



KEEP YOUR **SKILLS** ALIVE  
MAKE THEM **FLOURISH**

**“AN INVESTMENT IN KNOWLEDGE  
PAYS THE BEST INTEREST”....**

Benjamin Francklin

## ABOUT US...

Currently, organisations need face stiff competition in their respective industries of operation. It is evident that the organisations that are market leaders have a pool of talent that they keep improving and hence generate between industrial performance. The difference between the skills that a needed to get the job done and those that are available in for hiring is ever increasing.

We, GAP Management Institute, as a modern Capacity building and human resource skilling organisation, acknowledge the existence of skills gaps and hence our existence to manage them. We are here to improve your skills-set to match the ever-changing organisational skills needs.



**BOOK A CLASS NOW**  
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# HEY!

## OUR PHILOSOPHY...

Learning has changed over time, the way we learn has increased to millions folds in comparison to our past. At Gap Management Institute, we have developed course materials and topics to make learning easy and interesting. The modules of all courses are delivered in various forms i.e. video lectures, audio instruction, Real-Time Face to Face Interactions and animated features. These are geared towards creating learning in all spaces of human existence, on the move, or stationed in one place with a lot of activities taking place.



### BOOK A CLASS...

Please feel free to book a class with us. We have already developed and structured training programs throughout the year. Please feel free to use our **BOOK A CLASS NOW** click to find yourself an appropriate course for both your present skills need and future engagement. If you have any queries or would require any assistance, please contact us using the addresses provided in the profile.

**UNIQUE  
INSIGHTS  
INCLUDED**

# our PROGRAMMES

Our programs and courses are developed with the ever-changing skills need in the job market in mind. We deliver skilling services through our courses in an unprecedented way with integration of modern learning tools and methods. They are structured in such a way that makes it easy for the learners to acquire skills in the shorted time possible.



FINANCE  
MANAGEMENT,  
ACCOUNTING &  
AUDIT (FMAA)



HUMAN RESOURCE  
MGT, LEADERSHIP  
& ORGANISATIONAL  
DEVELOPMENT (HRL0D)



COMMUNICATION  
AND PR



HEALTH, SAFETY  
& ENVIRONMENTAL  
MANAGEMENT



SECRETARIAL  
& GENERAL  
ADMINISTRATION (SGA)



PROJECT  
MANAGEMENT



RECORDS & ICT  
MANAGEMENT ( RIT)



PUBLIC HEALTH



LAW &  
PUBLIC POLICY



PROCUREMENT,  
LOGISTICS & TRANSPORT  
MANAGEMENT ( PLTM)



# OUR COURSES...



## **FINANCE, MANAGEMENT ACCOUNTING & AUDIT**

All successful organisations and businesses are built on the foundation of good resource management. Finance is a key resource in the survival and growth of any entity. This is the very reason as to why we have designed our finance courses to stretch from accounting, finance reporting to audit.

We need to make sure that the entire finance function and those that audit it are up to date with the necessary skills to; account, effectively report, analyse performance and avert any foreseen risk that could negatively affect any organisation.

## **PROJECT MANAGEMENT**

Any activity effectively managed will produce the expected outcome and outputs. In the same regard, effective project management will make sure that project owners get to enjoy the intended outcome and outputs of their projects. Gap Management Institute has created courses under project management that stretches from introductory basics to advance project portfolio management.

These courses are geared towards skilling all expected personnel in any give project. At different levels or hierarchy, different course materials have been prepared for easy skilling while maintaining the project management alignment.

## It's A Skilling Entity



## **HUMAN RESOURCE MANAGEMENT, LEADERSHIP & ORGANISATIONAL DEVELOPMENT.**

Human resources are a key resource to organisational success. With good leadership and an effective workforce, we believe that an organisation can easily attain its objectives. Our courses are designed to offer skills at all levels of leadership within an organisation.

Gap Management Institute believes that HR development is very paramount to retaining good talent and knowledge management. Our human resources course will help shape you into a better leader through experience-based sharing and execution.

## **RECORDS & ICT MANAGEMENT**

The power of an economy could be expressed as its ability to process paperwork. Records are our paperwork and for it to be effectively processed, we must embrace organisation, meticulous security and modern & secure technology.

We have developed course around records and ICT management that will help anyone achieve this.

## **COMMUNICATION & PUBLIC RELATIONS**

Effective communication is a major tool in pushing for organisational effectiveness and growth. As organisations pursue their objectives, they ought to sound it clear, throughout the organisation, what their objectives are and what strategy they are adopting to achieve them.

With proper channels of communication, organisations can put every employee and other stakeholders in alignment with their strategies.

These very organisations institute good public relations to deal with moments of crisis or hardships. Gap Management Institute has designed the Communication & PR courses to give you the ultimate communication skills to aid you in your career.

## **SECRETARIAL & GENERAL ADMINISTRATION**

The modern-day secretary is charged with a great deal of administrative work. This alone necessitates the secretarial professionals to be well-equipped with knowledge and experience in planning, managing and delivering results.

Our courses will skill administrative secretaries using practical approaches to management and organisational workspaces. These courses take a wholistic approach to the secretarial function.



## **HEALTH, SAFETY & ENVIRONMENTAL MANAGEMENT.**

Organisational workforces need to be monitor on their health. An unhealth workforce cannot deliver on an organisation's objectives. Therefore, organisations must labour and endeavour to create a work environment that is safe and promotes good health among the employees.

It is this intricate science of the relationship between employee and work environment that our health, safety & Environmental Management courses are all about.

