

southern african  
development community  
development finance  
resource centre

## PROGRAMMES FOR THE YEAR

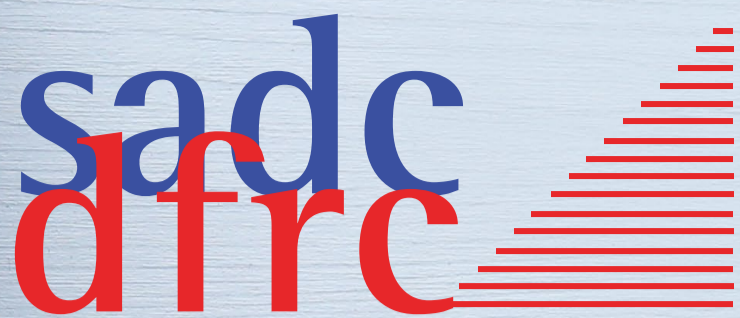
# 2021/22

PROGRAMMES	OBJECTIVES	TARGETED PARTICIPANTS	DATES
<b>Virtual Etiquette</b>	To enhance participants ability to make effective decisions about leading and participating in virtual work structures.	All Staff	5th April 2021
<b>Capacity Building on the application of the Prudential Standards Guidelines and Rating System (PSGRS)</b>	To update knowledge on recent development in the application of the PSGRS and review performance of DFIs. Build capacity on PSGRS assessment. Develop PSGRS compliance management strategy. Discuss intervention mechanism to support institutions on areas of weaknesses based on the PSGRS self-assessment.	Finance, Internal Auditors, Risk Managers, Research Staff	27th – 28th April 2021
<b>Stress Management</b>	To enhance control of levels of stress and improve everyday functioning of staff. To reduce workplace stress.	All Staff	3rd – 4th May 2021
<b>Fraud, Anti Money Laundering and Cyber Crime</b>	To give an overview of the extent of fraud, its causes and effects. To provide insight into money laundering, and cybercrime activities and the impact of money laundering on economic and social activities of the country.	Middle Management	19th – 21st May 2021
<b>Wealth and Investment Management</b>	To assist participants manage their investments, ensuring each client portfolio is aligned to meet their unique objectives.	All Staff	10th – 11th June 2021
<b>Emotional Intelligence and People Skills</b>	To assist increase personal and people's skills: self-awareness and self-management of personal emotions.	HR Practitioners, Team Leaders	23rd – 24th June 2021
<b>Monitoring and Evaluation</b>	To gain a broad understanding of monitoring and learn best practice framework for monitoring and evaluation.	M&E Team leaders, Practitioners, Project Managers, Project Team Leaders	5th – 9th July 2021
<b>Negotiation Skills</b>	To enhance skills on how to prepare, have clear aims and objectives, how and when to use different negotiating styles, strategies and tactics.	Supervisors, Managers	29th – 30th July 2021
<b>Executive Secretarial Skills</b>	To strengthen knowledge of computer operations, communication skills, organization abilities, people management and strong administrative support.	Personal Assistant, Executive Assistant, Executive Secretary, Receptionists, Administration Assistant, Office Manager & Bookkeeping Assistant	18th – 20th August 2021
<b>Project Appraisal</b>	To expose staff to state of the art project appraisal methods for businesses.	Portfolio Executives, Business Advisors, Lending Officers, Debt Officers	23rd – 27th August 2021
<b>Customer Relations</b>	To enhance the sensitivity of participants to the needs of customers and clients and improve capacity to meet their needs and improve delivery of business products.	Customer Relations Officers, Clients Facing Officers	15th – 17th September 2021



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Plot 54352 | West Avenue | Zambezi Towers, Tower A, 7th Floor | South Wing | [www.sadc-dfrc.org](http://www.sadc-dfrc.org)  
Private Bag 0034 | Gaborone, Botswana | Tel: (267) 3191146 | Fax: (267) 3191147 | [info@sadc-dfrc.org](mailto:info@sadc-dfrc.org)



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PROGRAMMES	OBJECTIVES	TARGETED PARTICIPANTS	DATES
<b>Credit Risk Management</b>	To assist participants in mastering the principles and techniques for effective credit risk management.	Fund Managers, Portfolio Executives, Business Advisors, Lending Officers, Debt Officers	20th – 24th September 2021
<b>Advanced Due Diligence</b>	To enhance skills on deal making and project selection for a strong business portfolio.	Business, Investment, Project Analysts and Staff dealing with Due Diligence Business	11th – 15th October 2021
<b>Presentation Skills and Business Writing</b>	To develop ability to prepare and deliver powerful, well-structured and captivating presentations that will increase professionalism and effectiveness.	Middle to Senior Managers, Consultants and Trainers/Coaches,	28th – 29th October 2021
<b>Capacity Building Review and Mentoring</b>	Consultative conference to review capacity building efforts, emerging new skills needs and the enhancement of communication skills and mentoring	Human Resource Managers	22nd – 24th November 2021
<b>Finance for Non -Finance Managers</b>	To expose managers with limited or no professional financial training to the essential skills of accounting and financial management for effective interaction with the finance function.	Executives and Senior Officials	25th – 26th November 2021
<b>Financial Modeling</b>	To enhance the skills of developing and applying financial models to practical business situations.	Staff responsible for modeling, planning and monitoring financial performance of organizations and projects.	6th – 10th December 2021
<b>International Financial Reporting Standards (IFRS) Updates</b>	To build awareness and skills on IFRS; to explain and share information on IFRS 9 and discuss implications for and how it can be effectively applied to DFIs / development banks. Learn IFRS 9 interaction with Basel framework.	Loan Accountants, Credit Risk Analysts, Finance Officers and Accountants	February 2022
<b>Agro Value Chains</b>	To improve knowledge of agro value chains and how they influence business; to sharpen skills in appraisal of agriculture projects along agribusiness value chain; and to build competence in agribusiness financing and operations.	Officers in agribusiness department, Analysts and Credit Officers	March 2022
<b>Project Appraisal for SMEs</b>	To introduce SME Project Appraisal methods and loan appraisal for SME's	SME Advisors, Business Advisors, Portfolio Executive	March 2022

Programmes will be delivered virtually until further notice.

The SADC-DFRC also arranges institution-specific customised programmes on request.

To participate and for further details contact Mr Kingsley Thapelo Mmipi, Senior Training Officer at [kmmipi@sadc-dfrc.org](mailto:kmmipi@sadc-dfrc.org) or Ms Lila Mannathoko, Senior SME Officer at [lmannathoko@sadc-dfrc.org](mailto:lmannathoko@sadc-dfrc.org)



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