

**LIST OF REGISTERED AND ACCREDITED EDUCATION TRAINING PROVIDERS AND THEIR NON CREDIT BEARING SHORT COURSES PROGRAMMES AS OF JULY 2022**

**ETP0234**

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

**No of short courses: 1**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Certificate of Proficiency (COP) Introduction to Short term Insurance	14/01/2022	13/02/2025

**ETP0453**

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

**No of short courses: 1**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Occupational Health And Safety	14/01/2022	13/02/2025

**ETP0477**

Arrow Safety Solutions  
 Plot 56  
 Oodi  
 Tel 71332847

**No of short courses: 2**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Incident investigation course with ICAM (incident cause and analysis method) Analysis	03/02/2022	02/02/2025
Occupational Health and Safety	30/06/2022	29/06/2025

**ETP0180**

Awil College  
 Plot 136  
 International Finance Park  
 Gaborone  
 Tel 3102542

**No of short courses: 7**

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

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**ETP0016**

BOBS

Plot 55745

Block 8, Main Airport Road

Gaborone

Tel 3645608

**No of short courses: 2**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Occupational Health and Safety Management	03/02/2022	02/02/2025
BOS ISO 9001:2015 Lead Auditor/Auditor	06/05/2022	05/05/2025

**ETP0022**

Boitekanelo College

Plot 5824

Masetlheng

Gaborone

Tel 3980502

**No of short courses: 11**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Strategy In Health Care Environment	14/01/2022	13/01/2025
Leadership in Healthcare Management	14/01/2022	13/01/2025
Effective Communication	14/01/2022	13/01/2025
People's Management in Health Care Settings	14/01/2022	13/01/2025
Finance for Health Care Managers	14/01/2022	13/01/2025
Marketing in Healthcare Industry	14/01/2022	13/01/2025
Health Economics	14/01/2022	13/01/2025
Operations Management in Healthcare	14/01/2022	13/01/2025
Health Informatics	14/01/2022	13/01/2025
Quality and patient Safety Management	03/02/2022	02/02/2025
Professionalism in Healthcare	14/01/2022	13/01/2025

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**ETP0175**

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

**No of short courses: 5**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Animal Nutrition	17/03/2022	16/03/2025
Artificial Insemination	17/03/2022	16/03/2025
Fodder Production	17/03/2022	16/03/2025
Goat Production	20/05/2022	19/05/2025
Record Management	20/05/2022	19/05/2025

**ETP0410**

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

**No of short courses: 7**

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

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**ETP0512**

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

**No of short courses: 4**

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

**ETP0449**

Dualite holdings  
Plot 19358  
Extension 7  
Palapye  
Tel 4922424

**No of short courses : 1**

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

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**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: 2**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
HR for Non HR Managers	14/01/2022	13/01/2025
Merchandising	03/08/2022	02/08/2025

**ETP0500**

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

**No of short courses: 3**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Management Course	17/03/2022	16/03/2025
Stock, Loss and Control Shrinkage Course	17/03/2022	16/03/2025
Calculations and Communications	17/03/2022	16/03/2025

**ETP0155**

Gateway Academy of Business Studies  
 Plot 145  
 Tlokweng  
 Tel 3185513

**No of short courses: 7**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Health and Sanitation	14/01/2022	13/01/2025
Business Management	03/08/2022	02/08/2025
Cashier Service Basics	03/08/2022	02/08/2025

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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

### ETP0540

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

#### No of short courses : 4

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Apply Hygiene Procedures	03/02/2022	02/02/2025
Monitor Critical Control Points	03/02/2022	02/02/2025
Health and safety in workplace	20/05/2022	19/05/2025
Maintain Personal Hygiene: Health Presentation In A Food Handling Environment	20/05/2022	19/05/2025

### ETP0443

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

#### No of short courses : 1

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Personal Financial Management	14/01/2022	13/01/2025

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**ETP0024**

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

**No of short courses: 1**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
International Computer Driving License	03/02/2022	02/02/2025

**ETP0033**

Innolead Consulting  
 International Finance Park  
 Gaborone  
 Tel 3909102

**No of short courses: 10**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Scrum Master 1	24/02/2022	23/02/2025
Scrum Master 2	24/02/2022	23/02/2025
Balance Scorecard	14/06/2022	13/06/2025
Change Management	14/06/2022	13/06/2025
Leadership	14/06/2022	13/06/2025
Product Owner I	14/06/2022	13/06/2025
Product Owner II	14/06/2022	13/06/2025
Microsoft Project Skills	14/06/2022	13/06/2025
Prince 2 Agile Foundation and Practitioner	14/06/2022	13/06/2025
Project Management	14/06/2022	13/06/2025

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**ETP0036**

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

**No of short courses: 8**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Public Private Partnership Foundations	14/01/2022	13/01/2025
Curriculum Development and Review	14/01/2022	13/01/2025
Financial Management	14/01/2022	13/01/2025
Introduction to International Public Sector Accounting Standards	14/01/2022	13/01/2025
Moderation	14/01/2022	13/01/2025
International computer driving license	21/04/2022	20/04/2022
Outcome based assessment	21/04/2022	20/04/2022
Public health surveillance and data management	21/04/2022	20/04/2022

**ETP0484**

Kago Academy  
 Plot 21256  
 Boikago ward  
 Palapye  
 Tel 77515577

**No of short courses: 5**

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

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**ETP0404**

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

**No of short courses: 22**

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

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**ETP0436**

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

**No of short courses: 3**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Employment Law	03/02/2022	02/02/2025
Real Estate Law	03/02/2022	02/02/2025
Will, Trust& Administration	03/02/2022	02/02/2025

