

# 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**<sup>21-22</sup>  
**Writing an  
engaging  
Policy Brief**  
**8 hrs**

**MAY**<sup>19-21</sup>  
**Use of Data Effectively  
in Governance and  
Development**  
**12 hrs**

**JUNE**<sup>16-17</sup>  
**E-mail Etiquette -  
Its usage in a  
Professional  
Environment**  
**8 hrs**

**JULY**<sup>14-16</sup>  
**Social Accountability  
Tools**  
**12 hrs**

**AUGUST**<sup>25-27</sup>  
**Writing an  
Effective Report**  
**8 hrs**

**SEPTEMBER**<sup>22-24</sup>  
**Understanding  
Corporate Social  
Responsibilities**  
**12 hrs**

**OCTOBER**<sup>18-19</sup>  
**Writing a Winning  
Proposal**  
**8 hrs**

**NOVEMBER**<sup>17-19</sup>  
**Gender Inclusivity**  
**12 hrs**

**DECEMBER**<sup>15-16</sup>  
**Time Management  
& Prioritisation**  
**8 hrs**

**JANUARY**<sup>19-21</sup>  
**Policy Engagement  
and Communication**  
**12 hrs**

**FEBRUARY**<sup>15-16</sup>  
**Social Media and  
Understanding  
Audience Needs**  
**8 hrs**

**MARCH**<sup>16-18</sup>  
**Organisational  
Management**  
**12 hrs**