tab, PowerPivot Tab, Power Query Tab • Python Tab 	14/12/2023	13/12/2026
Building Better Work Habits	09/02/2024	08/02/2027
Analytics for Professionals- Data Analysis Essential PowerBI Core; <ul style="list-style-type: none"> • PowerQuery, PowerPivot, PowerView, PowerBI Service • SQL Server Integration Services • TSQL • SSRS 	02/08/2024	01/08/2027
Finance for Non-Finance Managers	02/08/2024	01/08/2027

CON072

Redflag Compliance Solutions (PTY) LTD
 Plot 21473 Phakalane 1, Gaborone
 Email: info@redflagcompliance.co.bw
 Tel: 71345627

No of Short Courses: 1

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

CON076

Pump and Tank (PTY) LTD

P O Box 1750, Sebele Mall

Email: hrmanager@kwanokeng.com

Tel: 75381546

No of Short Courses: 3

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

CON086

Prestige Management Group (PTY) LTD

The Hub, iTowers CBD Gaborone

Email: admin@pmg.co.bw

Tel: 72796688

No of Short Courses: 2

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP493

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

No of Short Courses: 2

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

CON057

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

No of Short Courses: 2

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • Basic First Aid • Accident Investigation • Handling Hazardous Chemicals • Scaffold Erection 		
Civil Engineering and Construction Work; <ul style="list-style-type: none"> • Road Maintenance • Inspectors of Work • Fence Erector • Estimating and Tendering • Basic Site Surveying • Scaffolding Inspector 	17/07/2024	16/07/2027

CON115

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

No of Short Courses: 5

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Outcome-Based Learning Programme Development and Assessment Planning	14/12/2023	13/12/2026
Planning for and Facilitation of a Learning Session	14/12/2023	13/12/2026
Results-Based Management and Leadership Training for Educational Managers and Leaders	14/12/2023	13/12/2026
Implementing Outcomes-Based Assessment, Inclusion and Quality Assurance; <ul style="list-style-type: none"> • Outcome-Based Assessment Design and Application • Inclusive Assessment Practice • Recognition of Prior Learning (RPL) System Design and Implementation • Quality Assurance of Assessment and Moderation Systems and Practices 	27/06/2024	26/06/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Results-Based Management, Monitoring and Evaluation Training for Educational Managers and Leaders; <ul style="list-style-type: none"> • School Leadership and Policy Implementation • Results-Based Management, Monitoring and Evaluation • Mentoring and Coaching for Teachers' Continuing Professional Development 	27/06/2024	26/06/2027
---	------------	------------

ETP0041

Mega Size College

Plot 61739, Gundakuni Street Phase 4, G-West Gaborone

Email: busisiwe@megasize.ac.bw

Tel: 75026794/3184975/9

No of Short Courses: 10

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0527

Maana-Kitso Training and Consultancy Services

Plot 54225, Block 3 Gaborone

Email: info@maana-kitso.co.bw

Tel: 73588218

No of Short Courses: 1

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

CON083

Lifetime Traders (PTY) LTD

Plot 18444, Phase 2 Gaborone

Email: o.msenoko@gmail.com

Tel: 72139708

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Financial Markets & Cyber Security; <ul style="list-style-type: none"> • Basic Forex Training & Technical Fundamental Analysis • Tax Evasion • Anti-Money Laundering • Introduction to Cyber Crime • Fintech Security & Data Protection 	14/12/2023	13/12/2026
Mining Safety Courses; <ul style="list-style-type: none"> • Basic Waste Management • Hazardous Chemical Substances • Underground Mine Safety • Occupational Hygiene Awareness • Basic First Aid and Fire Safety in Mining 	14/12/2023	13/12/2026
Embroidery & Digitizing Courses; <ul style="list-style-type: none"> • Embroidery Machine Operation • Embroidery Machine Technician • Embroidery Logo Digitizing 	14/12/2023	13/12/2026
Trainers and Facilitators Programme;	11/02/2025	10/02/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • Training of Trainers • Assessor and Moderator Training • Teaching, Training and Assessing Learning • Outcome Based Education and Training • Assessment Design Training 		
--	--	--

ETP0245

Impact Training Solutions
Plot 28977 Gaborone North
Tel: 71830412

No of Short Courses: 5

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Fire Fighting	14/12/2023	13/12/2026
Basic First Aid	14/12/2023	13/12/2026
Safety, Health and Environment Training	14/12/2023	13/12/2026
Customer Service Excellence	02/08/2024	01/08/2027
Supervisory Skills and Management	02/08/2024	01/08/2027

CON081

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

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Occupational Health and Safety	14/12/2023	13/12/2026
Food Safety Hygiene and HACCP	14/12/2023	13/12/2026
Fire Safety Management	02/08/2024	01/08/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

CON015

Ideal Aim (PTY) LTD

P O Box 1610AAD, Gaborone

Tel: 72982459/77199092/73564417

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Digital and Social Media Marketing	14/12/2023	13/12/2026
Product Knowledge	22/03/2024	21/03/2027
Business Intelligence; <ul style="list-style-type: none"> • Introduction to Microsoft Power B • Intermediate Microsoft Power BI Reporting • Analyzing Data with Excel • Introducing Chat GPT • Advanced Power BI 	11/02/2025	10/02/2028
Safe Handling of Transfridge & Thermoking Units	30/06/2025	29/06/2028

ETP0638

Hydrocomp Enterprises Botswana (PTY) LTD

Plot 172, Block 3 Upper Floor, GIMC Gaborone

Email: mapula@edams.co.za

Tel: 3900228

No of Short Courses: 6

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON022

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

No of Short Courses: 6

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

CON063

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

No of Short Courses: 10

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Advanced Fire Marshal	14/12/2023	13/12/2026
Basic Fire Fighting	14/12/2023	13/12/2026
First Aid Level 1	14/12/2023	13/12/2026
ISO 45001 Awareness	25/04/2024	24/04/2027
Permit to Work	25/04/2024	24/04/2027
Fall Arrest and Basic Rescue	25/09/2024	24/09/2027
HAZMAT	25/09/2024	24/09/2027
Recondition of Fire Appliances	21/05/2025	20/05/2028
Incident Investigation	21/05/2025	20/05/2028
SHE Representative	21/05/2025	20/05/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

CON087

Coloring Souls Coaching

Broadhurst, Phiring Plot 11797 Gaborone

Email: krcoloringsouls@gmail.com

Tel: 71830584

No of Short Courses: 4

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

CON093

BeSpoke Wellness Public Health Consultancy

Swimbo 6, Orapa

Email: opushuswane@yahoo.co.uk

Tel: 76610625

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Employee Assistance Programme (EAP); <ul style="list-style-type: none"> Setting up an EAP Programme Implementation of EAP Programme Monitoring and Evaluation of EAP Programme 	09/02/2024	08/02/2027
Workplace Health and Wellness Programme; <ul style="list-style-type: none"> Introduction to Workplace Wellness Introduction to Mental Health Introduction to Non-Communicable Diseases Team Building: Work Site Health Screening and Education 	09/02/2024	08/02/2027
Transportation of Dangerous Goods	17/04/2025	16/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON084

Autumn House (PTY) LTD

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

Tel: 3191181

No of Short Courses: 2

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

CON088

Global Knowledge (PTY) LTD

Plot 63532, Tsholofelo West, Gaborone

Email: paulmatebele@gmail.com

Tel: 72787252

No of Short Courses: 2

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON021

Growth Matrix Solutions

Unit 3 20701 Block 3 Industrial, Gaborone

Tel: 76017685

No of Short Courses: 1

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

CON075

Jihake Engineering Services (PTY) LTD

Plot 27311 Extension 1, Palapye

Tel: 4920589

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Power Plant Operations	09/02/2024	08/02/2027
Maintenance Management for First-Line Supervisors	25/04/2024	24/04/2027
Mechanical Maintenance Applications	11/02/2025	10/02/2028
Construction Health and Safety	03/04/2025	02/04/2028

ETP0194

Joint Minds Consult

Plot 51, Unit 7, International Commerce Park, Gaborone

Tel: 3931709/ 713861086

No of Short Courses: 5

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Performance Management in the Workplace	09/02/2024	08/02/2027
Decent Work Programme and its Implementation for Tripartite in Botswana;	27/06/2024	26/06/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • The Decent Work Country Programme for Botswana • Designing Decent Work Plans and Strategies in Botswana • Understanding OHS Environment and DWCP Operational Plans • Implementing Action Plans for Promoting Decent Work 		
Green Economy and Just Transition; <ul style="list-style-type: none"> • Building Capacity for Transition • Developing Action Plans and Implementation Strategies 	27/06/2024	26/06/2027
Improving Effectiveness and Efficiency in Botswana's National and Regional Educational Managers; <ul style="list-style-type: none"> • Strategic Management and Leadership in Education • Resource Management and Optimization Skills • Data-Driven Decision Making and Change Management 	17/07/2024	16/07/2027
Mental Health Awareness	02/08/2024	01/08/2027

ETP0255

New Vision Trading & Consultancy (PTY) LTD

Plot 20353, Phase 2, Gaborone

Email: bnyonizonke@gmail.com

Tel:

No of Short Courses: 5

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Manning Security Control Room Course	09/02/2024	08/02/2027
Principles of Security Management	09/02/2024	08/02/2027
Team Building	09/02/2024	08/02/2027
Customer Care	28/02/2025	27/02/2028
Performance Management	03/04/2025	02/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0547

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

No of Short Courses: 5

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

ETP0579

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

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Lifting Equipment; <ul style="list-style-type: none"> • Forklift Operator Training • Truck Mounted Crane • Cherry Picker • Overhead Crane • Telescopic Handler 	09/02/2024	08/02/2027
Lifting Equipment; <ul style="list-style-type: none"> • Working at Heights Training • Mobile Crane • Scaffolding • Hoist Jack • Basic Rigging 	25/09/2024	24/09/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

CON114

The Healthy Families Trust t/a The Healthy Foundation
Unit 3, Plot 68313 Phakalane, Gaborone
Email: info@thehealthyfamilies.net
Tel: 77504527

No of Short Courses: 1

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

ETP0370

Uphill English School
Plot 1224, Serorome Ward, Palapye
Tel: 71726592/ 77011026

No of Short Courses: 1

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

ETP0029

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

No of Short Courses: 2

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0432

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

No of Short Courses: 1

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

ETP0029

TSL College
 Plot 134 Gabotshe Complex, Borolong Ward Maun
 Email: tslcollege1@gmail.com
 Tel: 73512088

No of Short Courses: 5

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Housekeeping and Accommodations Studies	09/02/2024	08/02/2027
Food and Beverage Service	09/02/2024	08/02/2027
Certificate in Customer Service (III)	27/02/2024	26/02/2027
Culinary Arts	16/05/2024	15/05/2027
Stores Management & Control	11/02/2025	10/02/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0374

Burban Holdings (PTY) LTD

Plot 4216 Mogoditshane, Unit 12C

Email: burbanholdings@outlook.com

Tel: 77054285

No of Short Courses: 6

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
HR Issues in the Workplace; <ul style="list-style-type: none">• HR for Non-HR Managers• Conflict Resolution• Discipline and Grievance Handling• Performance Management• Practical Labour Laws	09/02/2024	08/02/2027
Customer Service; <ul style="list-style-type: none">• Service Excellence• Ertiquette	14/03/2024	13/03/2027
Supervisory & Management Skills; <ul style="list-style-type: none">• Change Management• People Management• Team Building	14/03/2024	13/03/2027
Community Health Assistance Course	10/10/2024	09/10/2027
Health and Safety Programme; <ul style="list-style-type: none">• Handling, Storage of Hazardous Chemicals or Materials• Safety Health and Environment Representative (SHEREP)• Fire Fighting (1-3)• First Aid (1-3)	11/02/2025	10/02/2028
Defensive Driving (All Vehicles)	28/02/2025	27/02/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON012

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

No of Short Courses: 1

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

CON082

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

No of Short Courses: 5

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Special Education	27/02/2024	26/02/2027
Leadership	27/02/2024	26/02/2027
Customer Service	27/02/2024	26/02/2027
Trainer of Trainers	27/02/2024	26/02/2027
Mind Education	25/04/2024	24/04/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0546

Diamond Trading Company Botswana (PTY) LTD
Plot 63016 Airport Road, Block 8, Gaborone
Tel: 3649880

No of Short Courses: 10

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Diamond Familiarization	27/02/2024	26/02/2027
Rough Diamond Sorting and Valuing	27/02/2024	26/02/2027
Pre-RTOP Course	27/02/2024	26/02/2027
Intermediate Manufacturing Course	27/02/2024	26/02/2027
Advanced Manufacturing Course	27/02/2024	26/02/2027
Delivery Project Results (DRP) Workshop	24/10/2024	23/10/2027
Employee Orientations	24/10/2024	23/10/2027
Leading Your Team Through Change	24/10/2024	23/10/2027
Sponsor Briefing	24/10/2024	23/10/2027
Taking Charge of Change	24/10/2024	23/10/2027

CON096

EHS Integrated (PTY) LTD
Plot 9987, Ginger, Gaborone
Tel: 71388306

No of Short Courses: 2

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0174

Elsimate Institute

Plot 14400/01, Gaborone West Industrial, Gaborone

Tel: 3973370

No of Short Courses: 12

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Report Writing and Communication Skills	27/02/2024	26/02/2027
Supervisory Skills	27/02/2024	26/02/2027
Effective Transport and Fleet Management	27/02/2024	26/02/2027
Disciplinary Procedures and Industrial Relations	14/03/2024	13/03/2027
Emotional Intelligence	14/03/2024	13/03/2027
Security Budgeting and Budget Management Skills	12/04/2024	11/04/2027
Finance for Non-Finance Managers	12/04/2024	11/04/2027
Performance Management System	25/04/2024	24/04/2027
Security Management	25/04/2024	24/04/2027
Effective Customer Service	05/09/2024	04/09/2027
Public Speaking & Presentation Skills	12/12/2024	11/12/2027
Effective Minutes Taking	12/12/2024	11/12/2027

ETP0624

Nhabe Tourism Training Center

Riverside, Maun

Email: nhabetourismcentre@gmail.com

Tel: 71558878/ 74441967

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Food & Beverages Services	27/02/2024	26/02/2027
Front Desk Operations	27/02/2024	26/02/2027
Foundational Culinary Arts	27/06/2024	26/06/2027
House Keeping	27/06/2024	26/06/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON027

Okavango Bushlife Academy (PTY) LTD

Okavango Kopano Mokoro Community Trust, Mokoro House

Email: patmalatsi@gmail.com

Tel: 72396002

No of Short Courses: 2

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

CON089

Premium Life (PTY) LTD t/a RT Med-Co Training Academy

Plot 3347, Pilane East, Pilane Botswana

Email: info@premiumlife.co.bw

Tel: 72235811

No of Short Courses: 2

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON091

Prolific Training Centre

Plot 1343 Kasane

Email: info@prolifictraining.org

Tel: 71636639

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Change Management	27/02/2024	26/02/2027
Team Building	27/02/2024	26/02/2027
Mental Health	27/02/2024	26/02/2027
Tourism and Hospitality	03/04/2025	02/04/2028