**ETP0521**

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

**No of short courses: 2**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Team Building and Management	03/02/2022	02/02/2025
Plastic Extrusion Process and Control	22/07/2022	21/07/2025

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**ETP0522**

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

**No of short courses : 2**

<b>NAME OF PROGRAMME</b>	<b>RECOGNITION DATE</b>	<b>RECONTION EXPIRY DATE</b>
Effective Supervisory Skills	17/03/2022	16/03/2025
Team Building	17/03/2022	16/03/2025

**ETP0506**

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

**No of short courses: 2**

<b>NAME OF PROGRAMME</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Retirement Planning	03/02/2022	02/02/2025
Financial Fitness	03/08/2022	02/08/2025

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**ETP0083**

Mazars  
Plot 139  
Finance Park  
Gaborone  
Tel 3957466

**No of short courses: 18**

<b>NAME OF PROGRAMME</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Anti-Money laundering	03/02/2022	02/02/2025
Basic Bookkeeping Skills	14/06/2022	13/06/2025
Basic First Aid	14/06/2022	13/06/2025
Basic Health and Safety	14/06/2022	13/06/2025
Controlling and Locating Stock	14/06/2022	13/06/2025
Employee Relations	14/06/2022	13/06/2025
Finance for Non-Finance Managers	14/06/2022	13/06/2025
Fire Marshal	14/06/2022	13/06/2025
Inventory Management	14/06/2022	13/06/2025
Introduction to Income Withholding Tax	30/06/2022	29/06/2025
Personal Finance	30/06/2022	29/06/2025
Quickbooks	30/06/2022	29/06/2025
Selling Skills	30/06/2022	29/06/2025
Stress Management	30/06/2022	29/06/2025
Working at Heights	30/06/2022	29/06/2025
Occupational Health and Safety	03/08/2022	02/08/2025
Team Building	03/08/2022	02/08/2025
Time Management	03/08/2022	02/08/2025

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**ETP0455**

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

**No of short courses: 1**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Safety in Workplace	24/02/2022	23/02/2025

**ETP0230**

Nef-aid Solutions  
 Plot 4993A  
 Village  
 Gaborone  
 Tel 71637477

**No of short courses: 2**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Introduction to Customer Experience Management	24/02/2022	23/02/2025
The efficient administrative assistant-soft skills	21/04/2022	20/04/2025

**ETP0365**

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

**No of short courses: 5**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Business Skills	17/03/2022	16/03/2025
Customer Service	17/03/2022	16/03/2025
Gender Based Violence	17/03/2022	16/03/2025
Sustainable Procurement	17/03/2022	16/03/2025

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Essentials of Records and Archives Management	17/03/2022	16/03/2025
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**ETP0098**

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

**No of short courses: 3**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
QuickBooks Accounting-Intermediate	17/03/2022	16/03/2025
Microsoft Excel (Level 2)	20/05/2022	20/05/2025
Microsoft Word (Level 2)	20/05/2022	20/05/2025

**ETP0161**

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

**No of short courses: 1**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Performance Management Systems	17/03/2022	16/03/2025

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**ETP0476**

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

**No of short courses: 1**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer service-vision energy passion to sell	03/02/2022	02/02/2025

**ETP0492**

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

**No of short courses: 3**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Advanced Selling Skills	03/02/2022	02/02/2025
Anti-Money Laundering	03/02/2022	02/02/2025
Customer Service	03/02/2022	02/02/2025

**ETP0561**

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

**No of short courses: 1**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Radiation Safety Training in Nuclear Technology Applications	17/03/2022	16/03/2025

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**ETP0063**

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

**No of short courses: 7**

<b>NAME OF PROGRAMME</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Educational Leadership and Management	03/02/2022	02/02/2025
Training of trainers	21/04/2022	20/04/2025
Assessment Design Training	06/05/2022	05/05/2025
Assessor(SBA) Training	06/05/2022	05/05/2025
Customer Service	06/05/2022	05/05/2025
Emotional Intelligence	06/05/2022	05/05/2025
Management and Supervisory	06/05/2022	05/05/2025

**ETP0231**

Sky Protocol  
Office 31  
I-Tower Building  
Gaborone  
Tel 72637413

**No of short courses: 1**

<b>NAME OF PROGRAMME</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
International Protocol & Business Etiquette	24/02/2022	23/02/2025

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**ETP0358**

Sky Limit  
 Plot 2626, 2<sup>nd</sup> Floor Room 16, Susan Building  
 Tshekedi Road, The Mall  
 Selebi Phikwe  
 Tel 71 311 640

**No of short courses: 2**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer care	24/02/2022	23/02/2025
Human Resource Management	20/05/2022	19/05/2025

**ETP0389**

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

**No of short courses: 1**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Snake Management Training	24/02/2022	23/02/2025

**ETP0006**

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

**No of short courses: 12**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic First Aid	24/02/2022	23/02/2025
Finance for Non Finance Managers	21/04/2022	20/04/2025

