

# TRAINING AND WORKSHOP CALENDAR

April 2021-  
March 2022



To address the needs of sustainability in a project, capacity building and training has become the norm for the day. Leveraging on the experience and strength of Public Affairs Centre (PAC), customised trainings are delivered to stakeholders to include representatives from grassroots level, organisations, corporate, governments and academic institutions.

**APRIL** 21-22

**Writing an engaging Policy Brief**

**8 hrs**

**MAY** 19-21

**Use of Data Effectively in Governance and Development**

**12 hrs**

**JUNE** 16-17

**E-mail Etiquette - Its usage in a Professional Environment**

**8 hrs**

**JULY** 14-16

**Social Accountability Tools**

**12 hrs**

**AUGUST** 18-19

**Team Building**

**8 hrs**

**SEPTEMBER** 22-24

**Understanding Corporate Social Responsibilities**

**12 hrs**

**OCTOBER** 18-19

**Writing a Winning Proposal**

**8 hrs**

**NOVEMBER** 17-19

**Gender Inclusivity**

**12 hrs**

**DECEMBER** 15-16

**Time Management & Prioritisation**

**8 hrs**

**JANUARY** 19-21

**Policy Engagement and Communication**

**12 hrs**

**FEBRUARY** 15-16

**Social Media and Understanding Audience Needs**

**8 hrs**

**MARCH** 16-18

**Organisational Management**

**12 hrs**