\

ETP0143

Public Procurement Regulatory Authority (PPRA)

Plot 8913, Maakgadigau Way, Gaborone West

Email: inzhuzha@ppra.org.bw

Tel: 3602057/ 72285155

No of Short Courses: 5

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON116

Pulse Training Institute

Plot 5070, Unit A, Fair Gaborone

Email: pulse.training@outlook.com

Tel: 71747474

No of Short Courses: 7

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Productivity and Efficiency in the Workplace	27/02/2024	26/02/2027
Team Building	12/04/2024	11/04/2027
Personal Finance	12/04/2024	11/04/2027
Fire Prevention and Management Foundation	25/04/2024	24/04/2027
First Aid Foundation	25/04/2024	24/04/2027
Anti-Money Laundering and KYC	02/08/2024	01/08/2027
Excel Training	12/12/2024	11/12/2027

CON095

Rankuke Training Institute (PTY) LTD

Plot 51406 Kgaleview, Diratsame Mosielele Road, Gaborone

Email: info@rti.ac.bw

Tel: 3907042

No of Short Courses: 8

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Anti-Money Laundering (AML) and Combating the Financing of Terrorism; <ul style="list-style-type: none"> Fundamentals of Anti-Money Laundering Compliance and Financial Crimes Institutional Risk Assessment Course – A Practical Perspective 	27/02/2024	26/02/2027
Certified Cybersecurity Technician (CCT)	23/05/2024	22/05/2027
Governance, Risk and Compliance; <ul style="list-style-type: none"> Anti-Money Laundering (AML) Compliance Financial Crime Prevention 	23/05/2024	22/05/2207

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> Know Your Customer/Customer Due Diligence (KYC/CDD) Managing Sanctions Risk 		
Certified Ethical Hacker (CEH)	11/06/2024	10/06/2027
Certified Forensic Investigation Professional (CFIP)/Certified Forensic and Investigative Audit Professional (CFIAP); <ul style="list-style-type: none"> Principles and Practice of Accounting Criminology and Psychology Computer and Digital Forensics Fraud Auditing and Forensic Accounting Criminal Investigations Studies on Fraud and Corruption Investigation Law Investigative Accounting 	11/06/2024	10/06/2027
Certified Secure Computer User	05/09/2024	04/09/2027
Fraud Examination	05/09/2024	04/09/2027
Data Privacy & Protection; <ul style="list-style-type: none"> Data Privacy for Managers Botswana Data Privacy Foundations Course 	28/11/2024	27/11/2027

CON098

Think Tank Academy (PTY) LTD

Plot 710101, Phakalane

Email: info@tt.co.bw/priscilla@tta.co.bw

Tel: 76115668/ 74130513

No of Short Courses: 9

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	27/02/2024	26/02/2027
Team Building	27/02/2024	26/02/2027
Cybersecurity Essentials for Non-IT Professionals	27/02/2024	26/02/2027
Microsoft Suit; <ul style="list-style-type: none"> Microsoft Excel Microsoft Excel Advanced Microsoft Word Microsoft Outlook 	27/02/2024	26/02/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • Microsoft PowerPoint • Microsoft Access 		
Soft Skills Essentials; <ul style="list-style-type: none"> • Soft Skills Essentials • Effective Time Management • Effective Communications Skills 	22/03/2024	21/03/2027
Tax Principles; <ul style="list-style-type: none"> • Tax for Non-Government Organizations • Tax Principles for Corporates 	25/04/2024	24/04/2027
Disciplinary Hearing and Grievance Procedure	02/08/2024	01/08/2027
Fundamentals in Leadership and Supervisory Skills	02/08/2024	01/08/2027
Managing Conflict in the Workplace	02/08/2024	01/08/2027

ETP0177

One Fortress

Plot 25021, Block 3 Gaborone

Email: reeftapinvestments@yahoo.co.uk

Tel: 71525452/ 76353050

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Heavy and Extra Heavy Duty Operations	27/02/2024	26/02/2027
Defensive Driving	11/02/2025	10/02/2028
Forklift Operations	11/02/2025	10/02/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0257

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

No of Short Courses: 4

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

CON112

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

No of Short Courses: 1

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON055

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

No of Short Courses: 15

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Care	14/03/2024	13/03/2027
Fire Marshal	14/03/2024	13/03/2027
Merchandise Management	14/03/2024	13/03/2027
First Aid	14/03/2024	13/03/2027
Team Building	14/03/2024	13/03/2027
Scaffolding	14/03/2024	13/03/2027
Formwork	14/03/2024	13/03/2027
Electrical Safety	11/06/2024	10/06/2027
Forklift Training	11/06/2024	10/06/2027
Construction Site Safety	11/06/2024	10/06/2027
Hazard Analysis Critical Control Point	11/06/2024	10/06/2027
Food Safety and Hygiene	11/06/2024	10/06/2027
House Keeping and Cleaning	11/06/2024	10/06/2027
Hazardous Materials and Handling	11/06/2024	10/06/2027
Finance and Administrative Management; • Finance for Non-Finance Person • Personnel Finance and Debt Management • Anti-money laundering • Fraud and Risk Management • Time Management	30/06/2025	29/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON107

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

No of Short Courses: 2

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

CON122

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

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Retirement Life Planning	14/03/2024	13/03/2027
Emotional Intelligence for Corporate Excellence	02/08/2024	01/08/2027
Financial Wellness	02/08/2024	01/08/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON023

T.E.K. MERX (PTY) LTD

I-Tower Offices

Email: kudapie@gmail.com

Tel: 71562222

No of Short Courses: 5

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Hazard Identification and Risk Assessment (HIRA)	14/03/2024	13/03/2027
Incident Investigation	14/03/2024	13/03/2027
Microsoft 365 Essentials	14/03/2024	13/03/2027
Process Change Management	14/03/2024	13/03/2027
Hazardous Waste Management	10/10/2024	09/10/2027

CON123

Uniquoel Holdings

Plot 20471, Gaborone West Phase 2, Gaborone

Email: tshego@rebaonerenalclinic.co.bw

Tel: 71711970

No of Short Courses: 3

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0338

Creative Vision (PTY) LTD

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

Email: creativevisionptyltd@gmail.com

Tel: 72232184/ 71483993

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	14/03/2024	13/03/2027
Team Building	11/06/2024	10/06/2027

ETP0587

Boundless Training Firm

Plot 24703, Sedie-Mapane, Maun

Email: info@boundlesstrainingfirm.com

Tel: 71225224

No of Short Courses: 13

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Service Excellence	22/03/2024	21/03/2027
Food and Beverage Service	22/03/2024	21/03/2027
Front Office Operations	22/03/2024	21/03/2027
Advanced Birding	23/08/2024	22/08/2027
Culinary Arts	23/08/2024	22/08/2027
Facility Management and Maintenance	23/08/2024	22/08/2027
Field Guide/Professional Safari Guide	23/08/2024	22/08/2027
Fire Management and Prevention	23/08/2024	22/08/2027
Housekeeping Operations	23/08/2024	22/08/2027
Mental Health	23/08/2024	22/08/2027
Occupational Health and Safety	23/08/2024	22/08/2027
Rifle/Weapon Handling	23/08/2024	22/08/2027
Strategic Management	23/08/2024	22/08/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON118

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

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Team Building	22/03/2024	21/03/2027
Holistic Wellness: A Journey Through Mind, Body, Spirit, and Emotion	10/10/2024	09/10/2027

CON108

Exclusive Human Capital Consultancy (EHCC)
 Plot 54373, 5 Matante, 3rd Floor CBD, RLBB Building Gaborone
 Email: enquiries@ehcc.co.bw
 Tel: 71673645/ 3112333

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Governance; <ul style="list-style-type: none"> • Corporate Governance • Compliance & Risk Management • Corporate Company Secretary 	22/03/2024	21/03/2027
Procurement and Supply Chain Management; <ul style="list-style-type: none"> • Procurement Logistics and Legal Oversight • Contract Management • Warehouse Management 	05/09/2024	04/09/2027
Management and Leadership Programme; <ul style="list-style-type: none"> • Business Development • Supervisory Development • Leadership Development • Mentoring and Coaching • Effective Customer Service 	05/09/2024	04/09/2027
Health and Safety Programme; <ul style="list-style-type: none"> • Hazard Identification and Risk Assessment • Root Cause Analysis Technique (RCAT) • Fire Fighting • Occupational Health and Safety • First Aid 	05/09/2024	04/09/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

CON132

Ipete Holdings

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

Email: ptkgare@gmail.com/ipetehrgroup@gmail.com

Tel: 77081724

No of Short Courses: 2

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

CON090

Malaczyaski Burn

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

Tel: 3933591

No of Short Courses: 2

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

CON011

New Creations Reed of Hope Consultancy

Shorobe

Email: newcreationinternational@gmail.com

Tel: 76371776

No of Short Courses: 1

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0440

Propellers Sports Academy

Jack Gym Molapo Crossing

Email: info@propellers.co.bw

Tel: 3111203

No of Short Courses: 1

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

CON138

Dikgato Tsame Botswana

Plot 18601 Gaborone West Phase 2, Gaborone

Email: tstellenberg@gmail.com

Tel: 72467415

No of Short Courses: 1

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0394

Aridpot Restaurant, Hospitality and Franchise Consultant

Plot 21701 Phakalane

Email: bonolo.chmapane@aridpot.co.bw

Tel: 71318947

No of Short Courses: 5

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0008

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

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic First Aid	22/03/2024	21/03/2027
Intermediate First Aid	22/03/2024	21/03/2027
Advanced First Aid	22/03/2024	21/03/2027
Mining First Aid (Basic)	10/10/2024	09/10/2027

ETP0148

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

No of Short Courses: 2

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0198

Insurance Academy of Botswana

Unit 1, Plot 102, Light Industrial, Commerce Park Gaborone

Email: shepherd@iab.co.bw

Tel: 3117200

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Introduction to Long-term Insurance	22/03/2024	21/03/2027
Introduction to Healthcare & Healthcare Benefits Administration	25/04/2024	24/04/2027
Introduction to Short-Term Insurance: Personal Lines	25/04/2024	24/04/2027
Introduction to Wealth Management	25/04/2024	24/04/2027

ETP0644

Lijoka Investment

Plot No. 324121 Monarch

Email: lijokainvestment@gmail.com

Tel: 2410625

No of Short Courses: 13

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Team Building	22/03/2024	21/03/2027
Customer Care	22/03/2024	21/03/2027
Leadership Skills	22/03/2024	21/03/2027
Biblical and Theological Studies	22/03/2024	21/03/2027
Emotional Intelligence	17/07/2024	16/07/2027
Massage Therapy	17/07/2024	16/07/2027
Stress Management	17/07/2024	16/07/2027
Introduction to Trauma and Basic Counselling	17/07/2024	16/07/2027
Marriage Counselling & Officiating	03/04/2025	02/04/2028
Self-Esteem	17/04/2025	16/04/2028
Gender Based Violence	21/05/2025	20/05/2028
Health Care Assistance (HCA)	18/06/2025	17/06/2028
Merchandising Marketing and Sales	18/06/2025	17/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0163

Port-Seg Investments

Plot 74333, Mowana Park Unit 25, Phakalane

Email: letscha@etheripd.com

Tel: 72383085

No of Short Courses: 5

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Rigging	22/03/2024	21/03/2027
Counter Balance Forklift Operation	22/03/2024	21/03/2027
Pendant Operated Overhead Crane Operation	22/03/2024	21/03/2027
Working at Heights	22/03/2024	21/03/2027
Truck-Mounted Crane Operation	17/07/2024	16/07/2027

ETP0128

Potlako Emergency Trainers

Plot 93, Unit 1, GICP, Gaborone

Email: info@potlakotrainers.co.bw

Tel: 3903499/ 73821760

No of Short Courses: 6

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

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0323

Achievement Enterprises

Plot 53761, Phakalane Golf Estate

Email: info@achievemententerprises.co.bw

Tel: 71221441

No of Short Courses: 6

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Change Management	12/04/2024	11/04/2027
Customer Care	12/04/2024	11/04/2027
Emotional Intelligence	12/04/2024	11/04/2027
Leadership Development Program	12/04/2024	11/04/2027
Team Building	12/04/2024	11/04/2027
Supervisory and Management Skills Training	14/11/2024	13/11/2027

ETP0355

The Real Manyapelo Group (PTY) LTD

Plot 53761, Phakalane Golf Estate

Email: info@trmgroup.co.bw / sales@trmgroup.co.bw

Tel: 3114236

No of Short Courses: 8

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Incident Investigation	12/04/2024	11/04/2027
ISO 45001: 2018 Awareness	12/04/2024	11/04/2027
Root Cause Analysis	12/04/2024	11/04/2027
Health and Safety Representative	12/04/2024	11/04/2027
Basic Fire Fighting	12/04/2024	11/04/2027
Hazard Identification and Risk Management	12/04/2024	11/04/2027
First Aid Level 1	27/06/2024	26/06/2027
Basic Fall Arrest	24/10/2024	23/10/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON141

Edge Pathways Consulting (PTY) LTD
Plot 3286 Metlhabeng, Tlokweng
Email: tshiditlhomelang@gmail.com
Tel: 72748292

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Crushing, Conveying and Screening Milling and Classification Froth Flotation Filtration Process	12/04/2024	11/04/2027

CON130

Drones for Africa
Plot 54367, Mogobe Plaza, CBD Gaborone
Email: training@dronesforafrica.com
Tel: 3166672

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Hotel housekeeping	25/04/2024	24/04/2027
Drone Technology Accelerator: Industry Focused Crash Course	25/04/2024	24/04/2027
Drone Pilot Training	25/04/2024	24/04/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON009

Goldminds (PTY) LTD t/a Sustainabiz Consulting

Plot 74362, Gaborone North Gaborone

Email: ndadio@gmail.com

Tel: 72113060

No of Short Courses: 6

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
ESG and Sustainability Management; <ul style="list-style-type: none"> • ESG Considerations for Organisations • ESG, Strategy and Risk Management Practices • ESG Risk Management • Integrated Sustainability Reporting • ESG Leadership and Governance 	25/05/2024	24/05/2027
Monitoring, Evaluation, Accountability and Learning	16/05/2024	15/05/2027
Diversity, Equity, Inclusion and Belonging; <ul style="list-style-type: none"> • Gender Equity and Social Inclusion • Leaders and Governance • Social Impact Measurement and Management • Best Practices 	11/06/2024	10/06/2027
Driving Change Management	17/07/2024	16/07/2027
Professional & Business Development; <ul style="list-style-type: none"> • Team Building • Training of Trainers and Assessors • Coaching & Mentorship • Leadership and Management 	14/11/2024	13/11/2027
ESG and Sustainability Management II; <ul style="list-style-type: none"> • Sustainable Procurement and Supply Chains Management • Sustainable Marketing and Communication • Green and Circular Economies for Business Growth • ESG for Human Capital Management Professionals • ESG In Insurance, Banking and Finance Sectors 	17/04/2025	16/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON131