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Occupational Health and Safety	21/04/2022	20/04/2025
Performance Management System	21/04/2022	20/04/2025
Supervisory Skills	21/04/2022	20/04/2025
Change Management	06/05/2022	05/05/2025
Corporate Governance and Risk Management	06/05/2022	05/05/2025
Credit Control and Debt Management	06/05/2022	05/05/2025
Entrepreneurship Skills Development	22/07/2022	21/07/2025
Project Management	22/07/2022	21/07/2025
Sales and Marketing	22/07/2022	21/07/2025
Microsoft Office Excel	03/08/2022	02/08/2025

### ETP0539

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

### No of short courses: 5

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

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**ETP0127**

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

**No of short courses: 5**

<b>NAME OF PROGRAMME</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Breathing Apparatus	03/02/2022	02/02/2025
Fire Fighting and Rescue	03/02/2022	02/02/2025
First Aid	03/02/2022	02/02/2025
High Angle Rescue	14/01/2022	13/01/2025
Vehicle Extraction Rescue	03/02/2022	02/02/2025

**ETP0510**

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

**No of short courses: 1**

<b>NAME OF PROGRAMME</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
SAP Business One	03/02/2022	02/02/2025

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**ETP0422**

The Training Master for First aid and safety  
 PO Box 20192  
 Boseja Ward  
 Maun  
 Tel 71657190/ 73855077

**No of short courses: 2**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Fire Marshal Training	17/03/2022	16/03/2025
First Aid	17/03/2022	16/03/2025

**ETP0584**

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

**No of short courses: 1**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Community Training in Tuberculosis, Leprosy and HIV/AIDS Care and Support	17/03/2022	16/03/2025

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**ETP0390**

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

**No of short courses: 4**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
First Aid 1	30/06/2022	29/06/2025
First Aid 2	30/06/2022	29/06/2025
First Aid 3	30/06/2022	29/06/2025
Basic fire aid	21/04/2022	20/04/2025

**ETP0407**

Variety Buckets  
 International Finance Park Office  
 Gaborone  
 Tel 73460248

**No of short courses: 2**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Customer Service	24/02/22	23/02/25
Food Health Safety & Hygiene	24/02/22	23/02/25

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**ETP0487**

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

**No of short courses: 4**

<b>NAME OF PROGRAMME</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Customer Service Excellence	14/01/2022	13/02/2025
Occupational Health And Safety	14/01/2022	13/02/2025
Retail and Warehouse Management	30/06/2022	29/06/2025
Team Building for High Performing Teams	30/06/2022	29/06/2025

**ETP0360**

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

**No of short courses: 3**

<b>NAME OF PROGRAMME</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION EXPIRY DATE</b>
Carpentry and Joinery Maintenance	03/02/2022	02/02/2025
Plumbing and Drilling Maintenance	03/02/2022	02/02/2025
Introduction to Sustainable Energy Design	14/06/2022	13/06/2022

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**ETP0474**

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

**No of short courses: 1**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Financial Wellness In the workplace	03/02/2022	02/02/2025

**ETP0014**

Botho University  
 Botho education park, Diratsame Mosielele  
 Gaborone, Botswana  
 Tel: +267 72167759

**No of short courses: 3**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Financial modelling in excel	21/04/2022	20/04/2025	
Advanced Multimedia Using Adobe Flash	22/07/2022	21/07/2025	
Multimedia Using Adobe Flash	22/07/2022	21/07/2025	

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**ETP0256**

Defensive Driving Academy

Plot 299

Mogoditshane

Tel: 3953934/76786606

**No of short courses: 11**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Dump Truck	21/04/2022	20/04/2025	
Excavator Operator	21/04/2022	20/04/2025	
Truck mounted crane	21/04/2022	20/04/2025	
Heavy Duty Truck Operator	21/04/2022	20/04/2025	
Train the Trainer	21/04/2022	20/04/2025	
Defensive Driving	20/05/2022	19/05/2025	
Earth Moving Equipment Operators	20/05/2022	19/05/2025	
Fire Prevention Management	20/05/2022	19/05/2025	
First Aid	20/05/2022	19/05/2025	
Off Road Driving	20/05/2022	19/05/2025	
Transportation of Dangerous Goods by Road	20/05/2022	19/05/2025	

**ETP0481**

Delta Training Academy

Plot 4956, Boseja

Maun

Tel: +267 75711345

**No of short courses: 5**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Basic fire fighting	21/04/2022	20/04/2025	
Professional Chef	17/03/2022	16/03/2025	

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Professional Housekeeping	17/03/2022	16/03/2025
Professional Maintenance	17/03/2022	16/03/2025
Professional Waitron	14/06/2022	13/06/2025

## ETP0442

Fig Business Solutions

Metsimotlhabe

Tel: 72983099 / 71886800

**No of short courses: 7**

NAME OF PROGRAMMES	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Forklift operations	21/04/2022	20/04/2025	
Fundamentals of rigging	21/04/2022	20/04/2025	
Overhead crane	21/04/2022	20/04/2025	
Truck mounted crane	21/04/2022	20/04/2025	
Working at heights	21/04/2022	20/04/2025	
Earth Moving Equipment Operator	30/06/2022	29/06/2025	
Elevating Working Platforms	30/06/2022	29/06/2025	

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**ETP0399**

Legal Expenses Insurance

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

Gaborone

Tel: 3951578

**No of short courses: 1**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Certificate of proficiency in short term insurance	21/04/2022	20/04/2025

