

JAKE RILEY ACADEMY

COURSE CALENDAR 2026

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OUR SCHEDULED CLASSES

ALL WEEKDAY CLASSES RUN FOR 2-5 ACCELERATED EXECUTIVE WEEKDAYS (10-20HRS)

ALL WEEKEND CLASSES RUN FOR 2 ACCELERATED EXECUTIVE WEEKENDS (20HRS)

1. PROJECT MANAGEMENT (PMI, PRINCE2)

S/N	COURSES	WEEKEND DATES	WEEKEND TIME	WEEKDAY DATES	FEE
1	PMI Exam Preparatory Programme	2nd week of every month	10:00 AM - 4:00 PM	2nd week of every month	TBA
2	PRINCE2 Foundation & Practitioner	3rd week of every month	10:00 AM - 4:00 PM	3rd week of every month	TBA
3	Public Sector Project Delivery Masterclass	Feb 28th - Mar. 1st March 7th-8th March 14th-15th	10:00 AM - 4:00 PM	Jan 19th-23rd	TBA
4	Monitoring, Evaluation & Learning (MEL) for Government Programme	April 4th-5th April 11th-12th April 18th-19th	10:00 AM - 4:00 PM	Jan 26th-30th	TBA
5	Project Risk Assessment & Mitigation Strategies	May 2nd-3rd May 9th-10th May 16th-17th	10:00 AM - 4:00 PM	Feb 2nd-6th	TBA
6	Stakeholder Engagement for Government Projects	June 6th-7th June 13th-14th June 20th-21st	10:00 AM - 4:00 PM	Feb 9th-13th	TBA
7	Project Portfolio & Programme Management (PPM)	July 4th-5th July 11th-12th July 18th-19th	10:00 AM - 4:00 PM	Feb 16th-20th	TBA
8	Data-Driven Project Reporting & Performance Tracking	Aug 1st-2nd Aug 8th-9th Aug 15th-16th	10:00 AM - 4:00 PM	Feb 23rd-27th	TBA
9	Project Budgeting & Cost Control	Sept 5th-6th Sept 12th-13th Sept 19th-20th	10:00 AM - 4:00 PM	March 2nd-6th	TBA

2. LEADERSHIP & INNOVATION IN GOVERNANCE

S/N	COURSES	WEEKEND DATES	WEEKEND TIME	WEEKDAY DATES	FEE
1	Leading High-Performing Public Sector Teams	Oct 3rd-4th Oct 10th-11th Oct 17th-18th	10:00 AM - 4:00 PM	March 9th-13th	TBA
2	Executive Leadership for Policy Formulation & Decision-Making	Oct 31st - Nov 1st Nov 7th-8th Nov 14th-15th	10:00 AM - 4:00 PM	March 16th-20th	TBA
3	Innovation & Change Management in Government	Dec 5th-6th Dec 12th-13th Dec 19th-20th	10:00 AM - 4:00 PM	March 23rd-27th	TBA
4	Ethical Leadership & Public Accountability	Jan 24th-25th Jan 31st - Feb 1st Feb 7th-8th	10:00 AM - 4:00 PM	March 30th - April 3rd	TBA
5	Regulatory Leadership & Oversight	Feb 14th-15th Feb 21st-22nd Feb 28th - March 1st	10:00 AM - 4:00 PM	April 6th-10th	TBA
6	Presentation & Public Speaking Skills	April 4th-5th April 11th-12th	10:00 AM - 4:00 PM	Aug 3rd-7th	TBA