Performance Strategies Enterprises (PTY) LTD

Plot 39315, Block 6 Gaborone

Tel: 71467936

No of Short Courses: 5

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	25/04/2024	24/04/2027
Digital Citizenship	27/06/2024	26/06/2027
Emotional Intelligence	27/06/2024	26/06/2027
Industrial Relations	27/06/2024	26/06/2027
Customer Support	27/06/2024	26/06/2027

CON104

Rise & Reach

Plot 3554 Pilane, Kgatleng

Tel: 72203253

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Certified Sales Professional (CSP) Programme; • Sales Foundation Professionals (SFP) • Certified Lead Generation Specialist (CLGS) • Certified Sales Management Professional (CSMP)	25/04/2024	24/04/2027
Everything DiSC Program; • Everything DiSC Sales • Everything DiSC Management • Everything DiSC Work of Leaders	02/08/2024	01/08/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON018

Technology and Modernisation Consulting

Plot 3896 Bokaa

Email: admin@tecmo.co.bw

Tel: 71647487

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Agile Leadership	25/04/2024	24/04/2027
Trainers & Facilitators Programme; <ul style="list-style-type: none"> • Training of Trainers • Assessor and Moderator Training • Teaching, Training and Assessing Learning • Outcome Based Education and Training • Assessment Design Training 	28/02/2025	27/02/2028
Digital Transformation and Service Innovation; <ul style="list-style-type: none"> • Organisational Change Management • Service Design/ Product Development • Digital Transformation • Data Analytics • Team Building • Customer Service 	28/02/2025	27/02/2028

ETP0279

Global Training Direct Services

Plot 6862 Unit 8 Jwaneng

Email: wayne@gtds.co.za

Tel: 76910369

No of Short Courses: 6

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
DEV-PRG-002 Pre-Industry Development Drilling	25/04/2024	24/04/2027
DR-001 Operate Drill Rig	25/04/2024	24/04/2027
DRL-002 Drill Site Safety & Risk Management	25/04/2024	24/04/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

DEV-PRG-001 Pre-Employment Development Program	27/06/2024	26/06/2027
Management Leadership Development; <ul style="list-style-type: none"> • Team Building • Emotional Intelligence • Leadership Development • Corporate Governance • Conflict Management 	24/10/2024	23/10/2027
Health and Safety; <ul style="list-style-type: none"> • Hazard Analysis Critical Control Point (HACCP) • Scaffolding • Working at Heights • First Aid • Fire Prevention and Management 	24/10/2024	23/10/2027

ETP0361

Moche SHEQ Consultancy (PTY) LTD t/a Chartered SHEQ Group

Mogoditshane Block 9

Email: otmoche@gmail.com

Tel: 75935507/ 75398936

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Occupational Health and Safety Representatives	25/04/2024	24/04/2027
Working at Heights	25/04/2024	24/04/2027
Scaffolding Erection, Dismantling and Inspection	14/11/2024	13/11/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0147

Okavango Cooking School
Plot 22481, Boronyana Ward, Maun
Email: agneshange@hotmail.com
Tel: 71368823/75319160

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Modern Baking	25/04/2024	24/04/2027
Basic Culinary Arts	25/04/2024	24/04/2027
Essential Kitchen Skills	25/04/2024	24/04/2027

ETP0179

Skills Builders Botswana
Plot 14416, Sable House Gaborone
Email: info@skillbuildersbotswana.com
Tel: 3911990

No of Short Courses: 7

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Advanced Microsoft Excel	25/04/2024	24/04/2027
Customer Service, Sales and Marketing	25/04/2024	24/04/2027
Effective Communication	25/04/2024	24/04/2027
Team Enrichment	25/04/2024	24/04/2027
Leadership Skills	25/04/2024	24/04/2027
Microsoft Excel	25/04/2024	24/04/2027
Ways of Working	25/04/2024	24/04/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0366

Solid Rock Training Consultancy

Office 8. Pumpkin Patch, Sir Seretse Khama Road, Newtown

Email: solidrocktraining@gmail.com

Tel: 75481400

No of Short Courses: 5

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Emotional Intelligence	25/04/2024	24/04/2027
Culture and Business Dynamics	25/04/2024	24/04/2027
Effective Staff Committees	25/09/2024	24/09/2027
Personal Finance Management	25/09/2024	24/09/2027
Business Communication Skills	11/02/2025	10/02/2028

CON110

Afroscope (PTY) LTD

Plot No. 25857, Block 9 Gaborone

Email: vincmogogi@gmail.com

Tel: 72741060

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service Excellence	16/05/2024	15/05/2027
Building Resilience: Emotional Intelligence and Wellbeing Strategies and Techniques	25/09/2024	24/09/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0260

Association of Consulting Engineers Botswana
Plot 10231, Unit 3, Broadhurst Industrial
Tel: 3191297/ 71381736

No of Short Courses: 7

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Contracts Management and Administration	16/05/2024	15/05/2027
Disputes Adjudication Boards	16/05/2024	15/05/2027
Practical Use of FIDIC Conditions of Contract	16/05/2024	15/05/2027
FIDIC Short Form of Contract Course (Green Book)	16/05/2024	15/05/2027
Implementation and Management of FIDIC Professional Service Agreement	16/05/2024	15/05/2027
Management of Claims and Resolution of Disputes	16/05/2024	15/05/2027

CON102

Dare to Dream (PTY) LTD
Plot 69184, Botswana Innovation Hub, Science and Technology Park
Email: info@daretodream.co.bw
Tel: 74355431

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Management and Leadership Training; <ul style="list-style-type: none">• Module 1 – Mindset Change• Module 2 – Organisational Change Management• Module 3 – Strategic Management• Module 4 – Women in Leadership	16/05/2024	15/05/2027
Robotics and Coding Fundamentals	16/05/2024	15/05/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON160

Diamonds in the Sky (PTY) LTD
Plot 223, Mafhikana Ward, Kanye
Email: diamondsinthesky@gmail.com
Tel: 72746023

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Astronomy	16/05/2024	15/05/2027

ETP0598

Starlight Consultants
Plot 3896 Bokaa
Email: magola745@gmail.com
Tel: 71436155

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Human Resource Management & Employee Relations; <ul style="list-style-type: none">• Disciplinary & Grievance Handling Procedures• Leadership and Talent Management• Change Management• Labour Relations and Conflict Management• Workplace Ergonomics	16/05/2024	15/05/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0020

Botswana Ash Training Centre

Private Bag Sow 7, Sua Pan

Email: s.khani@botash.bw

Tel: 6213270

No of Short Courses: 14

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Distributed Control System	23/05/2024	22/05/2027
Carbonation Plant Operation	23/05/2024	22/05/2027
Boiler Plant Operation	23/05/2024	22/05/2027
Carbon-Dioxide	23/05/2024	22/05/2027
Compaction Plant Operation	23/05/2024	22/05/2027
Filtration Plant Operation	23/05/2024	22/05/2027
Permit to Work Safety Procedures	23/05/2024	22/05/2027
Water Treatment Plant	23/05/2024	22/05/2027
Salt Washing Plant	23/05/2024	22/05/2027
Thickening & Calcining	23/05/2024	22/05/2027
Turbine Plant Operation	23/05/2024	22/05/2027
Lathe Machine Operations	17/04/2025	16/04/2028
Basic Automotive Engineering Principles	17/04/2025	16/04/2028

CON119

Botswana Association of Addiction Professionals

Plot 503363, Unit 2 Fairgrounds Gaborone

Email: issupbotswana@gmail.com

Tel: 71884072

No of Short Courses: 9

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Physiology and Pharmacology for Addiction Professionals	23/05/2024	22/05/2027
Treatment of Substance Use Disorders the Continuum of Care for Addiction Professionals	23/05/2024	22/05/2027
Common Co-Occurring Mental and Medical Disorders- An Overview for Addiction Professionals	23/05/2024	22/05/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

Basic Counselling Skills for Addiction Professionals	23/05/2024	22/05/2027
Intake, Screening, Assessment, Treatment Planning and Documentation for Addiction Professionals	23/05/2024	22/05/2027
Case Management for Addiction Professionals	23/05/2024	22/05/2027
Crises Intervention for Addiction Professionals	23/05/2024	22/05/2027
Ethics for Addiction Professionals	23/05/20224	22/05/2027
Delivery Recovery Support Services; The Peer Model	23/05/2024	22/05/2027

ETP0371

Ndwakule Driving School (PTY) LTD

Plot 20582, Block 3 Gaborone

Email: nthebekwape@gmail.com

Tel: 72145466

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Advanced Driving Skills- All Classes	23/05/2024	22/05/2027
Basic Learner Driver- All Classes	23/05/2024	22/05/2027

ETP0461

Personal Attention Incorporated (PTY) LTD

Plot 22116 Kgomokgasitwa Road G-West Industrial

Email: oduetse@tebproperties.co.bw

Tel: 3165342

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Office Administration; <ul style="list-style-type: none"> • Telephone Etiquette • Introduction to Branding • Records Management • Time Management • Principles of Customer Service 	23/05/2024	22/05/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

Property Management; <ul style="list-style-type: none"> • Contract Management • Basic Facilities Management • Lease Management • Project Management • Safety, Health and Environment 	23/05/2024	22/05/2027
--	------------	------------

CON125

Phoenix Health and Wellness Trainers(PTY) LTD

Plot 38942, Masingwaneng Block 6 Gaborone

Email: wellnessphoenix17@gmail.com

Tel: 72758308

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Workplace Health, Wellness and Financial Literacy; <ul style="list-style-type: none"> • Concepts of a Health and Wellness Programme- Getting Started • Employee Health and Wellness • Financial Wellness 	23/05/2024	22/05/2027

CON148

Sky Fire Equipment Services (PTY) LTD

Botalaote Ward, Serowe

Email: barakanye@gmail.com

Tel: 75637311

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Fire Fighting Programme	23/05/2024	22/05/2027
Basic First Aid Programme	23/05/2024	22/05/2027
Basic Occupational Health and Safety Programme	23/05/2024	22/05/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0447

Procomps Security Academy

Plot 15765, Area G Francistown

Email: procompsacademy@gmail.com/hrnorth@securitybotswana.com

Tel: 2413697

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Security Training; <ul style="list-style-type: none">• Level 1• Level 2	23/05/2024	22/05/2027

ETP0140

Valmerk (PTY) LTD

Plot 93, Unit 1, Commerce Park Gaborone

Email: bonehama80@gmail.com

Tel: 74448150

No of Short Courses: 5

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	23/05/2024	22/05/2027
Discipline and Grievance Handling	23/05/2024	22/05/2027
Health and Safety at Work	23/05/2024	22/05/2027
Management and Supervisory Skills	23/05/2024	22/05/2027
Team Building	23/05/2024	22/05/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON155

Basetsana Consulting (PTY) LTD
P.O. Box 3199, Mahalapye
Tel: 71589433/76580093

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
General Business Compliance	11/06/2024	10/06/2027

ETP0544

HOSS Institute (PTY) LTD
Plot 54368, Unit 114, The Hub iTowers Gaborone
Email: melusimdn@gmail.com
Tel: 72232184

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Leadership Development; <ul style="list-style-type: none">• Leadership Skills• Emotional Intelligence• Team Building and Collaboration• Management and Supervisory Skills• Smart Work Ethic	11/06/2024	10/06/2027
Digital Skills and Regulatory Compliance; <ul style="list-style-type: none">• Digital Transformation and Compliance Readiness• Cybersecurity Essentials and Digital Literacy• GDPR Application and Compliance in Botswana• Effective Incident Reporting Techniques• Data Security Essentials in Excel	11/02/2025	10/02/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0561

Mabedi Scientific Group (PTY) LTD t/a Mabedi Training Academy
Plot 70938, Phakalane Gaborone
Tel: 71708477

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Advanced Radiation Safety Training; <ul style="list-style-type: none">• Radiation Safety Officers• Radiation Workers• Radiation Workers- Medical• Radiation Workers- Industrial• Radiation Workers in X-Ray Inspection Systems• Radiation Workers- Nucleonic Gauging and Well Logging• Radiation Workers- Mining	11/06/2024	10/06/2027

ETP0623

Personal Management Academy
Plot No. 25857, Block 9 Gaborone
Email: ojmathiba@gmail.com/ info@personal.co.bw
Tel: 71708301

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Personal Financial Management	11/06/2024	10/06/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON142

Safe Management Agency

Plot 54190, Phakalane Gaborone

Email: tsosimagang@gmail.com

Tel: 76379744

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Safeguarding; <ul style="list-style-type: none">• Introduction to Safeguarding• Safeguarding- Intermediate Level• Safeguarding- Advanced Level	11/06/2024	10/06/2027
Leadership and Management Course; <ul style="list-style-type: none">• Introduction to Leadership and Management• Fundamentals of Leadership• Fundamentals of Management• Leading through Change• Women in Leadership	28/02/2025	27/02/2028
Leading Change in Modern Times; <ul style="list-style-type: none">• Diversity, Equity and Inclusion Leadership• Corporate Governance• Emotional Intelligence• Introduction to Office Administration• Skills for New Managers	28/02/2025	27/02/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON161

VK Consultancy (PTY) LTD t/a Naik Training Centre
 AD 749, Kgale View Game City, Gaborone
 Email: keshav@naik.co.bw
 Tel: 77676060

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Fast Track Course in Personal Development; <ul style="list-style-type: none"> • Compliance and Risk (AML) • Customer Service Excellence • Employee and Employer Engagements • Strategy Meeting & Business Development • Personality Development & Team Building 	11/06/2204	10/06/2027
Certified SHE Officer	13/06/2025	12/06/2028
AI & Cloud Automation Expert	13/05/2025	12/06/2028

ETP0502

Career Growth Institute
 Plot 53915, Mountain-View Shopping Complex, Unit 8 Block 5
 Email: admin@cginstitute.co.bw
 Tel: 77024272

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Agrochemical Management	27/06/2024	26/06/2027
Business Process Re-engineering (BPR)	27/06/2024	26/06/2027
Incident Cause Analysis Method (ICAM)- Lead Investigator	27/06/2024	26/06/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

CON144

Exponential Training Solutions (PTY) LTD
 Plot 54368, Western Commercial Road, CBD Gaborone
 Email: exponentialtrainingsolutions@gmail.com
 Tel: 75116211/3981960/71604427