**ETP0456**

Storkfort Health

Plot 5066 Suite 2, Medical Mews

Fairgrounds Gaborone

Tel: 71422419

**No of short courses: 6**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Basic fire safety	21/04/2022	20/04/2025
Basic first aid	21/04/2022	20/04/2025
Food safety and hygiene	21/04/2022	20/04/2025
Occupational health and safety	21/04/2022	20/04/2025
M&E Training for Executives-part 1	22/07/2022	21/07/2025
M&E Training for Executives part 2	22/07/2022	21/07/2025

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**ETP0289**

Ultimax Training

Plot 17867, unit 7, Gaborone West mall

Gaborone

Tel: 3634092

**No of short courses: 1**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Fire management and prevention	21/04/2022	20/04/2025	

**ETP0013**

Balsago University

11 Koi Street, Peolwane

Gaborone

[Tel: 3957744](tel:3957744)

**No of short courses: 9**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Fire Prevention	20/05/2022	19/05/2025	
First Aid	30/06/2022	29/06/2025	
High Angle Rescue	30/06/2022	29/06/2025	
Confined Spaces Rescue	22/07/2022	21/07/2025	
Property Technology	22/07/2022	21/07/2025	
Effective Business Communications	20/05/2022	19/05/2025	
Performance Management	20/05/2022	19/05/2025	
Project Management	20/05/2022	19/05/2025	
Project Management	30/06/2022	29/06/2025	

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**ETP0514**

Be-Spoke Emergency Rescue & Training Institute

Mafulo House, Broadhurst

Plot 10212/3 Unit 13

Gaborone

Tel: 73449600

**No of short courses: 2**

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

**ETP 0064**

Botswana National Productivity Centre

Plot 21222/21254, Giraffe Road

Gaborone

Tel: 3626300

**No of short courses: 3**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
5s in the workplace	20/05/2022	19/05/2025	
Collective bargaining	20/05/2022	19/05/2025	
Organisational behaviour	20/05/2022	19/05/2025	

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**ETP0372**

Breaking Grounds Technologies

Plot 72 Mokolodi 2

Gaborone

Tel: 72176180

**No of short courses: 1**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Essential Networking Skills	20/05/2022	19/05/2025	

**ETP0479**

Graywaters Resources

Plot 20353 Phase 2

Gaborone

Tel: 3112578

**No of short courses: 13**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Employee Essential Skills	20/05/2022	19/05/2025	
Employee Wellness	20/05/2022	19/05/2025	
First Aid	20/05/2022	19/05/2025	
Food Safety and Hygiene	20/05/2022	19/05/2025	
Firemarshal	06/05/2022	05/05/2025	
Inventory Management	06/05/2022	05/05/2025	
Microsoft Applications	06/05/2022	05/05/2025	
Occupational Health and Safety	06/05/2022	05/05/2025	
Basic Accounting	14/06/2022	13/06/2025	
Computer Basics	14/06/2022	13/06/2025	
Customer Service Display, Promote and Sell Products	14/06/2022	13/06/2025	
Fire Marshal	14/06/2022	13/06/2025	
HIV-AIDS Awareness	14/06/2022	13/06/2025	

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**ETP0319**

Monchos Associates

Plot 20651 Block3 Industrial

Gaborone

[Tel:3111148/77445521](tel:3111148/77445521)**No of short courses: 5**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Fire Safety	20/05/2022	19/05/2025	
First Aid	20/05/2022	19/05/2025	
Food Hygiene and Safety	20/05/2022	19/05/2025	
Occupational Health and Safety	20/05/2022	19/05/2025	
Working at Heights	20/05/2022	19/05/2025	

**ETP0358**

Total Emergency Solutions

Plot 14403 Gwest

Gaborone

Tel: 74229159/3910088

**No of short courses: 2**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Fire Fighting For Fire Marshals	20/05/2022	19/05/2022	
First Aid	20/05/2022	19/05/2022	

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**ETP0157**

Trix Investment  
 Plot 1676 Metlhabeng  
 Tlokweg  
 Tel: 3934347

**No of short courses: 7**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Driving Course-Heavy Duty	20/05/2022	19/05/2025	
Driving Instructors Course	20/05/2022	19/05/2025	
Forklift Operators Course	20/05/2022	19/05/2025	
Workplace Safety	20/05/2022	19/05/2025	
Customer Service	14/06/2022	13/06/2025	
Fleet Management	14/06/2022	13/06/2025	
Occupational Health and Safety	14/06/2022	13/06/2025	

**ETP0096**

Growthpoint Training and Development  
 Plot 50161 Unit 11 Grand park scheme  
 Gaborone  
 Tel: 71405747

**No of short courses: 7**

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

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Poultry Meat Examination and Inspection Level 2	03/08/2022	02/08/2025
Poultry Meat Examination and Inspection Level 3	03/08/2022	02/08/2025
Poultry Meat Quality Assurance	03/08/2022	02/08/2025

#### **ETP0441**

Holistic HR Management

Plot 6496 Chelford Plaza

Maun

Tel: 72349846

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

<b>NAME OF PROGRAMME</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION DATE</b>	<b>EXPIRY</b>
Stress Management	06/05/2022	05/05/2025	
Team Building	06/05/2022	05/05/2025	

#### **ETP0516**

Ramsadie Consultancy

Kanye

Tel: 74438653

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

<b>NAME OF PROGRAMME</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION DATE</b>	<b>EXPIRY</b>
Financial Literacy	06/05/2022	05/05/2025	