S/N	COURSES	WEEKEND DATES	WEEKEND TIME	WEEKDAY DATES	FEE
		April 18th-19th			

3. LEADERSHIP & INNOVATION IN PUBLIC PROCUREMENT

S/N	COURSES	WEEKEND DATES	WEEKEND TIME	WEEKDAY DATES	FEE
1	Fundamentals of Public Procurement (Aligned with PPA & BPP Guidelines)	March 7th-8th March 14th-15th March 21st-22nd	10:00 AM - 4:00 PM	April 13th-17th	TBA
2	CIPS Exam and Certification Program	Every last week of the month	10:00 AM - 4:00 PM	Every last week of the month	TBA
3	Designing & Managing Transparent Tender Processes	April 18th-19th April 25th-26th May 2nd-3rd	10:00 AM - 4:00 PM	April 27th - May 1st	TBA
4	E-Procurement and Digital Procurement Systems	May 9th-10th May 16th-17th May 23rd-24th	10:00 AM - 4:00 PM	May 4th-8th	TBA
5	Procurement Audit & Compliance	June 6th-7th June 13th-14th June 20th-21st	10:00 AM - 4:00 PM	May 11th-15th	TBA
6	Contracting, Evaluation & Vendor Selection	June 27th-28th July 4th-5th July 11th-12th	10:00 AM - 4:00 PM	May 18th-22nd	TBA
7	Sustainable & Green Procurement	July 18th-19th July 25th-26th Aug 1st-2nd	10:00 AM - 4:00 PM	May 25th-29th	TBA
8	Fraud Prevention & Anti-Corruption Strategies in Procurement	Aug 8th-9th Aug 15th-16th Aug 22nd-23rd	10:00 AM - 4:00 PM	June 1st-5th	TBA
9	Category Management & Strategic Sourcing	Aug 29th-30th Sept 5th-6th Sept 12th-13th	10:00 AM - 4:00 PM	June 8th-12th	TBA
10	Procurement Planning & Market Intelligence	Sept 19th-20th Sept 26th-27th Oct 3rd-4th	10:00 AM - 4:00 PM	June 15th-19th	TBA
11	Risk Management in Public Procurement	Oct 10th-11th Oct 17th-18th Oct 24th-25th	10:00 AM - 4:00 PM	June 22nd-26th	TBA

4. PUBLIC FINANCIAL MANAGEMENT (PFM)

S/N	COURSES	WEEKEND DATES	WEEKEND TIME	WEEKDAY DATES	FEE
1	Fundamentals of Public Financial Management	Oct 31st - Nov 1st Nov 7th-8th Nov 14th-15th	10:00 AM - 4:00 PM	June 29th - July 3rd	TBA
2	Government Budgeting & Expenditure Frameworks	Nov 21st-22nd Nov 28th-29th Dec 5th-6th	10:00 AM - 4:00 PM	July 6th-10th	TBA
3	Treasury Single Account (TSA) & Cash Management	Jan 10th-11th Jan 17th-18th Jan 24th-25th	10:00 AM - 4:00 PM	July 13th-17th	TBA
4	Fiscal Responsibility, Audit & Control	Jan 31st - Feb 1st Feb 7th-8th Feb 14th-15th	10:00 AM - 4:00 PM	July 20th-24th	TBA
5	International Public Sector Accounting Standards (IPSAS)	Feb 28th - March 1st March 7th-8th March 14th-15th	10:00 AM - 4:00 PM	July 27th-31st	TBA
6	Presentation & Public Speaking Skills	April 4th-5th April 11th-12th April 18th-19th	10:00 AM - 4:00 PM	Aug 3rd-7th	TBA
7	Revenue Forecasting & Mobilisation Strategies	May 2nd-3rd	10:00 AM - 4:00 PM	Aug 10th-14th	TBA

S/N	COURSES	WEEKEND DATES	WEEKEND TIME	WEEKDAY DATES	FEE
		May 9th-10th May 16th-17th			
8	Internal Control Systems for Public Institutions	June 6th-7th June 13th-14th June 20th-21st	10:00 AM - 4:00 PM	Aug 17th-21st	TBA
9	Financial Risk Management & Anti-Fraud Measures	July 4th-5th July 11th-12th July 18th-19th	10:00 AM - 4:00 PM	Aug 24th-28th	TBA
10	Debt Management & Fiscal Sustainability	Aug 1st-2nd Aug 8th-9th Aug 15th-16th	10:00 AM - 4:00 PM	Aug 31st - Sept 4th	TBA
11	Public Sector Financial Reporting & Accountability	Sept 5th-6th Sept 12th-13th Sept 19th-20th	10:00 AM - 4:00 PM	Sept 7th-11th	TBA
12	Grants Management for Public Agencies	Oct 3rd-4th Oct 10th-11th Oct 17th-18th	10:00 AM - 4:00 PM	Sept 14th-18th	TBA
13	Financial Modelling for Public Sector	Oct 31st - Nov 1st Nov 7th-8th Nov 14th-15th	10:00 AM - 4:00 PM	Sept 21st-25th	TBA
14	Public Expenditure Tracking & Performance Review	Dec 5th-6th Dec 12th-13th Dec 19th-20th	10:00 AM - 4:00 PM	Sept 28th - Oct 2nd	TBA