No of Short Courses: 7

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Certified Global Customer Substances and Material Handling	27/06/2024	26/06/2027
Data Protection Act Training	12/12/2024	11/12/2027
Fire Fighting Marshal & Safety Techniques	12/12/2024	11/12/2027
Health Care Provider (Advanced First Aid)	12/12/2024	11/12/2027
Wellness and Team Building Training	12/12/2024	11/12/2027
Microsoft Office Training: Comprehensive Training in Excel; <ul style="list-style-type: none"> • Basic • Intermediate • Advanced 	03/04/2025	02/04/2028
Microsoft Office Comprehensive Training; <ul style="list-style-type: none"> • Microsoft Word • Microsoft Excel • Microsoft PowerPoint • Microsoft Teams 	13/06/2025	12/06/2028

CON149

Healthcare Systems Solutions
 Plot 205, Independence Avenue, Gaborone
 Email: info@healthcaresystems.co.bw
 Tel: 72868882

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Helping Children Survive Course	27/06/2024	26/06/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

CON079

Ifradama Textile School
Plot 3036 Aerodrome, Francistown
Tel: 2404861

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Personal Financial Management	11/06/2024	10/06/2027

ETP0199

The Green Almond Training Consultancy
Plot No. 8234, Tlokweng
Email: thegreenalmondgroup@gmail.com
Tel: 72552844

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	27/06/2024	26/06/2027
Emotional Intelligence	25/09/2024	24/09/2027
Team Building	25/09/2024	24/09/2027
Hospitality Management	17/04/2025	16/04/2028

CON136

Touch Typing Academy
Plot No. 39608, Block 6 Gaborone
Tel: 72370731

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	27/06/2024	26/06/2027
Touch Typing Skills Course (Beginner)	27/06/2024	26/06/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

CON162

Aeromed Prime Solutions
Plot No. 50637, Block 10 Gaborone
Email: aeromedprime@gmail.com
Tel: 72210290

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Aerospace Medicine; <ul style="list-style-type: none">• Aerospace Physiology• Clinical Aviation Medicine• Safe Aeromedical Evacuations• Operational Aviation Medicine• Basic Human Factors and Crew Resource Management	17/07/2024	16/07/2027

CON136

Amazing Etiquettes
Plot 299 Sefoke, Tlokweng
Email: seingwaeng@gmail.com
Tel: 73102064

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Business Etiquette; <ul style="list-style-type: none">• Workplace Etiquette• Cultural Awareness in the Workplace• Diversity and Inclusion in the Workplace	17/07/2024	21/07/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON166

Beachbody Fit Club (PTY) LTD
Plot No. 5651, Blocking 1 Mmopane
Email: beachbodyfc@outlook.com
Tel: 75739040

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Operational Management; <ul style="list-style-type: none">• Team Building• Wellness• Stress Management• Coaching and Mentoring• Financial Literacy	17/07/2024	16/07/2027

ETP0589

Girona Investment (PTY) LTD
Plot No. 2523, Francistown
Tel: 71733914

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Biblical and Theological Studies	17/07/2024	16/07/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON175

Intellect-Quality Management (PTY) LTD
 North Gate Mall, Unit 14B Gaborone
 Email: info@iqm.co.bw
 Tel: 72211182

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Cultural Transformation	17/07/2024	16/07/2027
Excellence Leadership	17/07/2024	16/07/2027
Strategy Planning and Implementation	17/07/2024	16/07/2027
Customer Service Excellence	17/07/2024	16/07/2027

CON146

Lowapi Study Centre
 Plot 5514 Partial Gaborone
 Email: director@lowapi.org
 Tel: 71848909

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Introduction to Teaching Reading: Emerging Reader	17/07/2024	16/07/2027

CON172

MK Sales and Distribution t/a Emirates Consultancy
 Lot 1271, Travaglini House Old Lobatse Road
 Email: emiratesconsultancy01@gmail.com/nkamowm95@gmail.com
 Tel: 3111102

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Retail Management Merchandising & Customer Service; <ul style="list-style-type: none"> • Merchandising • Point of Sales 	17/07/2024	16/07/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

<ul style="list-style-type: none"> • Customer Service • Health & Safety in the Workplace • Food Hygiene and Safety 		
Security Risk and Loss Control Management; <ul style="list-style-type: none"> • Loss Prevention and Investigation • Customer Service • Stock Count & Stock Taking • Principles of Security Management • First Aid and Fire Fighting 	17/07/2024	16/07/2027
Human Rights Frameworks for Global Operations and Security Practices; <ul style="list-style-type: none"> • Human Rights in a Security Environment • Legal Aspects in Private Security Services • International Human Rights Standard • Security Practices • Human Psychology 	14/11/2024	13/11/2027

CON150

Property 267 (PTY) LTD

Plot 43173 Carramba Park, Phakalane Gaborone

Email: sian@home.co.bw/turupavin@gmail.com

Tel: 71642138

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Introduction to Property Taxes	17/07/2024	16/07/2027
Property Rating Valuation Master Class	17/07/2024	16/07/2027
RECE- Real Estate Conference and Exhibition	17/07/2024	16/07/2027
Real Estate	17/07/2024	16/07/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON050

Quality Analytics (PTY) LTD

Plot 16183 Ramoshaga Mogoditshane Gaborone

Tel: 71534105

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Occupational Health and Safety Investigations; <ul style="list-style-type: none"> • Hazard Identification and Risk Assessment (HIRA) • ICAM Team Investigator • ICAM Lead Investigator • ICAM Report Writing • ICAM Governance • Advanced Incident Investigation 	17/07/2024	16/07/2027
Problem Solving and Decision Making; <ul style="list-style-type: none"> • Root Cause Analysis (Introduction to problem solving) • Root Cause Analysis (Advanced to problem solving) • Corrective Action and Preventive Action (Risk Based Approach) • Failure Mode and Effects Analysis (FMEA) • Human Error Analysis and Elimination 	17/07/2024	16/07/2027
Trainer of Trainers; <ul style="list-style-type: none"> • Development of Competency Based Courses • Delivery of Competency Based Courses 	14/11/2024	13/11/2027

CON117

Shining Stone (PTY) LTD

P.O. Box 500210 Gaborone

Email: shiningproprietary@gmail.com

Tel: 71132052/72820930

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Financial Education	17/07/2024	16/07/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON179

Addmath (PTY) LTD

Plot No. 182 Unit 7, Commerce Park Gaborone

Tel: 3913848

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Accounting Function Automation	02/08/2024	01/08/2027
Financial Accounting and Analysis	02/08/2024	01/08/2027
Strategic Planning and Execution	02/08/2024	01/08/2027

CON117

Grant Thornton Consulting (PTY) LTD

Plot 50370, Acumen Park Fairgrounds Gaborone

Email: motswagosele.moagaesi@bw.gt.com

Tel: 3707163

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Change Manage for Leadership Agility; <ul style="list-style-type: none"> • Prioritization and Decision-Making for Leading Change • Building a Climate of Innovation for Change • Empowering Leadership for Change • Influential Leadership for Change • Change PA3CE: Change Management for Senior Leaders & Executives 	02/08/2024	01/08/2027
Human Resources Soft Skills 1; <ul style="list-style-type: none"> • Scientific Career Planning • Achievers – Winners • The 8Es of Employee Engagement • Entrepreneur Competency Development & Coaching • Behaviour and Performance Optimization Skills Training 	02/08/2024	01/08/2027
Taxation; <ul style="list-style-type: none"> • Personal Income Tax • Corporate Income Tax • General Overview of VAT Principles 	02/08/2024	01/08/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON036

Modern Top Driver (PTY) LTD
 Plot 1099, Madikwe Tutume
 Email: b607bjw@gmail.com
 Tel: 77150898

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Advanced Driving Skills- All Classes	02/08/2024	01/08/2027
Basic Driver	02/08/2024	01/08/2027

CON182

MN Capital Botswana
 Plot 10407, White City Gaborone
 Email: michael@mncapitalgroup.com/accounts@mncapitalgroup.com
 Tel: 3960472

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Advanced Procurement Contract Management	02/08/2024	01/08/2027

CON001

MyEmpire
 Plot No. 2004, Modipane
 Email: myempire@gmail.com
 Tel: 73105900

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
The Ultimate Financial Course; • Financial Modelling and Valuation Analysis • Credit analysis and Commercial	02/08/2024	01/08/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Banking • Business Intelligence and Data Analytics • Financial Planning and Wealth Management • Ecommerce		
--	--	--

ETP0538

RoyalPet Driving School

Plot No. 2390 Morama, Gantsi

Email: royalpetdrivingschool@gmail.com

Tel: 75088676/77881496

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Driver Training Course	02/08/2024	01/08/2027

ETP0565

Ted's Training and Consulting Services

Plot No. 26112, Block 9 Gaborone

Email: tcsoutter@yahoo.com

Tel: 71695688

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Cashiering for Retail Operations	02/08/2024	01/08/2027
Food Safety and Hygiene	17/04/2025	16/04/2028
Customer Service Excellence	17/04/2025	16/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0129

BBTI Global College of Leadership (BGCL)
 Lot 1 Masetlheng, Tlokweng along Zeerust Road
 Email: madeimangori@gmail.com
 Tel: 72620041

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Christian Development; <ul style="list-style-type: none"> • Christian Leadership & Development • Youth Leadership • Marriage & Counselling Leadership • Sunday School Teacher Development and Leadership • Five Fold Ministry and Evangelism Leadership 	05/09/2024	04/09/2027

CON049

Elite Fire Training (PTY) LTD
 Plot No. 21345 Phakalane, Gaborone
 Email: elitefire2021@gmail.com
 Tel: 3110342

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Fire Marshal Training	05/09/2024	04/09/2027
First Aid	05/09/2024	04/09/2027
Reconditioning of Fire Equipment	05/09/2024	04/09/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

CON200

Futas Farm Fresh Produce (PTY) LTD t/a Futas Farm Consultancy
 Mogoditshane, Senthumole Ward
 Email: futasfarm@gmail.com
 Tel: 71497378

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Agribusiness; <ul style="list-style-type: none"> • Business Proposal • Farm Records and Accounts • Marketing of Agricultural Products • Value Chain Management • Extension Techniques 	05/09/2024	04/09/2027
Animal Production; <ul style="list-style-type: none"> • Pig Production • Sheep and Goats Production/Small Stock • Poultry Production • Livestock Health (Diseases and Vaccination) • Beef Production Management Systems 	05/09/2024	04/09/2027
Crop Production and Horticulture; <ul style="list-style-type: none"> • Vegetable Production • Soil Fertility and Fertilizer Management • Agro Chemicals Management • Diagnosis and Management of Vegetable Pests and Diseases • Nursery Seedling and Tree Production 	05/09/2024	04/09/2027

CON103

Jello Services (PTY) LTD
 Plot 17397 Extension 14 Gaborone
 Email: frridah@gmail.com
 Tel: 72259682

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Train the Trainer, Assessor and Moderator	05/09/2024	04/09/2027
Excellent Customer Care and Etiquette at the Workplace	24/10/2024	23/10/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0314

Mogoditshane Joint Driver Training Academy (PTY) LTD

Plot 111, Mogoditshane

Email: mogoditshanedrivers@gmail.com

Tel: 75048784

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Driver's License; • Class B • Class C1 • Class EC1 • Class C • Class EC	05/09/2024	04/09/2027
Professional Driving Skills; • Advanced Defensive Driving • Basic Off-Road Training • Convey of Hazardous Goods • Children Road Safety Awareness • Advanced Driver Training Refreshers Course	05/09/2024	04/09/2027

CON214

Rave-Oasis Holdings

Plot 14339, Mogokatu Gaborone West

Email: amothuti120@gmail.com

Tel: 74515870

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Responsible Gambling	05/09/2024	04/09/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON195

Red Bulb (PTY) LTD

Plot 4067 Tlokweng

Email: redbulbinstitute@gmail.com

Tel: 72204418

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Health and Safety Programme; <ul style="list-style-type: none"> • Safety, Health and Environment Representative • First Aid Level 1-3 • Rescue and Life Support • Driver Safety Training • Fire Prevention, Safety and Management 	05/09/2024	04/09/2027

CON188

Smart Skills Group t/a Skills Training and Assessment

Plot 2166, Mmopane Block 1

Email: salesmartskills@gmail.com

Tel: 71666809/76302958

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Business Management with Accounting & Finance; <ul style="list-style-type: none"> • Practical Accounting Training Course • Finance for Non-Finance Executives • Advanced Supervisory Management Skills • Key Performance Indicators for Business • Effective Customer Care/Customer Service Training 	05/09/2024	04/09/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON173

Webland Internet Engineers

Plot 1632, Gaborone

Email: training@webland.co.bw

Tel: 3116560

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Enhancing Digital Literacy and Cybersecurity Awareness	05/09/2024	04/09/2027

CON214

Eagle Risk Training Academy

Block 3 Industrial

Email: accounts@fireriskcontrol.com

Tel: 76585408

No of Short Courses: 10

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Ambulance Induction for Drivers	05/09/2024	04/09/2027
Hazardous Material Awareness	05/09/2024	04/09/2027
Awareness on Combined First Aid and Fire	05/09/2024	04/09/2027
Basic Fire Fighting	05/09/2024	04/09/2027
Basic Life Support Approach for Health Care Professionals	05/09/2024	04/09/2027
Recruit Fire Fighters	05/09/2024	04/09/2027
First Aid Level 2	05/09/2024	04/09/2027
First Aid Level 1	05/09/2024	04/09/2027
Advanced Fire Marshal	05/09/2024	04/09/2027
Breathing apparatus	05/09/2024	04/09/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0337

Lefatshe Academy

Plot 161, Unit 8, GICP

Email: lefatsheacademy@gmail.com

Tel: 71239170

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Educational Development- Changing The Concept of Teaching	05/09/2024	04/09/2027
Hygiene in the Workplace; <ul style="list-style-type: none"> • Professional Residential Cleaning • Professional Commercial Cleaning • Introduction of Basic Hygiene • Introduction to House Keeping • Safe Handling of Hazardous Substances 	05/09/2024	04/09/2027

CON099

All Zone Security Services (PTY) LTD

Lot 1148-1153 Main Mall Gaborone

Email: allzonesec@gmail.com

Tel: 72887091

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Fraud Detection and Prevention	25/09/2024	24/09/2027
Workplace Violence and Harassment Prevention	25/09/2024	24/09/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON024

Brotherhood Driver Training Consultancy
Plot Z4084 Khaekholo, Tlokweng
Email: boilemagetse@gmail.com
Tel: 72985454

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Operating Lifting Equipment Machines; <ul style="list-style-type: none">• Fork Lift Truck Operator• Cherry Picker Operator• Hoisting and Rigging Operator• Overhead Crane Operator	25/09/2024	24/09/2027
Defensive Driving and Off-Road Driving (All Vehicles)	25/09/2024	24/09/2027