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**ETP0562**

Ranks Up Training

Plot 39430 Unit C

Mogoditshane

Tel: 3907523

**No of short courses: 4**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Customer Service Skills	06/05/2022	05/05/2025	
Management Information Systems	06/05/2022	05/05/2025	
Retail Management: merchandising and customer communication	06/05/2022	05/05/2025	
Supervision and management skills	06/05/2022	05/05/2025	

**ETP 0570**

Botswana Unified Revenue Service

Burs, CBD

Tel: 3957794

**No of short courses: 5**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	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	

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Successful Onboarding	Employee	14/06/2022	13/06/2025
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### ETP 0462

Dignet Institute  
 Plot 69184, Block 8  
 Gaborone, Botswana  
 Tel: 73910248

#### No of short courses: 2

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Enhancing Teaching Innovation Through Online Teaching	14/06/2022	13/06/2025	
Corporate Governance	22/07/2022	21/07/2025	

### ETP 0576

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

#### No of short courses: 4

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Defensive Driving	14/06/2022	13/06/2025	
First Aid Level 1	14/06/2022	13/06/2025	

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First Aid Level 2	14/06/2022	13/06/2025
First Aid Level 3	14/06/2022	13/06/2025

**ETP 0479**

I-Six Training

Plot 205 Independence Avenue

Gaborone

Tel: 3934258

**No of short courses: 2**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Defensive Driving	14/06/2022	13/06/2025	
Credit Control and Management	14/06/2022	13/06/2025	

**ETP 0559**

Monthati Projects Pty Ltd

Plot 22737

Serorome, Palapye

Tel: 75243689

**No of short courses: 1**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Monthati Projects Pty Ltd	14/06/2022	13/06/2025	

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**ETP 0088**

Claritech Institute

Plot 31218 Itiko House

Somerset Industrial, Francistown

Tel: 2408622

**No of short courses: 5**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
First Aid	30/06/2022	29/06/2025	
Horticulture	30/06/2022	29/06/2025	
Project Management	30/06/2022	29/06/2025	
Textiles Management	30/06/2022	29/06/2025	
Safety Health and Environment	20/05/2022	19/05/2025	

**ETP 0012**

Compucom Training

Plot 50362 Unit 4, Fairgrounds

Gaborone

Tel: 3112578/72506477

**No of short courses: 11**

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

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Control of Fraud in and Office Environment	03/08/2022	02/08/2025
Crisis Management and Risk Management	03/08/2022	02/08/2025
Dealing with Conflict and Complaints	03/08/2022	02/08/2025
Managing Pressure and Maintaining Balance	03/08/2022	02/08/2025

### ETP 0531

Incident Commanders

Professional House BBS Mall

First Floor, Unit 5 Gaborone

[Tel:72447450](tel:72447450)

**No of short courses: 7**

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

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**ETP 0405**

Orapa Technical College

Orapa Mine

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

<b>NAME OF PROGRAMME</b>	<b>RECOGNITION DATE</b>	<b>RECOGNITION DATE</b>	<b>EXPIRY DATE</b>
Engineering Appreciation- Automation and Information	30/06/2022		29/06/2025
Engineering Appreciation- Auto Trades	30/06/2022		29/06/2025
Engineering Appreciation- Electrical	30/06/2022		29/06/2025
Engineering Appreciation- Fabrication and Welding	30/06/2022		29/06/2025
Engineering Appreciation- Fitting	30/06/2022		29/06/2025
Scaffolding Construction	30/06/2022		29/06/2025
Fatal Risk Control Standard For Equipment and Machine Guarding	30/06/2022		29/06/2025
Automation & Information Fault Finding Technique	30/06/2022		29/06/2025
Forklift Operation	30/06/2022		29/06/2025
Fatal Risk Control Standard For Hazardous Materials Management	30/06/2022		29/06/2025
Fatal Risk Control Standard For Isolation & Lockout	30/06/2022		29/06/2025
Fatal Risk Control Standard For Lifting Operations	30/06/2022		29/06/2025
Fatal Risk Control Standard For Light Vehicle	30/06/2022		29/06/2025
Mobile Crane Operation	30/06/2022		29/06/2025
Fatal Risk Control Standard For Mobile Equipment	30/06/2022		29/06/2025
Truck Mounted Crane Operation	30/06/2022		29/06/2025

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Pendant Controlled Overhead Crane	30/06/2022	29/06/2025
Welding Refresher- Welding and Fabrication	30/06/2022	29/06/2025
Fatal Risk Control Standard For Working At Heights	30/06/2022	29/06/2025

## ETP 0102

Polynew Training Services

Plot 54483, Molapo Crossing

Gaborone

Tel: 76189647/3710853

## No of short courses: 36

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
International Public Sector Accounting(IPSAS)	30/06/2022		29/06/2025
Leading Through Uncertainty	30/06/2022		29/06/2025
Personal Financial Literacy	30/06/2022		29/06/2025
Poultry Meat Examination Training	30/06/2022		29/06/2025
Stakeholder Management	30/06/2022		29/06/2025
Strategic Management	30/06/2022		29/06/2025
Stress Management	30/06/2022		29/06/2025
Talent Management and Succession Planning	30/06/2022		29/06/2025
Business Analysis and Data Validation	22/07/2022		21/07/2025
Business Intelligence	22/07/2022		21/07/2025
Change Management Skills	22/07/2022		21/07/2025
Diversity and Inclusion in the Workplace	22/07/2022		21/07/2025
Effective Sales and Presentation Skills	22/07/2022		21/07/2025
Guidance and Counselling	22/07/2022		21/07/2025