## **HEALTH, SAFETY & ENVIRONMENTAL MANAGEMENT.**

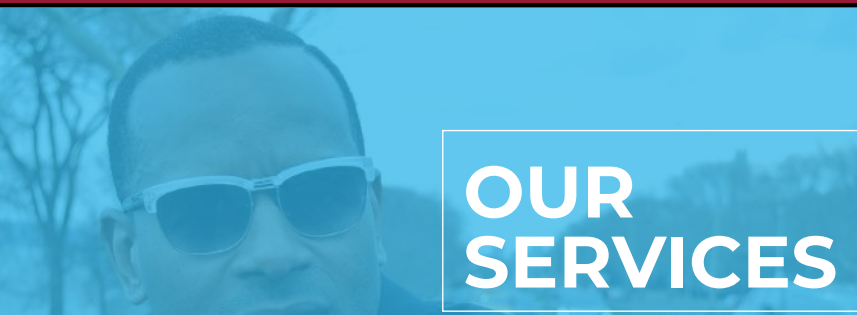
The art of purchasing and supply is one that every organisation should master. It is through this function that organisation acquire the resources, whether consumable or not, that are used to execute the activities that feed into the organisational strategy. Therefore time, quality and cost are very fundamental consideration when running and operating a procurement function. Gap Management Institute has prepared course that concentrate on the practical aspects of procurement, logistics and transport management.

Welcome to Gap Management Institute, we are committed to helping you acquire skills that make you more productive and give you an edge that will set you apart in this competitive business environment.

Gap Management Institute brings distinguished track record of making a positive difference through customized course structures delivered through practical training and experiential learning in a conducive environment. We also offer in-house training basing on clients' interests.

Please peruse the attached course catalogue to enable you choose the appropriate course. In the meantime, please feel free to contact us through any of our various means below you find convenient. We will be glad to answer any questions you may have.

We look forward to having you join us and becoming one of our distinguished participants and beneficiaries of our stimulating intellectual environment.



## OUR SERVICES



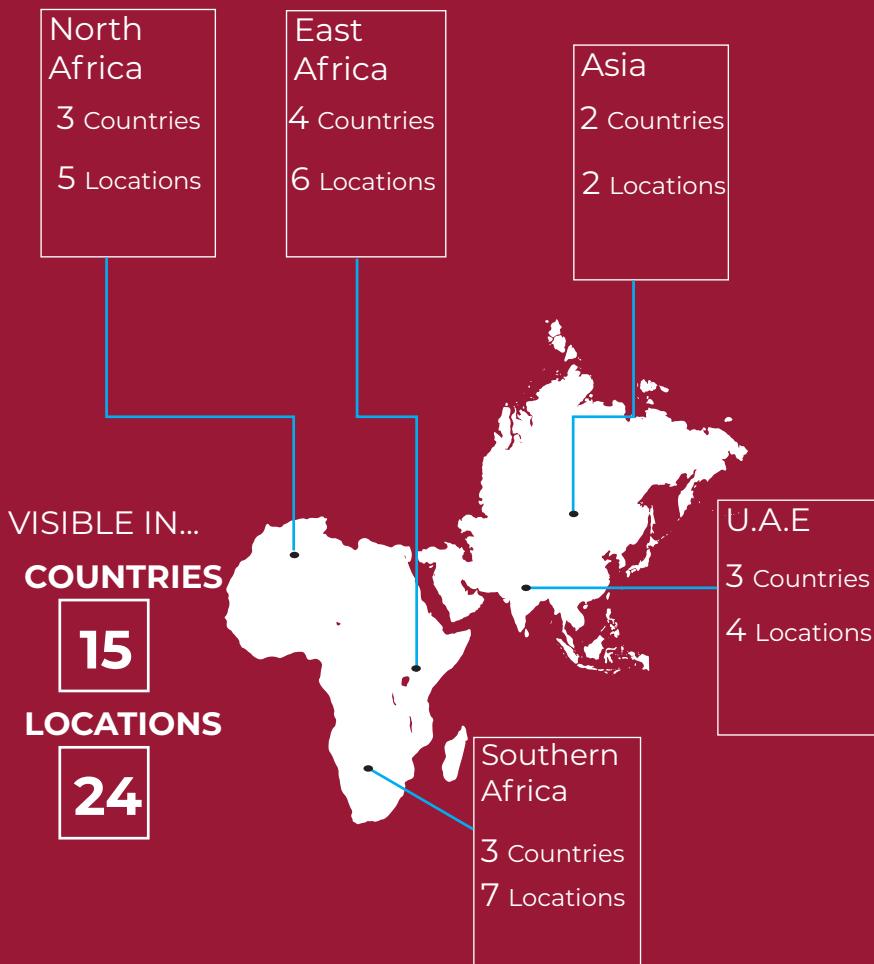
**Capacity Building**

**Tailor made Courses**

**Study Visits**

**In house Trainings**

## TRAINING VENUES



**GET DETAILS**

[www.gapmanagementinstitute.org](http://www.gapmanagementinstitute.org)

- Cairo, Egypt
  - Alexandria, Egypt
  - Marrakesh, Morocco
  - Dubai, U.A.E
  - Abu Dhabi, U.A.E
  - Sharjah, U.A.E
  - Deira, U.A.E
  - Mombasa, Kenya
  - Nairobi, Kenya
  - Arusha, Tanzania
  - Dar es Salaam, Tanzania
  - Kampala, Uganda
  - Addis Ababa, Ethiopia
  - Pulau Ujong, Singapore
  - Mbabane, Swaziland
  - Maseru, Lesotho
  - Kigali, Rwanda
  - South African Provinces
- .As requested by client*





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