CON209

Fish Train (PTY) LTD
Plot 3216 Gasiko Ward, Gabane
Email: khutsingsupi@gmail.com
Tel: 71444050

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Fish Train	25/09/2024	24/09/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

CON187

Labogos (PTY) LTD

Plot 37202 Rapples Crescent, Block 8 Gaborone

Tel: 71305595

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Effective Customer Service	25/09/2024	24/09/2027
Occupational Health and Safety	25/09/2024	24/09/2027
Team Building	24/10/2024	23/10/2027

CON219

Legends Barbershop (PTY) LTD

Plot 64517, Office 78 The Office, Fairgrounds Gaborone

Email: kellz@tlbs.co.za/kealebogagaeleale@yahoo.com

Tel: 76292921

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
The Art of Barbering	25/09/2024	24/09/2027

CON106

MCS Security Solutions (PTY) LTD

Plot 28562 Samora Machel Drive Fairgrounds Mall Unit F15

Email: info@mcsecybersecurity.com

Tel: 73410300

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Certified Data Protection Officer	25/09/2024	24/09/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON211

MJ Hospitality Solutions (PTY) LTD

Plot 3216 Gasiko Ward, Gabane

Email: tshidi.ntsima@gmail.com/hospitalityolutionsmj@gmail.com

Tel: 71231451

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Hospitality Training; <ul style="list-style-type: none">• Professional Waiter• Professional Housekeeper• Professional Bartender• Food Safety and Hygiene• Customer Service	25/09/2024	24/09/2027

CON209

Net-TM Consulting

Plot 1111, Selokwane Industrial Tlokweng

Email: nettmconsulting@gmail.com/info@nettmconsulting.co.bw

Tel: 74382056

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
LEAD- A Leadership and Mindset Change	25/09/2024	24/09/2027
Effective Performance Management (EPM)	24/10/2024	23/10/2027
Performance Coaching and Mentoring (PCM)	11/02/2025	10/02/2028
Strategy Development and Execution Program	11/02/2025	10/02/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON202

Oceanbreeze Concepts (PTY) LTD
Plot 3216 Gasiko Ward, Gabane
Email: khutsingsupi@gmail.com
Tel: 71444050

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Administrator Check Point Security CCSA	25/09/2024	24/09/2027
CP-CCSE	25/09/2024	24/09/2027
CyberSAFE- Cyber Security Awareness Fundamentals	30/01/2025	29/01/2028
VCP-DCV for vSphere 8.x	30/01/2025	29/01/2028

ETP0284

Opsmin BW (PTY) LTD
Plot 1420 Extension 3 Palapye
Email: alanf@opsmin.co.za
Tel: +27834550938

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Operate a Crushing & Screening Processing Plant; <ul style="list-style-type: none">• Fixed Plant• Mobile Plant	25/09/2024	24/09/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0241

Otez Consultants (PTY) LTD

G-West Mall, Salex House, Office 3D

Email: otezconsultants@gmail.com

Tel: 71508779

No of Short Courses: 7

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Labour Relations; <ul style="list-style-type: none">• Labour Legislation• Disciplinary Hearing and Grievance Handling• Workers Compensation	25/09/2024	24/09/2027
Regulatory Compliance; <ul style="list-style-type: none">• Data Protection• Cyber Security• Environmental Noise Compliance	25/09/2024	24/09/2027
Warehouse Management	25/09/2024	24/09/2027
Customer Service	25/09/2024	24/09/2027
Emotional Intelligence	25/09/2024	24/09/2027
Health and Safety in the Workplace; <ul style="list-style-type: none">• Occupational Health and Safety• Fire Safety• First Aid• Hazard Identification and Risk Assessment• Scaffolding and Working at Heights	25/09/2024	24/09/2027
Employee Assistance Programme; <ul style="list-style-type: none">• Team Building• Wellness Programme	11/02/2025	10/02/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON199

Proven Strategies (PTY) LTD

Plot 8808 Disaneng, Maun

Email: provenstrategies24r7@gmail.com

Tel: 72787279/71698565

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Earth Moving Equipment Operator; <ul style="list-style-type: none"> • Pendant Crane Operator • Forklift Operator • Front End Loader Operator • Truck Mounted operator • Tractor Loader Backhoe Operator 	25/09/2024	24/09/2027
Earth Moving Equipment Operator <ul style="list-style-type: none"> • Mobile Crane Operator • Cherry Picker Operator • Excavator Operator • Motor Grader Operator • Dump Truck Operator 	21/05/2025	20/05/2028

CON111

Psych Matters Training Institute

Plot 31901 Gaborone North

Email: psychmatters2@gmail.com

Tel: 74421445/3117851

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Mindset Change	25/09/2024	24/09/2027
Workplace Wellbeing and Productivity	25/09/2024	24/09/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON217

The Life Workshop (PTY) LTD t/a Myndful Consulting
 Plot 10336, Kaunda Road White City
 Email: myndfulconsulting@gmail.com
 Tel: 75014660

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Workplace Wellness; <ul style="list-style-type: none"> • Mental Health at Work • Mental health and Positive thinking • Employee Wellness and Stress Management • Substance Abuse Awareness 	25/09/2024	24/09/2027

ETP0232

Furnmart
 Plot 20574 CBH Holdings, Magochanyama Road Gaborone
 Email: balingi.nanga@furnmart.co.bw
 Tel: 71737601

No of Short Courses: 5

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Wellness; <ul style="list-style-type: none"> • Management Skills • HIV/AIDS • Safety and Health Education (SHE) 	25/09/2024	24/09/2027
Stock Management Skills; <ul style="list-style-type: none"> • Management • Control • Audit, Policies and Compliance Procedure 	10/10/2024	09/10/2027
Leadership and Management Skills; <ul style="list-style-type: none"> • Managerial Skills • Work Values and Ethics 	24/10/2024	23/10/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

Prospecting and Sales; <ul style="list-style-type: none"> • Strategy and Techniques • Open to Buy (OTB) 	24/10/2024	23/10/2027
Customer Service; <ul style="list-style-type: none"> • Customer Care Skills • Logistics and Deliveries • Telephone Techniques • System and Central Service 	24/10/2024	23/10/2027

ETP0391

Nuclear Technologies (PTY) LTD
Plot 1272 Office GFN011, Extension 6 Gaborone
Email: johnmuds@gmail.com
Tel: 73245233

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Industrial Radiation Protection	25/09/2024	24/09/2027
Radiation Protection in Medicine	25/09/2024	24/09/2027

ETP0583

People Connections
Plot 75783 Building 2, Unit 3 Setlhoa Office Park
Email: sethunya@peopleconnections.co.bw
Tel: 3915503/72105131

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Collective Bargaining & Negotiation Skills	25/09/2024	24/09/2027
Discipline and Grievances Handling	25/09/2024	24/09/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

CON193

African Institute of Mining

Kanye-Mafhikana Ward

Email: raymondlekgoa@gmail.com

Tel: 76763954

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Health and Safety Programme; <ul style="list-style-type: none">• Transportation, Handling and Storage of Hazardous Chemicals or Materials• Legal Liability Training• Fire Fighting (1-3)• Defensive Driving (All Vehicles)• First Aid (1-3)	10/10/2024	09/10/2027
Mining; <ul style="list-style-type: none">• Mining Supervision and Management (Drill and Blast/Load and Haul)• Fundamentals of Hydrology• Fundamentals of Blasting• Blasting Optimization• Mining Economics	10/10/2024	09/10/2027
Mineral Processing Unit; <ul style="list-style-type: none">• Crushing and Screening• Process Plant Optimization• Working at Heights• Soil and Rock Mechanics• Confined Space Entry Training	10/10/2024	09/10/2027
Advanced Welding Techniques; <ul style="list-style-type: none">• Coded Welding• Plastic Welding• Line Boring• Aluminum Welding• Cast Iron Welding	21/05/2025	20/05/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON164

Assisted Living Solutions (PTY) LTD

Plot 5452 Disaneng

Email: psaakane@alsbw.com

Tel: 77750437/ 73488935

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic First Aid (Level 1)	10/10/2024	09/10/2027
Intermediate First Aid (Level 2)	10/10/2024	09/10/2027
Advanced First Aid (Level 3)	10/10/2024	09/10/2027

CON194

Double Safety Solutions (PTY) LTD

Plot 10334 G-West Phase 1, Gaborone

Email: doublesafetysolutions@gmail.com

Tel: 77446505/71522468

No of Short Courses: 8

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Flagman Operations Management	10/10/2024	09/10/2027
Safety, Health and Environment Management	10/10/2024	09/10/2027
Scaffolding Safety	12/12/2024	11/12/2027
Fire Safety Management	11/02/2025	10/02/2028
Performance Management System	11/02/2025	10/02/2028
First Aid Level 1	28/02/2025	27/02/2028
First Aid Level 3	28/02/2025	27/02/2028
Vocational Education and Training Practices <ul style="list-style-type: none"> • Training of Trainers Module • Assessment Module • Moderation Module • Fundamentals of Special and Inclusive Education • Public Speaking and Presentation Skills 	30/06/2025	29/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON147

Ipopeng Talent Management Solution

Plot 13595 G-West

Email: arbigail@gmail.com

Tel: 71508049

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Conflict Resolution	10/10/2024	09/10/2027
Grievance Procedures and Disciplinary Hearing	10/10/2024	09/10/2027
Team Building	10/10/2024	09/10/2027

ETP0511

Lom Consultancy Solutions (PTY) LTD

Plot 104, Unit 2, Gaborone International Commerce Park

Email: lomconsol@gmail.com

Tel: 76311406

No of Short Courses: 8

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
HACCP-Food Safety Management	10/10/2024	09/10/2027
ISO 22000 Food Safety Management System- Understanding	10/10/2024	09/10/2027
ISO/IEC 17025:2017- Understanding	28/02/2025	27/02/2028
ISO/IEC 17025:2017- Auditing	28/02/2025	27/02/2028
ISO/IEC 17025:2017- Awareness	28/02/2025	27/02/2028
ISO/IEC 17025:2017- Implementation	28/02/2025	27/02/2028
Food Safety and Hygiene Practices	13/06/2025	12/06/2028
ISO 22000:2018 Internal Auditing- Food Safety Management System	13/06/2025	12/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0523

One Way Driving School (PTY) LTD

Parwe Ward, Mahalapye

Email: nthakengbonang@gmail.com

Tel: 77839646

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Advanced Driving Skills- All Classes	10/10/2024	09/10/2027
Basic Learner Driver- All Classes	10/10/2024	09/10/2027

CON225

RPD Consulting & Training Services

Plot 22116 Unit 3 G-West Industrial

Email: info@rpd-consulting.com

Tel: 73972007

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Asset Management; <ul style="list-style-type: none"> • Understanding Principles of Asset Management and Concept Models • ISO 55000: System Awareness • Levels of Service Fundamentals • Asset Management Foundation • Infrastructure Asset Management 	10/10/2024	09/10/2027
Reliability Engineering; <ul style="list-style-type: none"> • Understanding Equipment Reliability and Expectations • Root Cause Analysis (RCA) Practice • Promoting Excellence in Plant and Equipment Maintenance • Leadership and Organization for Reliability • Ethics and Sustainability in Engineering 	10/10/2024	09/10/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

Engineering (Electrical); <ul style="list-style-type: none"> • Power System Harmonic Control Studies • Introduction to Power Factor Correction Studies • Electrical Safe Systems of Work-Switching Operations and Authorizations • Continuous Professional Development (CPD) for Engineers and Technicians 	10/10/2024	09/10/2027
--	------------	------------

CON153

Sell Smarter (PTY) LTD

Plot 53915, Block 5 Mountain View Shopping Centre, Unit 3

Email: Themba@sellsmarter.africa

Tel: 72300018

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
HR Analytics	10/10/2024	09/10/2027

CON157

Aja Fiduciary Services (PTY) LTD

AJA House Plot 54373, Matante Mews CBD, Gaborone

Email: info@aja.co.bw

Tel: 3163125

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Compliance & Risk Management Essentials; <ul style="list-style-type: none"> • Structuring a Compliant Organisation • Creating the Right Culture for Compliance • Regulatory Compliance and Legal Frameworks 	24/10/2024	23/10/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • Compliance Training and Communication 		
Navigating the Botswana Privacy Law Landscape: The New Data Protection Act; <ul style="list-style-type: none"> • An Overview of the Data Protection Act and its Origin • Data Protection and the Legal Requirements for Lawful Processing/Avoiding Consent as the Default Legal Basis • Practical Steps to Implementation and Ensuring Compliance with the DPA • Transfer of Personal Data Across Borders 	03/04/2025	02/04/2028

CON235

Aspiration Fodge Training and Consultancy

Plot 688 Ext 2, Gaborone

Email: aspirationfodgetraining@gmail.com

Tel: 77052494

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Training of Trainers	24/10/2024	23/10/2027
Assessor Training	03/04/2025	02/04/2028
Moderator Training	03/04/2025	02/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON239

Barati Ba Barui Evolution t/a Liliacease

Louie Ville Forest Hill, Plot 1113 Commerce Park, Gaborone

Email: trainingsmfa@gmail.com

Tel: 72687054

No of Short Courses: 8

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Manufacturing, Engineering and Technology; <ul style="list-style-type: none"> • Basic Hydraulics • Advanced Hydraulics • Electro Hydraulics • Defensive Driving • Working at Heights 	24/10/2024	23/10/2027
Health and Safety; <ul style="list-style-type: none"> • Occupational Safety, Health and Environment (OSHE) • Hazard Analysis Critical Control Point (HACCP) • Food Safety • First Aid • Fire Prevention and Management 	24/10/2024	23/10/2027
Management Leadership Development; <ul style="list-style-type: none"> • Confidence Boosting and Team Bonding • Conflict Management & Emotional Intelligence • Customer Relationship Management • Improving Performance • Management and Supervisory Techniques 	24/10/2024	23/10/2027
Animal Production/Management and Feeding; <ul style="list-style-type: none"> • Beef and Goat Production • Livestock Health, Diseases and Vaccination • Broiler Chicken Production • Bee Keeping • Pan Fattening and Fodder Production 	24/10/2024	23/10/2027
Information Technology; <ul style="list-style-type: none"> • Money Laundering • Data Analysis and Protection • Cyber Security 	24/10/2024	23/10/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • Fraud and Criminal Intelligence Protection • Security Management 		
Hotel Management; <ul style="list-style-type: none"> • House Keeping • Waiter, Waitress and Bartending Service • Food and Beverage Management • Guest Service Hospitality • Front and General Office Operations 	24/10/2024	23/10/2027
Accounting and Management; <ul style="list-style-type: none"> • VAT and Income Tax in Botswana • Financial Modeling and Valuation Analysis • Public Accounting, Financial Analysis and Fraud Examinations • Financial Planning and Financial Risk Management • Internal Auditor and Management Accounting 	30/01/2025	29/01/2028
Corporate/Business Relations; <ul style="list-style-type: none"> • Protocol, Etiquette and Diplomacy • Master class in Policy, Public Affairs and Governance • Communication: Strategic, Social Media and internal Employees • Crisis Accountability Management and Communication in Corporate Affairs • Leadership Critical Thinking and Problem Solving 	13/06/2025	12/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0611