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Forklift Training	22/07/2022	21/07/2025
Prevention and Response to Gender Based Violence	22/07/2022	21/07/2025
Basic Occupational Health and Safety	20/05/2022	19/05/2025
Coaching and Mentoring	20/05/2022	19/05/2025
Credit Control and Debt Management	20/05/2022	19/05/2025
Customer Care Service	20/05/2022	19/05/2025
Effective Performance Management	20/05/2022	19/05/2025
Effective Risk Management	20/05/2022	19/05/2025
Effective Time Management	20/05/2022	19/05/2025
Emotional Intelligence	20/05/2022	19/05/2025
Finance for Non-Financial Managers	20/05/2022	19/05/2025
First Aid	14/06/2022	13/06/2025
Leadership and Management	14/06/2022	13/06/2025
Principles of Early Childhood	14/06/2022	13/06/2025
Team Building	14/06/2022	13/06/2025
Total Quality Management	14/06/2022	13/06/2025
Train the Trainer	14/06/2022	13/06/2025
Workplace Ethics	14/06/2022	13/06/2025
Workplace Fire Prevention	14/06/2022	13/06/2025
Animal Welfare	03/08/2022	02/08/2025
Basic Scaffolding Techniques	03/08/2022	02/08/2025
Basic Security Skills	03/08/2022	02/08/2025

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**ETP 0329**

Quattor Training Services

Plot 22016, Kgomokasitwa Road

Gaborone West

Tel: 74012133

**No of short courses: 7**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Conflict Resolution	30/06/2022	29/06/2025	
Disciplinary Hearing	30/06/2022	29/06/2025	
Emotional Intelligence	30/06/2022	29/06/2025	
Food Safety	30/06/2022	29/06/2025	
Industrial Housekeeping	30/06/2022	29/06/2025	
Stocktake	30/06/2022	29/06/2025	
Team Building	30/06/2022	29/06/2025	

**ETP 0059**

Randall Management Consultants

Plot 1058, Motozone Building

Nkoyaphiri Ward

Tel: 3924318/73735231

**No of short courses: 14**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Conflict Resolution	30/06/2022	29/06/2025	
Store Management	30/06/2022	29/06/2025	
Change Management	14/06/2022	13/06/2025	
Customer Care	14/06/2022	13/06/2025	

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Effective Performance Management	14/06/2022	13/06/2025
Effective Team Building	14/06/2022	13/06/2025
Emotional Intelligence	14/06/2022	13/06/2025
Labour Relations	14/06/2022	13/06/2025
Leadership and Management Development	14/06/2022	13/06/2025
Stress Management	14/06/2022	13/06/2025
Effective Minutes Taking	03/08/2022	02/08/2025
Effective Supervisory Skills	03/08/2022	02/08/2025
Finance for Non-Finance Managers	03/08/2022	02/08/2025
Public Speaking and Presentation Skills	03/08/2022	02/08/2025

#### ETP 0487

TK'S Institution Of OHS Park

Mogoditshane, Botswana

Tel: 77600483/73537027/75476671

#### No of short courses: 3

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Change Management and Project In Practice	30/06/2022	29/06/2025
Food Safety, Hygiene and Production	30/06/2022	29/06/2025
Workplace Etiquette, Team Building and Employee Moral	30/06/2022	29/06/2025

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**ETP0184**

Centre For Business and Secretarial Training

Plot 4826, Mogoditshane Block 5

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

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

**ETP0240**

CJR Training Services

Plot 51570, Phakalane

[Tel:39317045/76011880](tel:39317045/76011880)**No of short courses:6**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Employee Wellness	22/07/2022	21/07/2025	
Team Building	22/07/2022	21/07/2025	
First Aid Level 1	22/07/2022	21/07/2025	
Basic Fire Marshal	22/07/2022	21/07/2025	
Forklift Training	22/07/2022	21/07/2025	
Occupational Health and Safety	22/07/2022	21/07/2025	

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**ETP0117**

College of Fire and Safety

Plot 4471, Mogoditshane Block5

[Tel:3962502](tel:3962502)

**No of short courses :1**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Anti-Money Laundering and Anti-Terrorist Financing	22/07/2022	21/07/2025	

**ETP0019**

Core Knowledge

Plot 712, Extension 2

Gaborone

Tel: 3957794

**No of short courses:2**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Conflict Resolution	30/06/2022	29/06/2025	
Store Management	30/06/2022	29/06/2025	

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**ETP0104**

Information Academy

Neat Creats Matebeleng

Tel: 72652179

**No of short courses: 10**

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

**ETP0159**

Kaelo Training Institution

P O Box 26361, Gaborone

[Tel:3119000/77091210](tel:3119000/77091210)**No of short courses: 3**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Hazardous Substances and Chemical Safety	22/07/2022	21/07/2025	
Safe work practices for chlorine	22/07/2022	21/07/2025	

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Accident and Incident Investigations	03/08/2022	02/08/2025
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### ETP0050

Masire Legal Consultants

Plot 59864, Block7

Tel: 74415055

### No of short courses: 1

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Labour Relations and Employment Law	22/07/2022	21/07/2025	

### ETP0310

Royal Training Consultants

Plot 39/3, Commerce Park

Gaborone

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

### No of short courses: 3

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	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	

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Sage HR and Payroll Software User Training	22/07/2022	21/07/2025
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### ETP0607

SHE Master

Unit 13, Commerce Park

Gaborone

Tel: 72784597

### No of short courses: 3

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	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	

### ETP0529

Teemane Health Training Centreproprietry

Plot 62056, Tsholofelo East

[Tel:73794340](tel:73794340)

### No of short courses: 2

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Life Support Skills	22/07/2022	21/07/2025	

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Trainer of Trainers	22/07/2022	21/07/2025
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**ETP0077**

Douglas Management Services

Plot 278, Radingwe Ward

Gabane

Tel: 71619075

**No of short courses: 4**

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

**ETP0411**

Premiere

Plot 130, Nkwe Square

Gaborone International Finance Park

[Tel:3952878](tel:3952878)

**No of short courses : 1**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Capability Development	21/04/2022	20/04/2025	

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**ETP0158**

Prime Services Training Consultancy

P O Box 20692

Mahalapye

Tel: 76373542

**No of short courses: 3**

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

**ETP0504**

Resusmed Botswana

Plot 2, Riverside Ward

Maun

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

**No of short courses: 3**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
First Aid Level 1	21/04/2022	20/04/2025	
First Aid Level 2	21/04/2022	20/04/2025	
First Aid Level 3	21/04/2022	20/04/2025	

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**ETP0257**

Systems Technical Academy

Plot 19058, Phase 2

Gaborone

Tel: 3110548

**No of short courses: 1**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION EXPIRY DATE
Safe Handling Of Refrigeration	06/05/2022	05/05/2025

**ETP0324**

First Training

Plot 21541, Phakalane

Tel: 71728613/72300399

**No of short courses: 1**

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

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**ETP0192**

Forefront Consult

Plot 181, Queens Road

Gaborone

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

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Emotional Intelligence	20/05/2022	19/05/2025	
Organisational Change Management	20/05/2022	19/05/2025	
Minute Taking	20/05/2022	19/05/2025	

**ETP0032**

Initiatives Training

Plot 241 Airport Road

Maun

[Tel:72307694](tel:72307694)**No of short courses: 8**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Assertive Behaviour	20/05/2022	19/05/2025	
Build the Team	20/05/2022	19/05/2025	
Coaching Skills	20/05/2022	19/05/2025	
Communication Skills	20/05/2022	19/05/2025	
Delivering Great Services	20/05/2022	19/05/2025	
Managing High Performance	20/05/2022	19/05/2025	
The Art Of Management	20/05/2022	19/05/2025	

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Organisational Vision and Direction	20/05/2022	19/05/2025
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#### ETP0004

Plant Instruments

Plot 22085, Gaborone West Industrial Office 4

Tel: 77073763

#### No of short courses: 9

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Aerial Lifts and Elevating Work Platforms	20/05/2022	19/05/2025	
Boiler Operation	20/05/2022	19/05/2025	
Forklift Operation	20/05/2022	19/05/2025	
Mobile Crane	20/05/2022	19/05/2025	
Overhead Crane Operation	20/05/2022	19/05/2025	
Rigging and Hoisting Fundamentals	20/05/2022	19/05/2025	
Telescopic Material Handler	20/05/2022	19/05/2025	
Truck Mounted Boom Crane Safety Training	20/05/2022	19/05/2025	
Working at Heights	20/05/2022	19/05/2025	

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**ETP0097**

The Custodian

Plot 5350/1/2 Extension 10

Gaborone

Tel: 71756688/72671068

**No of short courses: 4**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Basic Rigging	20/05/2022	19/05/2025	
Forklift Truck Operations	20/05/2022	19/05/2025	
Overhead Truck Operations	20/05/2022	19/05/2025	
Truck Mounted Crane Operations	20/05/2022	19/05/2025	

**ETP0052**

Woo International

Plot 2336, Lenganeng Commercial Centre

Tlokweng

Tel: 3180550/3973737

**No of short courses: 7**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Advanced First Aid	20/05/2022	19/05/2025	
Advanced Rigging	20/05/2022	19/05/2025	
Basic First Aid	20/05/2022	19/05/2025	
Forklift Truck Operations	20/05/2022	19/05/2025	

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Overhead Crane Operators	20/05/2022	19/05/2025
Safety Health and Environment Representative/Steward	20/05/2022	19/05/2025
Working at Heights	20/05/2022	19/05/2025

## ETP0498

Kalahari Training Institute

Plot 41 Unit 8, Commerce Park

Gaborone

Tel: 3113858

### No of short courses: 10

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Accounting Skills	14/06/2022	13/06/2025	
Advanced Project Management	14/06/2022	13/06/2025	
Anger Management	14/06/2022	13/06/2025	
Conflict Resolution	14/06/2022	13/06/2025	
Creating a Positive Work Environment	14/06/2022	13/06/2025	
Customer Service-Critical Elements of Customer Service	14/06/2022	13/06/2025	
Customer Service-Level 1	14/06/2022	13/06/2025	
Delegation	14/06/2022	13/06/2025	
Stress Management	14/06/2022	13/06/2025	
Time Management	14/06/2022	13/06/2025	

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**ETP0275**

Safety and Fire Solutions

Plot 3746, CBD Diamond mall office 4

Gaborone

[Tel:75673226](tel:75673226)**No of short courses: 4**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Accident and Incident Investigation and Reporting	14/06/2022	13/06/2025	
Fire Marshal	14/06/2022	13/06/2025	
First Aid	14/06/2022	13/06/2025	
Fundamentals of Safety	14/06/2022	13/06/2025	