Central College of Modern Arts and Creative Technology
Plot 16188, Khama III Memorial Museum Makolori Ward, Serowe
Email: ccmactcollegebw@gmail.com
Tel: 71747120

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Early Childhood Education	24/10/2024	23/10/2027
Introduction to Computer Skills	24/10/2024	23/10/2027

CON170

Frotcom Botswana
Plot 688 Ext 2, Gaborone
Email: aspirationfodgetraining@gmail.com
Tel: 77052494

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Fleet Management	24/10/2024	23/10/2027
Driver Management: Tactical and Defensive Driving	16/01/2025	15/01/2028
Vehicle Maintenance, Diagnostics and Job Cards	16/01/2025	15/01/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

CON190

First Post t/a Mamelodi Consulting
Plot 991, Kgosing Ward Mogoditshane
Email: batlangam@gmail.com
Tel: 72100544

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Fundamentals of Sports Management; <ul style="list-style-type: none">• General Sports Management• Principles of Volunteering in Sports• Governance in Sports• Planning in Sports• Onboarding on Sports Leadership	24/10/2024	23/10/2027

CON205

Mantqal Training Services
Plot 163 Unit 3 GICP
Tel: 74779000

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Trainer of Trainers	24/10/2024	23/10/2027
Hazard Analysis Critical Control Point	24/10/2024	23/10/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON120

Shift Development Institute

Plot 4481, Extension 14 Gaborone

Email: info@youngmindsafrica.org

Tel: 73174114

No of Short Courses: 5

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Audit Readiness	24/10/2024	23/10/2027
Change Management and Leadership	24/10/2024	23/10/2027
Customer Service	24/10/2024	23/10/2027
Fundraising	24/10/2024	23/10/2027
Team Building	24/10/2024	23/10/2027

ETP0571

Wellpreneur Essentials

Plot 469 Extension 4 Gaborone

Tel: 72671068/ 71756688

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Height Safety; <ul style="list-style-type: none"> Working at Heights Mobile Elevating Work Platforms Erect, Use and Dismantle Access Scaffolding Scaffolding Inspector's Course 	24/10/2024	23/10/2027
Lifting Equipment Operations; <ul style="list-style-type: none"> Basic Rigging Mobile Crane Operations Truck Mounted Crane Operations Telescopic Boom Handler Operations Forklift Truck Operations 	24/10/2024	23/10/2027
Occupational Health and Safety; <ul style="list-style-type: none"> Basic Fire Fighting Confined Space Entry SHE Representative Excavation and Trenching Hazard Chemical Handling 	24/10/2024	23/10/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0215

Workplace Dynamics

Plot 186 Tlale House Main Mall, Gaborone

Email: workplacedynamicsbw@gmail.com

Tel: 72518064

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Discipline and Grievance Handling	24/10/2024	23/10/2027

CON245

EGB Fusion Ventures (PTY) LTD

Lerala

Email: emmagbane@yahoo.com

Tel: 76000025

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Retail Management & Practice; <ul style="list-style-type: none">• Shrinkage and Stock Take• Customer Service• House Keeping• Mindset Shift & Change Management• Record Keeping	14/11/2024	13/11/2027
Fundamentals of Retail; <ul style="list-style-type: none">• Stores Layout & Merchandizing• Buying & Stock Management• Business Basics• Cash Flow Management• Marketing & Promotions	14/11/2024	13/11/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON252

Health Surveillance Experts (PTY) LTD
 Plot 76304 Gaborone North Gaborone
 Email: lebobots@yahoo.co.uk
 Tel: 77440975

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Occupational Health and Safety	14/11/2024	13/11/2027

CON210

High Profile Training and Leadership Institute
 Kopong Village, Plot 695
 Email: highprofiletraining@gmail.com
 Tel: 76453099

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Executive Programme in Educational Research, Data Analysis, Leadership and Administration	14/11/2024	13/11/2027

CON261

Runych Group (PTY) LTD
 Plot 14357 Gaborone West, Gaborone
 Email: nyamudzangarudo@gmail.com
 Tel: 73365077

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Occupational Health & Safety and First Aid	14/11/2024	13/11/2027
Customer Care and Customer Experience	14/11/2024	13/11/2027
Team Building & Leadership Acumen	14/11/2024	13/11/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

CON035

Cene Academy

Plot 211 Unit B, Extension 5 Gaborone

Email: ceneacademy@cene.co.bw

Tel: 3956992

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Occupational Health & Safety and First Aid	28/11/2024	27/11/2027

CON007

Dikago Facilities Solutions (PTY) LTD

Block 3, Plot No. 28111 Chadibe Street

Email: info@dfs.co.bw

Tel: 3952238

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Essentials to Facility Management; <ul style="list-style-type: none">• Fundamentals of Facility Management & Leadership• Integrated Work Management Systems & Tools• Stakeholder and Contractor Management in Facility Management• Operations, Maintenance and Building Systems• Technology, Health and Safety in Modern Facility Management	28/11/2024	27/11/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON254

Fidelity Consultancy Services
Plot 54368, The Hub iTowers CBD
Tel: 77018454

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Essentials in Investments and Financial Literacy; <ul style="list-style-type: none">Financial Literacy: Money Management SkillInvestment ManagementFinancial Markets	28/11/2024	27/11/2027

CON257

Plethora Consultants (PTY) LTD
Unit 11 Vaishi House Extension 22, Francistown
Email: susan@plethora.co.bw
Tel: 72877293

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
FSSC Version 6 Implementation Training	28/11/2024	27/11/2027
Food Safety and Good Manufacturing Practices	28/11/2024	27/11/2027
Advanced HACCP Training	11/02/2025	10/02/2028
Food Fraud and Food Defense Training	11/02/2025	10/02/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON230

Sparks Training Institute

Manakanagore, Nata

Email: sparkstraininginstitute@gmail.com

Tel: 73555994

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basics of Tourism & Hospitality Management; <ul style="list-style-type: none">• Chef• House keeping• Waiters & Waitrons• Customer Care/Service	28/11/2024	27/11/2027
Basic Occupational Health and Safety; <ul style="list-style-type: none">• First Aid• Fire Fighting	28/11/2024	27/11/2027

CON269

SS Controls Botswana

Plot 17973 Hamtsukunu Road Gaborone West Industrial

Email: info@sscontrols.co.bw

Tel: 3111937

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Operation and Handling of Alcohol and Drug Testers	28/11/2024	27/11/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON264

Turning Point Institute

Plot 102 Unit 6 Gaborone International Commerce Park

Email: boi.bolele@heat.co.bw/admin@turningpoint.co.bw

Tel: 72537788/ 74643211

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Entrepreneurship Programme; <ul style="list-style-type: none">• From Employee to Entrepreneurship Bootcamp• Scaling Your Business Masterclass• Cross-Border Trade Masterclass for Entrepreneurs: Navigating Global Markets• Financial Compliance for Entrepreneurs Masterclass• Governance and Partnerships	28/11/2024	27/11/2027
Workplace Excellence; <ul style="list-style-type: none">• Future-Fit Board Governance Masterclass• Mental Health & Gender Based Violence (GBV) Pee Educators Bootcamp• Personal Financial Planning Masterclass• Zero Waste Business Basics Training• Integrated ESG and Effective Employee Relations	11/02/2025	10/02/2028
Impact Catalyst Programme; <ul style="list-style-type: none">• ESG Strategy & Sustainability Reporting Masterclass• Youth Ideation, Innovation & Entrepreneurship (YIIE) Lab• Ceep Accelerator• SHE Stem: Women & Girls in Stem• AI for Business	30/06/2025	29/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON259

CRACKiT College

Plot 18603 Phase 2 Gaborone

Tel: 75377550

No of Short Courses: 34

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Teaching Skills for Educators	12/12/2024	11/12/2027
Personal Development for Success	12/12/2024	11/12/2027
Management for First-Time Managers	12/12/2024	11/12/2027
Fundamentals of Human Resources	12/12/2024	11/12/2027
Entrepreneurship Skills for Start-Ups	12/12/2024	11/12/2027
Strategic Management	12/12/2024	11/12/2027
Effective Team Building	12/12/2024	11/12/2027
Executive Management	12/12/2024	11/12/2027
Customer Service	12/12/2024	11/12/2027
Emotional Intelligence	12/12/2024	11/12/2027
Assessor	30/06/2025	29/06/2028
Basic Computer Skills	30/06/2025	29/06/2028
Chinese Level 1	30/06/2025	29/06/2028
Coaching and Mentoring Skills Development	30/06/2025	29/06/2028
Creative Writing Skills	30/06/2025	29/06/2028
Social Media Marketing	30/06/2025	29/06/2028
Effective Parenting	30/06/2025	29/06/2028
Employability Training	30/06/2025	29/06/2028
Exam Setting and Marking Skills	30/06/2025	29/06/2028
Executive Personal Assistance	30/06/2025	29/06/2028
Introduction to Artificial Intelligence	30/06/2025	29/06/2028
Managing Business Finances	30/06/2025	29/06/2028
Managing Your Personal Finances	30/06/2025	29/06/2028
Moderator Course	30/06/2025	29/06/2028
Monitoring and Evaluation	30/06/2025	29/06/2028
Office Administration	30/06/2025	29/06/2028
Project Management	30/06/2025	29/06/2028
Public Speaking	30/06/2025	29/06/2028
Research Skills	30/06/2025	29/06/2028
Management for First-Time Managers	30/06/2025	29/06/2028
Sales and Marketing	30/06/2025	29/06/2028
Study Skills and Exam Preparation	30/06/2025	29/06/2028
Teaching Breakthrough	30/06/2025	29/06/2028
Training of Trainers	30/06/2025	29/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON029

Print Out (PTY) t/a Intro Vision

Plot 54638 CBD Gaborone

Email: tgmatalila@gmail.com

Tel: 73164719

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Leadership and Resilience in the Workplace; <ul style="list-style-type: none"> Emotional Intelligence Team Building (Building High Performance Teams) Customer Service Corporate Governance Effective Communication Skills 	12/12/2024	11/12/2027

CON262

Professional Proactive Heroic (PTY) LTD

Mokgobelele Ward, Letlhakane

Email: proa.heroic@gmail.com

Tel: 77185003

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Essentials of Health and Safety; <ul style="list-style-type: none"> Occupational Health and Safety Administration Standards Hazardous Material Working At Height Fire Safety First Aid Level 1 	12/12/2024	11/12/2027
Customer Service and Communications; <ul style="list-style-type: none"> Basic (Level 1) Intermediate (Level 2) Advanced (Level 3) 	30/04/2025	29/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

Safety Practices and Emergency Preparedness; • Lock Out Tag Out (LOTO) • Confined Spaces • Rescue Plan • First Aid Level 2 • First Aid Level 3	30/06/2025	29/06/2028
---	------------	------------

ETP0416

Top Point Edunet

Plot 4444 Extension 14 Gaborone

Email: tmnoseki@gmail.com

Tel: 72250716

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Wellness Essentials; • Awareness of Non-Communicable Diseases • Mental Health Awareness	12/12/2024	11/12/2027
Financials Management Essentials; • Finance for Non-Finance Managers • Managing Budgets • Risk Management • Creativity and Innovation	12/12/2024	11/12/2027

ETP0218

Afiya Health and Dietetics Consultants

Plot 8448 Mica Way Broadhurst Gaborone

Email: afiya.eluya@gmail.com

Tel: 3685627

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Nutrition in Wellness	12/12/2024	11/12/2027

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON129

C.E.P Consultancy (PTY) LTD
 Plot 21163 C9 Village, Gaborone
 Email: cepconsultancy@gmail.com
 Tel: 77659179

No of Short Courses: 5

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Project Management Essentials and Microsoft Project	16/01/2025	15/01/2028
Contract Management	11/02/2025	10/02/2028
Marketing and Sales	17/04/2025	16/04/2028
Maintenance Planning and Scheduling	17/04/2025	16/04/2028
Team Building	17/04/2025	16/04/2028

CON233

ISWI (PTY) LTD
 Plot 42981/4 Phase 2 Phakalane Gaborone
 Email: leah.gwangwa@gmail.com
 Tel: 71711948

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
HR for Non-HR Manager	16/01/2025	15/01/2028

ETP0211

Ministry Training Centre
 Plot 50414 Extension 19, Tshimotharo Gaborone
 Email: ministrytrainingcentre@gmail.com
 Tel: 3957298

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Church Administration	16/01/2025	15/01/2028
Entrepreneurship	16/01/2025	15/01/2028
Training of Trainers	16/01/2025	15/01/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

CON237

PriceWaterHouseCoopers (PTY) LTD

Plot 64289 Tlokweng Road, Tshimotharo Gaborone

Email: sandrakanthan.yadavan@pwc.com

Tel: 72338480

No of Short Courses: 6

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Anti-Money Laundering (AML)/ Combating the Financing of Terrorism (CFTP); <ul style="list-style-type: none"> • Foundation of Anti-Money Laundering and CFTP • Risk Identification and Assessment • Customer Due Diligence and Record Keeping • Reporting Mechanisms and Regulatory Compliance • Implementing an Effective AML/CFTP Compliance Program 	16/01/2025	15/01/2028
Data Protection Act; <ul style="list-style-type: none"> • Understand the Data Protection Act • Data Collection and Processing Under the Data Protection Act • Data Subject Rights and Consent • Data Security and Risk Management • Compliance, Enforcement and Penalties 	16/01/2025	15/01/2028
Enterprise Risk Management; <ul style="list-style-type: none"> • Foundations of Enterprise Risk Management • Risk Identification and Assessment • Risk Mitigation and Response • Integration of ERM into Strategic Planning • Emerging Risks and Trends in ERM 	16/01/2025	15/01/2028
Finance for Non-Financial Managers; <ul style="list-style-type: none"> • Introduction to Financial Concepts • Interpreting Financial Statements • Budgeting and Forecasting • Cost Management and Decision Making • Linking Finance to Business Strategy 	16/01/2025	15/01/2028
Principles of Corporate Governance; <ul style="list-style-type: none"> • Introduction to Corporate Governance • Roles and Responsibilities in Corporate Governance • Corporate Governance Principles • Corporate Governance Mechanisms 	16/01/2025	15/01/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

•Challenges and Trends in Corporate Governance		
Mastering Effective Audit Practices: <ul style="list-style-type: none"> • Assurance Start and Execution • Planning the Audit, Developing the Audit and Managing Completion • Navigating the Steps and Embracing the Bigger Picture in Auditing • Manager Boot-camp and Leading Audit Engagements 	03/04/2025	02/04/2028

CON286

Pzee Consulting (PTY) LTD t/a Rate One and Associates

Plot 122 Unit 5F, Kgale Gaborone

Email: maifala@rateone.co.bw

Tel: 72100685

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Cross Border Tax, Value Added Tax and Withholding Tax	16/01/2025	15/01/2028
Practical Accounting and Taxation	30/06/2025	29/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON282

The Pride Hospitality Consultants
Plot 6359 Mmadikotla Oodi
Tel: 71609736

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Mastering Hospitality Excellence; • Delegate Manual Waiting Skills and Excellence Service • Excellence Customer Service • Essential Food Hygiene • Supervision in Hospitality Industry • Practical Cookery	16/01/2025	15/01/2028

CON178

Addison & Western (PTY) LTD
Plot 117 Unit 5 Kgale Mews Gaborone
Email: info@addissonwestern.com
Tel: 71918351

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Training of Trainers	30/01/2025	29/01/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON291

Andrenahold (PTY) LTD t/a Greenloop
 Plot 64517 Fairgrounds Unit 23 Gaborone
 Email: imodise@greenloop.co.bw / technical.assistant@greenloop.co.bw
 Tel: 73903939/ 75894480

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Guide to Sustainability and ESG; <ul style="list-style-type: none"> • Beginner Level • Intermediate Level • Advanced Level (Board and Executive) 	30/01/2025	29/01/2028

ETP0557

Gaintec Investments t/a Lyra Botswana
 Plot 246 Moremi Road Extension 5 Gaborone
 Email: info@icasbotswana.co.bw
 Tel: 3190019

No of Short Courses: 5

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Workplace Wellbeing Culture; <ul style="list-style-type: none"> • Building a Sustainable Wellbeing Culture • Wellbeing Mindset Change 	30/01/2025	29/01/2028
High-Performance Teams; <ul style="list-style-type: none"> • Principles of High-Performance Teams • Build High-Performance Teams 	30/01/2025	29/01/2028
Leadership and Organisational Wellness	30/01/2025	29/01/2028
Wellness Training Champion	30/01/2025	29/01/2028
Workplace Mental Health; <ul style="list-style-type: none"> • Workplace Mental Health and Wellbeing • Personal Stress Mastery • Emotional Intelligence • GRIT and Mental Resilience 	30/01/2025	29/01/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

CON283

LMA Group (PTY) LTD
 Plot 64517, Fairgrounds Gaborone
 Email: livestockmagents@gmail.com
 Tel: 3961013

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Livestock Management for Small Stock	30/01/2025	29/01/2028
Veterinary Basics for Livestock Managers	30/01/2025	29/01/2028
Livestock Feeds and Feeding	30/01/2025	29/01/2028
Livestock Management for Cattle	30/01/2025	29/01/2028

CON266

Neuralnet Innovations Group
 Plot 34036 Block 8 Gaborone
 Email: ofentse@neuralnet.co.bw
 Tel: 76410565

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Cyber Security Awareness Training	30/01/2025	29/01/2028

CON260

Verificient Training
 Plot 548 Extension 4 Southring Road Gaborone
 Email: galaletsang@vs-bw.com
 Tel: 71695336/74775404

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Managing Personal Finances	30/01/2025	29/01/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

CON279

Vikt Training Services

Plot 1736 Area A, Francistown

Email: viktrainingservices@gmail.com

Tel: 71380083/74416539

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Safety, Health and Environment Incident Prevention	30/01/2025	29/01/2028
General Health and Safety	30/01/2025	29/01/2028
Safety, Health and Environmental Representatives	30/01/2025	29/01/2028

ETP0312

C.P.D Points

Plot 28582 Unit 23/26, KB Mall Gaborone

Email: cpdpoints30@gmail.com

Tel: 77550928

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Medical Coding	30/01/2025	29/01/2028
Customer Service	30/01/2025	29/01/2028
Occupational Health and Safety for Cleaning Workers	30/01/2025	29/01/2028
Training of Trainers	30/01/2025	29/01/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0324

First Training (PTD) LTD

Plot 21541 Phakalane Gaborone

Email: anna@firsttraining.co.bw/gianni@firsttraining.co.bw

Tel: 71428613/72300399

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Construction Management; <ul style="list-style-type: none">• Project Management• Contracts Management• Site/Maintenance Management• Tendering & Estimating	30/01/2025	29/01/2028

CON180

Chartered Institute of Customer Management

The Hub iTowers CBD, Gaborone

Email: info@cicmaglobal.com

Tel: 76190685

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Certified Customer Experience Professional (CCXP)	11/02/2025	10/02/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON248

CI Botswana Training College
 Plot 548 Extension 4 Southring Road Gaborone
 Email: galaletsang@vs-bw.com
 Tel: 71695336/74775404

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Store Management	11/02/2025	10/02/2028
Department Staff Training: Packaging, Cashing and Frying	11/02/2025	10/02/2028
Customer Service	11/02/2025	10/02/2028

ETP0568

Cyber Intelligence College
 Plot 3420, Matima Crescent, Extension 12 Gaborone
 Email: tmapoka@ciabotswana.com
 Tel: 71690025

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Defensive Cybersecurity; <ul style="list-style-type: none"> • Certified SOC Analyst (CSA) • Certified Threat Intelligence Analyst (CTIA) • Certified Network Defender (CND) • EC-Council Certified Incident Handler (ECIH) • Certified Chief Information Security Officer (C CISO) 	11/02/2025	10/02/2028
Offensive Cybersecurity; <ul style="list-style-type: none"> • Ethical Hacking Essentials (EHE) • Certified Ethical Hacker (CEH) • Computer Hacking Forensic Investigator (CHFI) • Certified Penetration Tester (CPENT) • The Licensed Penetration Tester (Master) Credential- LPT (Master) • EC-Council Certified DevSecOps Engineer (E CDE) 	11/02/2025	10/02/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON145

Global Governance Group (PTY) LTD
 Plot 2802 Botoka Woodhall, Lobatse
 Email: dumi.ntini@gmail.com
 Tel: 74071086/72378790

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Corporate Governance	11/02/2025	10/02/2028

CON231

Intact Rays
 Plot 15879, Ledumang
 Email: hamigaorutwel@gmail.com
 Tel: 75650706

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Digital Skills and Compliance Suite	11/02/2025	10/02/2028

ETP0053

Kanye Seventh Day Adventist College of Nursing
 Mokowe, Kanye
 Email: ksdacon@gmail.com
 Tel: 5447614

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic Embalming and Body Restructuring	11/02/2025	10/02/2028
Mortuary Assistant	11/02/2025	10/02/2028
Case Management	03/04/2025	02/04/2028
Infection Control and Prevention Control for Health Workers	03/04/2025	02/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

CON229

Motifactor Team Consulting and Advisory Services
 Plot 688, Khwai Road, Mogobe Office Park Main Mall
 Email: ephrem@mtcas.co.bw
 Tel: 73888196

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Leadership and Performance Management	11/02/2025	10/02/2028

CON145

NGAP Academy
 Plot 15879, Ledumang
 Email: hamigaorutwel@gmail.com
 Tel: 75650706

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Remote Pilot Aircraft	11/02/2025	10/02/2028

CON276

Thitma Quantum Group (PTY) LTD
 Mokgobelele Ward, Letlhakane
 Email: petso2334@gmail.com
 Tel: 2978143

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Tailing Management and Dam Safety	11/02/2025	10/02/2028
Ergonomics & Injury Prevention in the Mining Industry	11/02/2025	10/02/2028
Legal and Regulatory Framework in the Mining Industry	11/02/2025	10/02/2028
Quality Assurance and Quality Control in Mining Operations	11/02/2025	10/02/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

ETP0172

Resource Development and Management Associates (REDMA)

Unit 13, Plot 115, Kgale Mews

Email: infojobs@redmaconsulting.com

Tel: 72306855

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Assessment and Development Centre Assessor	11/02/2025	10/02/2028
Competency Based Interview	11/02/2025	10/02/2028
Professional Coaching	11/02/2025	10/02/2028
Leadership and Management Development	11/02/2025	10/02/2028

CON228

Aupracon (PTY) LTD

Plot 205, 1st Floor Independence Avenue Gaborone

Email: info@ransandassociates.com

Tel: 74342823/71815836

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
HR Law in Practice; <ul style="list-style-type: none"> • HR Fundamentals • HR Summit • Labour and PAYE Update 	28/02/2025	27/02/2028
Business Taxation; <ul style="list-style-type: none"> • Tax Financial Services • Property Taxes • Taxation of Trusts • Tax Basics • Advanced Taxation 	28/02/2025	27/02/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON203

Bakwadi Karate Academy
 Plot 113, Kgale Mews Unit 35 Gaborone
 Email: mbakwadi2005@gmail.com
 Tel: 72705714

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Self-Defense Course; <ul style="list-style-type: none"> Self-Defense: Beginner Level Self-Defense: Intermediate Level Self-Defense: Advanced Level 	28/02/2025	27/02/2028

CON207

Nomlu (PTY) LTD
 Plot 28562, Fairgrounds Mall Gaborone
 Email: nomsa@monlu.com
 Tel: 75909855

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Manicure and Pedicure Course	28/02/2025	27/02/2028

ETP0043

Ramatea Vocational School t/a Ravos Technical College
 Plot 30472, Ga Kgolo Ward Kanye
 Email: ravostech@gmail.com
 Tel: 71678886

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Trainers & Facilitators Programme; <ul style="list-style-type: none"> Training of Trainers Assessor and Moderator Training 	28/02/2025	27/02/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

<ul style="list-style-type: none"> • Teaching, Training and Assessing Learning • Outcome Based Education and Training • Assessment Design Training 		
---	--	--

CON256

Reliance Infosystems (PTY) LTD
Private Bag 0013, Gaborone
Tel: 76102721/71589433

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Data Governance	28/02/2025	27/02/2028
Hybrid Server Mastery	28/02/2025	27/02/2028
Insightful Analytics	28/02/2025	27/02/2028
Modern Work Mastery	28/02/2025	27/02/2028

CON247

Trade Lighs (PTY) LTD
Plot 10231 Unit 9, Broadhurst Industrial Gaborone
Email: tradelights@gmail.com
Tel: 76055288

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Industrial Relations	28/02/2025	27/02/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON275

Drk Wilderness Medics

Plot 730, Lenganeng Tlokweng

Email: drkgamane@drkgamane.com

Tel: 71305011

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Wilderness First Aid Course; <ul style="list-style-type: none"> Basic Wilderness First Aid Course Advanced Wilderness First Aid Wilderness First Aid Responder Wilderness Medicine 	14/03/2025	13/03/2028

CON174

Empower Success Solutions

Plot 28582, KB Mall Unit 25 Gaborone

Email: empowersuccessolutions@gmail.com

Tel: 75327512

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Growth Accelerator Mentorship Program; <ul style="list-style-type: none"> Personal Development and Leadership Marketing and Networking Systems Thinking Strategic Planning Record Keeping and Financial Management 	14/03/2025	13/03/2028
Health and Wellness for Improved Productivity; <ul style="list-style-type: none"> Wellness Mental Health and Stress Management Financial Literacy Personal Development Occupational Health and Safety 	14/03/2025	13/03/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON191

JPS Global Gastro (PTY) LTD
 Plot 32400 Talana Park, Phakalane Gaborone
 Email: joseph.seeletso@gmail.com
 Tel: 71866516

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Catering and Hospitality Food Preparation and Cooking	14/03/2025	13/03/2028
Team Building and Integration	30/06/2025	29/06/2028

ETP0599

Palm Consult (PTY) LTD
 Boseja Ward, Mochudi
 Email: holland.jcb@gmail.com
 Tel: 72793070

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Introduction to Intellectual Property	14/03/2025	13/03/2028

CON215

S.H.E On Standby (PTY) LTD
 Plot 5221 Unit 7, Jwaneng
 Email: nthabie@sheonstandby.co.bw/msnthabie@gmail.com
 Tel: 71703580

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Health and Safety in the Workplace; • First Aid • Fire Safety • SHE Representative Training • Hazardous Substances Management • Workplace Wellness & Mental Safety Master Class • SHE Mentorship Sessions	14/03/2025	13/03/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0467

Skyberry Botswana
Plot 906 Mokolodi
Tel: 77041200

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Essential Skills for Effective Item Writing: A Short Course for Teachers	14/03/2025	13/03/2028

ETP0082

Botswana Society for the Deaf
Plot 1069, Seboko Road, Extension 2
Email: officeassistant@gmail.com/signlanguage@bsd.org.bw
Tel: 3188374

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Sign Language Training; • Sign Language Level 1 • Sign Language Level 2 • Sign Language Level 3	03/04/2025	02/04/2028

CON307

Focal Point Human Solutions
Plot 71399/D12, Block 7 Gaborone
Email: info@focalpoinths.com/nonofo@focalpoinths.com
Tel: 77134061

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Organizational-Team Dynamics and Effectiveness • Team Building Dynamics and Engagement	03/04/2025	02/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

<ul style="list-style-type: none"> • Customer Care, Office and Professional Etiquette • Effective Communication, Presentation and Public Speaking • Coaching and Mentoring for Organizational Effectiveness • Professional Branding – Expert Positioning 		
Personal- Professional Development and Effectiveness; <ul style="list-style-type: none"> • Personal Development, Effectiveness and Mastery • Professional Development and Effectiveness • Emotional Intelligence • Decision Making • Personal Leadership 	17/04/2025	16/04/2028

CON303

High Profile Professional (PTY) LTD
 Plot 4703 Marine Park Unit 2 Ext 5, Gaborone
 Email: highprofileprofessionals024@gmail.com
 Tel: 73236640

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Building Better Teams	03/04/2025	02/04/2028

CON277

Acanex Investments (PTY) LTD t/a Acanex Mining Consultancy
 Plot 24757 Block 10 Mogoditshane
 Email: acanextraining@gmail.com
 Tel: 76009638/72960213

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Mining for Non-Miners (Coals and Metals)	17/04/2025	16/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

CON134

Alliance Francaise of Gaborone

Plot 2939 Ext. 10, Gaborone

Email: prof@afgaborone.org

Tel: 3951650/ 7278308

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Certificate in General French (Level A2)	17/04/2025	16/04/2028
Certificate in French for Tourism, Catering and Hospitality (A2/B1)	17/04/2025	16/04/2028

CON310

Bantu Farmers Academy

Plot 34985 Block 8, Gaborone

Email: vivian@bantuconsulting.com

Tel: 71410747

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Farm Records; <ul style="list-style-type: none"> • Crops and Horticulture Production and Finance Record Keeping • Livestock Production and Finance Record Keeping • Agriculture Funding Applications • Poultry Layers Production and Finance Record Keeping • Poultry Broilers Production and Finance Record Keeping 	17/04/2025	16/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0427