**ETP0040**

Textiles and Clothing Institute

Plot 14461 Kamushongo Road

Gaborone West Industrial

Tel: 3923144

**No of short courses: 2**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Advanced Sewing Skills	30/06/2022	29/06/2025	
Basic Sewing Skills	30/06/2022	29/06/2025	

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**ETP0156**

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

**No of short courses: 10**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Advanced Excel	22/07/2022	21/07/2025	
Basic computing	22/07/2022	21/07/2025	
Basic Excel	22/07/2022	21/07/2025	
Customer Service	22/07/2022	21/07/2025	
Elementary Accounting	22/07/2022	21/07/2025	
Intermediate Excel	22/07/2022	21/07/2025	
Merchandising	22/07/2022	21/07/2025	
Powerpoint Presentation	22/07/2022	21/07/2025	
Sales Management	22/07/2022	21/07/2025	
Team building	22/07/2022	21/07/2025	

**ETP0224**

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

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NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Computing and Application Programs	22/07/2022	21/07/2025	
Customer Service Skills	22/07/2022	21/07/2025	
Database Skills-Microsoft Access	22/07/2022	21/07/2025	
First Aid Skills	22/07/2022	21/07/2025	
Leadership Skills for Supervisors	22/07/2022	21/07/2025	
Presentation Skills- Microsoft PowerPoint	22/07/2022	21/07/2025	
Spreadsheet Skills- Microsoft Excel	22/07/2022	21/07/2025	

### ETP0007

IT-IQ Botswana

Plot 68 Unit 8, Commerce Park

Gaborone

Tel:3181684

**No of short courses: 2**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Cisco Certified Network Associate(CCNA)	22/07/2022	21/07/2025	
Microsoft Excel-Level 1	22/07/2022	21/07/2025	

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**ETP0470**

Queens Aldams Consultancy

Plot 14914, CBD Extension

Francistown

Tel: 71134884/2410880

**No of short courses: 2**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Emergency Response and First Aid in the Workplace	22/07/2022	21/07/2025	
Occupational Health and Safety Management	22/07/2022	21/07/2025	

**ETP0055**

Botswana Accountancy College

Plot 50691, Fairgrounds

Gaborone

Tel: 72455385

**No of short courses: 11**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	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	

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Emotional Intelligence	03/08/2022	02/08/2025
Estate and Trust	03/08/2022	02/08/2025
Financial Strategy	03/08/2022	02/08/2025
Improving Business Performance	03/08/2022	02/08/2025
Public Sector Governance	03/08/2022	02/08/2025
Strategy in a Global Market	03/08/2022	02/08/2025

### ETP0548

Boswa Culinary Institute of Botswana

Plot 2830, Sedie Ward

Maun

Tel: 6860262

### No of short courses: 5

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Baking Skills	03/08/2022	02/08/2025	
Food Safety Skills	03/08/2022	02/08/2025	
Grilling and Roasting Skills	03/08/2022	02/08/2025	
Kitchen Management	03/08/2022	02/08/2025	
Plating Skills	03/08/2022	02/08/2025	

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**ETP0617**

Digital Learning Academy

Plot 31230, Unit 10 Somerset Phase 4 Industrial

Francistown

Tel: 71703288

**No of short courses: 3**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	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	

**ETP0537**

Euphoric NLP &amp; Life Coaching Academy

Plot Morepo Ward

Thamaga

Tel: 75671810/73133587

**No of short courses: 3**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Academic Coaching	03/08/2022	02/08/2025	
Emotional Intelligence	03/08/2022	02/08/2025	
Marital Coaching	03/08/2022	02/08/2025	

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**ETP0042**

Gaborone University College of Law and Professional Studies

Plot 6398, Broadhurst Industrial

Gaborone

Tel: 3185596

**No of short courses: 2**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Administration of Retail Operations	03/08/2022	02/08/2025	
Stock and Loss Control Shrinkage	03/08/2022	02/08/2025	

**ETP0079**

The Maddy Group

Plot 39588, Block 6

Gaborone

Tel: 76458777/75366932

**No of short courses: 6**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	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	

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Safely Erect and Dismantle Scaffolding	03/08/2022	02/08/2025
Use Hand and Power Tools	03/08/2022	02/08/2025

### ETP0421

Theo Star Consultancy

Plot 2662, Mornach

Francistown

Tel: 2420940

### No of short courses: 4

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	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	

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**ETP0414**

World Wide Industrial and Systems Engineers

Plot 69354, Gaborone North

Gaborone

Tel: 0861099473

**No of short courses: 5**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	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	

**ETP0384**

Collegia Consulting Group

Plot 1271, Lobatse Road

Gaborone

Tel: 72986807

**No of short courses: 3**

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Customer Service	03/08/2022	02/08/2025	

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Occupational Health and Safety	03/08/2022	02/08/2025
Project Management	03/08/2022	02/08/2025

## ETP0048

Pimots Enterprises

Plot 53/71, Unit GC

Gaborone

Tel: 3908250

### No of short courses: 5

NAME OF PROGRAMME	RECOGNITION DATE	RECOGNITION DATE	EXPIRY DATE
Basic Fire Fighting	03/08/2022	02/08/2025	
Customer Service Excellence	03/08/2022	02/08/2025	
Effective Selling Skills	03/08/2022	02/08/2025	
Emotional Intelligence	03/08/2022	02/08/2025	
Team Building Skills	03/08/2022	02/08/2025	

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