Botswana Public Service College

Plot 5013 Jawara, Gaborone

Email: pkgomoethata@gov.bw

Tel: 72447950/3684278

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Monitoring and Evaluation	17/04/2025	16/04/2028
Records Management for Practitioners (Records Officers)	17/04/2025	16/04/2028
Managing Discipline in the Workplace	17/04/2205	16/04/2028
Project Management for Public Service Executives	17/04/2025	16/04/2028

CON313

Dreywin Training Consultancy

Plot 61598/K2, Universal Flats Maruapula, Gaborone

Email: achiwati1991@gmail.com

Tel: 77840681

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Occupational Health Safety and Environment	17/04/2025	16/04/2028
First Aid	21/05/2025	20/05/2028

CON226

Forge Film Services

Plot 15600 Ext. 44 Broadhurst, Gaborone

Email: nikita@forge-me.com

Tel: 74774216

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Botswana Ignite TV Academy Training Course; • Fiction Training Course	17/04/2025	16/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

<ul style="list-style-type: none"> • Non-Fiction Training Course 		
Botswana Ignite Wildlife Training Course <ul style="list-style-type: none"> • Beginner Wildlife Film Training • Intermediate Wildlife Film Training Course • Professional Wildlife Training Course 	21/05/2025	20/05/2028

CON311

Industrial Security Training Academy Botswana (PTY) LTD

Plot 16140 CBD, Francistown

Email: am4tman@gmail.com

Tel: 71755707

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Computer Care Services	17/04/2025	16/04/2028
Supervisory Skills	17/04/2025	16/04/2028

CON296

Kelisa (PTY) LTD t/a Board Path

Plot 17720 Ext. 39 Maruapula, Gaborone

Email: consult@boardpath.co.bw

Tel: 71897523

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Fintech Cyber Security; <ul style="list-style-type: none"> • Basic Crypto Trading & Technical Fundamentals Analysis • Tax Technology Evasion • Anti-Money Laundering (AML) in Banking and Fintech • Introduction to Cyber Crime • Fintech Security and Data Protection 	17/04/2025	16/04/2028
Governance; <ul style="list-style-type: none"> • Corporate Governance • Compliance & Risk Management • Secretary Services • Board Mentorship 	17/04/2025	16/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON204

Leafhouse Consulting
House No. 7 Mogotha Street, Orapa
Tel: 71322734

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Cost Management- Budgeting Forecasting and Time Management	17/04/2025	16/04/2028
Mining Capital Management	17/04/2025	16/04/2028

CON268

Legae Consultancy (PTY) LTD
Plot 32308, Gaborone
Email: opinahm@outlook.com
Tel: 71665060

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service, Sales and Marketing	17/04/2025	16/04/2028
Team Building and Wellness Course	17/04/2025	16/04/2028

CON222

Music Clinic
Plot 896/7 Kaunda Road, Gaborone
Email: info@claviger.co.bw
Tel: 3132639

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
A-Z Proficiency in DJ Techniques	17/04/2025	16/04/2028
Innovation	17/04/2025	16/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

CON297

Tax Preparer

Plot 553 Ext. 4, Gaborone

Tel: 3116726

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Introduction to Taxes in Botswana; <ul style="list-style-type: none"> Fundamentals of Corporate Income Tax Personal Income Tax Value Added Tax (VAT) Payroll Taxes and Administration Course Basic Financial Accounting 	17/04/2025	16/04/2028

ETP0004

Plant Instruments

Plot 22085 Gaborone West Industrial, Office #4

Email: recruitag@rocketmail.com/ plantmon@btcmail.co.bw

Tel: 77073763

No of Short Courses: 9

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Aerial Lifts and Elevating Work Platforms	17/04/2025	16/04/2028
Boiler Operation- Firetube	17/04/2025	16/04/2028
Forklift Operation	17/04/2025	16/04/2028
Mobile Crane Operations	17/04/2025	16/04/2028
Overhead Crane Operation	17/04/2025	16/04/2028
Rigging and Hoisting Fundamentals	17/04/2025	16/04/2028
Telescopic Material Handler	17/04/2025	16/04/2028
Truck Mounted Boom Crane Safety Training	17/04/2025	16/04/2028
Working at Heights	17/04/2025	16/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON198

Divine Light Holdings t/a ATS Academy
Gabane Goo Dingwe Ward, opposite Naresereto JSS
Email: SAMUNZALAT@gmail.com
Tel: 75335883

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Theology and Community Support Program	30/04/2025	29/04/2028

CON263

Lesh-Piet (PTY) LTD t/a Lesh-Piet Training Academy
Old Mall, Mummies Office, Office No. 7, Maun
Email: leshpiet@gmail.com
Tel: 75331800/77061020

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Defensive Driving	30/04/2025	29/04/2028
Fire Prevention and Management	30/04/2025	29/04/2028
Basic First Aid	30/04/2025	29/04/2028
Transportation of Dangerous Goods by Roads	30/04/2025	29/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

CON083

Life Time Traders (PTY) LTD

Plot 18444 Phase 2, Gaborone

Email: o.msenoko@gmail.com

Tel: 72139708

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Lifting Equipment Operator; • Mobile Crane Operator • Cherry Picker Operator • Telescope Handler Operator • Sky Jack Operator • Forklift Operator	30/04/2025	29/04/2028

ETP0460

Poshnic Enterprises (PTY) LTD

Mokgobelele Ward, Letlhakane

Email: sonicthobokwe@yahoo.com

Tel: 75196556

No of Short Courses: 8

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Cherry Picker Operator	30/04/2025	29/04/2028
Mobile Crane Operator	30/04/2025	29/04/2028
Overhead Crane Operator	30/04/2025	29/04/2028
Rigging and Hoisting Fundamentals	30/04/2025	29/04/2028
Scaffolding Erection and Dismantling	30/04/2025	29/04/2028
Telescopic Handler Operator	30/04/2025	29/04/2028
Truck Mounted Crane	30/04/2025	29/04/2028
Working at Heights	30/04/2025	29/04/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0288

TechSol Training Services
 Plot 72 Tlokweng Industrial, Tlokweng
 Email: enquiries@techsolts.com
 Tel: 77755277

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Compressor Training; <ul style="list-style-type: none"> • First Line Operator and Maintenance • Compressor Fundamentals 	30/04/2025	29/04/2028

ETP0116

Cathedral Commercial School
 Plot No. 159 Cnr Queens Road and Independence Ave, Roman Catholic Church
 Email: cathesch@gmail.com
 Tel: 71360564

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Audio Transcription	21/05/2025	20/05/2028

CON292

Clinical Cleaning Consultants (PTY) LTD
 Plot No. 8246 Tsholofelo Gaborone
 Email: clinicalcleaning95@gmail.com
 Tel: 71865682/76449820

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Hygiene and Health Services in the Workplace; <ul style="list-style-type: none"> • Hotel Housekeeping Operations • Laundry Procedures and Infection Control • Food Safety and Hygiene • Occupational Health and Safety • Hospital Cleaning and Infection Control 	21/05/2025	20/05/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
 Postal Address: Private Bag BR 108, Gaborone, Botswana
 Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

CON124

Doreen Moji Holdings

Plot No. 159 Cnr Queens Road and Independence Ave, Roman Catholic Church

Email: cathesch@gmail.com

Tel: 71360564

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Hospitality Management; • Housekeeping Services • Laundry Services • Home Management • Guesthouse Management • Front Office Operations	21/05/2025	20/05/2028

CON241

Institute of Organizational Alignment (IOA)

Plot 12141 Sefoke Ward, Tlokweng

Email: ioaetp@gmail.com

Tel: 76895578

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Justice and Correctional Services (JCS)	21/05/2025	20/05/2028

CON290

Luminary Institute of Technology (LIT)

Plot 4596, Sefhoke Ward Tlokweng

Email: gareatshelad@luminary.ac

Tel: 72317499

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Certified Data Management Professional (CDMP) Exam Preparation Course	21/05/2025	20/05/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0379

Mundial Consulting

Plot 35224 Gaborone

Email: romeoben@mundial.co.bw

Tel: 72304070

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Enterprise Risk Management (ERM)	21/05/2025	20/05/2028
Anti-Money Laundering (AML)	21/05/2025	20/05/2028

CON265

SHERQ Innovations (PTY) LTD

Plot 50145 Block 5, Gaborone

Email: mikeshqnrisk@outlook.com/mikezano@icloud.com

Tel: 75222415/75606760

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Conveyance of Dangerous Goods	21/05/2025	20/05/2028
Defensive Driving	21/05/2025	20/05/2028
Occupational Health and Safety	21/05/2025	20/05/2028

ETP0116

Fin Gen

Phase 4, Gaborone

Tel: 77526202

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Strategic Leadership Excellence Programme; • Supervisory Development • Employee Innovation • Public Speaking and Leadership Etiquette	21/05/2025	20/05/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON308

Magic-Touch Earthmoving Solutions and Training Academy

Plot 35224 Gaborone

Email: igabonthone98@gmail.com

Tel: 5490170

No of Short Courses: 2

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Earth Moving Equipment Operators; • Tractor Loader Backhoe Operator (TLB) • Forklift Truck Operator • Front End Loader Operator • Motor Grader Operator	21/05/2025	20/05/2028
Workplace Safety, Health, and Risk Management Training; • Safety, Health, and Environmental Representative (SHE Rep) Training • ICAM (Incident Cause Analysis Method) Training • First Aid • Fire Marshal • HACCP (Hazard Analysis and Critical Control Points)	21/05/2025	20/05/2028

CON218

Washington Hills School (PTY) LTD

Plot 11260 Maun Disaneng

Tel: 76625246/75711616

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Business Skills and Accounting; • Customer Service • Sales and Marketing Management • Managing Personal Finances • Bookkeeping and Accounts • Merchandising • Taxation (exceeded number of modules allowed)	21/05/2025	20/05/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

Information Technology; <ul style="list-style-type: none"> • Computer Skills • Microsoft Excel – Spreadsheet Processing • PowerPoint Presentations • Internet and Email • Computerized Accounting • Cyber Security 	21/05/2025	20/05/2028
Management and Leadership Skills; <ul style="list-style-type: none"> • Team Building • Leadership Skills for Managers, Supervisors and Team Leaders • Employee Performance and Productivity • Conflict Resolution and Grievance Management • Office Administration and Clerical Skills • Work Ethics, Code of Conduct and Compliance 	21/05/2025	20/05/2028
Occupational Health and Safety; <ul style="list-style-type: none"> • First Aid • Fire Marshal • Emotional Intelligence • Employee Wellness • Managing Fatigue in the Workplace • Occupational Health and Safety 	21/05/2025	20/05/2028

CON109

Crystal Ridge Enterprises (PTY) LTD

Plot 57119 Block 10, Gaborone

Email: operations.crystalridgebw@gmail.com/victoriamonty@gmail.com

Tel: 77194933

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Leadership Competency Development <ul style="list-style-type: none"> • Introduction to Leadership: Concepts and Practice • Leadership Communication Skills • Strategic Thinking and Decision Making • Performance and Accountability Management 	13/06/2025	12/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

• Leading in Complexity- Leadership Styles and Change Management		
Mineral Processing Technology <ul style="list-style-type: none"> • Comminution: Crushing and Milling Fundamentals • Principles of Flotation and Reagents Handling • Dense Medium Separation • Thickening and Filtration • Tailing Disposal and Storage Management 	13/06/2025	12/06/2028
Workplace Safety; <ul style="list-style-type: none"> • Risk Management • Working at Heights: Fall Arrest and Basic Rescue • Safety Legal Accountability • Basic First Aid • Hazardous Material Handling and Storage 	30/06/2025	29/06/2028

CON094

Lead Ex Consulting

Plot 20794 Hamohore Road, Block 3 Gaborone

Email: nditlhabi@gmail.com

Tel: 3956622

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Transformational Customer Service	13/06/2025	12/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

ETP0485

Fire Prevention Training

Plot 33801, Block 8 Gaborone

Email: mmokgothe@gmail.com

Tel: 71716347

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Health and Safety Programme; <ul style="list-style-type: none">• Safety, Health and Environment Representative• First Aid Level 1-3• Rescue and Life Support• Driving Safety Training• Fire Prevention and Management	18/06/2025	17/06/2028

ETP0045

Rescue One (PTY) LTD

Plot 51573 Unit 5B Phakalane, Gaborone

Email: training@rescueone.co.bw/brett@rescueone.co.bw

No of Short Courses: 4

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic First Aid (First Aid Level 1)	18/06/2025	17/06/2028
Basic Fire Fighting	18/06/2025	17/06/2028
Intermediate First Aid (First Aid Level 2)	18/06/2025	17/06/2028
Advanced First Aid (First Aid Level 3)	18/06/2025	17/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON074

DirectBPO (PTY) LTD

Lot 64511 Block B5 Unit 2, Fairgrounds Gaborone

Email: sandrambonini@gmail.com

Tel: 71713257

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Contact Centre Operation	30/06/2025	29/06/2028
Customer Service	30/06/2025	29/06/2028
Business Etiquette and Professionalism	30/06/2025	29/06/2028

ETP0798

Kgosidile Driving School

Plot 183 Eui, Jwaneng

Tel: 74904284

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Defensive Driving	30/06/2025	29/06/2028

CON236

Maun Academic College of NREM

Plot 10571 New Disana Ward, Maun

Email: eia@maun.co.bw

Tel: 6841017

No of Short Courses: 3

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Data Management	30/06/2025	29/06/2028
Natural Resource and Environmental Law	30/06/2025	29/06/2028
Environmental Assessment	30/06/2025	29/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

www.hrdc.org.bw

CON287

Mosadiotsile (PTY) LTD t/a RSM Institute
Plot 388 Mmokolodi One
Email: info@mosadiotsile.co.bw
Tel: 71675892

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Certified Data Protection Officer	30/06/2025	29/06/2028

CON159

Ntebogeng Training Academy (PTY) LTD
Plot 7515 Extension 27 Broadhurst Gaborone
Email: lknnserai@gmail.com
Tel: 74619864

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Advanced Driving Skills- Defensive Driving	30/06/2025	29/06/2028

CON013

PremierCare Health Centre
Plot 27267 Kasinka Cres Block 3, Gaborone
Email: admin@premiercare.co.bw
Tel: 3935008/72251364

No of Short Courses: 1

NAME OF SHORT COURSE(S)	RECOGNITION DATE	RECOGNITION EXPIRY DATE
ISO 45003 Awareness Training (Guidelines for Managing Psychosocial Risks at Work)	30/06/2025	29/06/2028

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana
Postal Address: Private Bag BR 108, Gaborone, Botswana
Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814