Please note that our weekend classes are Executive Programs

5. CYBERSECURITY

S/N	COURSES	WEEKEND DATES	WEEKEND TIME	WEEKDAY DATES	FEE
1	Cybersecurity Fundamentals for Government Workers	Jan 24th-25th Jan 31st - Feb 1st Feb 7th-8th	10:00 AM - 4:00 PM	June 29th - July 3rd	TBA
2	Cyber Threat Intelligence & Incident Response	Feb 14th-15th Feb 21st-22nd Feb 28th - March 1st	10:00 AM - 4:00 PM	July 6th-10th	TBA
3	Information Security Management (ISO 27001)	Feb 28th - March 1st March 7th-8th March 14th-15th	10:00 AM - 4:00 PM	July 13th-17th	TBA
4	Digital Infrastructure Protection for Public Institutions	April 4th-5th April 11th-12th April 18th-19th	10:00 AM - 4:00 PM	July 20th-24th	TBA
5	Cyber Risk Assessment for MDAs	May 2nd-3rd May 9th-10th May 16th-17th	10:00 AM - 4:00 PM	July 27th-31st	TBA
6	Data Privacy & Compliance (NDPR + GDPR Basics)	June 6th-7th June 13th-14th June 20th-21st	10:00 AM - 4:00 PM	Aug 3rd-7th	TBA

6. DIGITAL SKILLS

S/N	COURSES	WEEKEND DATES	WEEKEND TIME	WEEKDAY DATES	FEE
1	Microsoft Office Productivity (Beginner-Advanced)	July 4th-5th July 11th-12th July 18th-19th	10:00 AM - 4:00 PM	June 29th - July 3rd	TBA
2	Data Analytics for Public Sector (Excel, Power BI)	Aug 1st-2nd Aug 8th-9th Aug 15th-16th	10:00 AM - 4:00 PM	July 6th-10th	TBA
3	Digital Literacy for Government Administrators	Sept 5th-6th Sept 12th-13th Sept 19th-20th	10:00 AM - 4:00 PM	July 13th-17th	TBA
4	e-Government Tools & Digital Transformation	Oct 3rd-4th	10:00 AM - 4:00 PM	July 20th-24th	TBA

S/N	COURSES	WEEKEND DATES	WEEKEND TIME	WEEKDAY DATES	FEE
		Oct 10th-11th Oct 17th-18th			
5	Introduction to Artificial Intelligence for Public Service	Oct 31st - Nov 1st Nov 7th-8th Nov 14th-15th	10:00 AM - 4:00 PM	July 27th-31st	TBA
6	Digital Communication & Collaboration Tools (Teams, Zoom, Slack)	Dec 5th-6th Dec 12th-13th Dec 19th-20th	10:00 AM - 4:00 PM	Aug 3rd-7th	TBA
7	Process Automation for MDAs	Jan 24th-25th Jan 31st - Feb 1st Feb 7th-8th	10:00 AM - 4:00 PM	Aug 10th-14th	TBA
8	Geographic Information Systems (GIS) for Public Planning	Feb 14th-15th Feb 21st-22nd Feb 28th - March 1st	10:00 AM - 4:00 PM	Aug 17th-21st	TBA

7. HUMAN RESOURCE MANAGEMENT

S/N	COURSES	WEEKEND DATES	WEEKEND TIME	WEEKDAY DATES	FEE
1	HR Management for Public Sector Professionals	Feb 28th - March 1st March 7th-8th March 14th-15th	10:00 AM - 4:00 PM	June 29th - July 3rd	TBA
2	Talent Acquisition & Workforce Planning	April 4th-5th April 11th-12th April 18th-19th	10:00 AM - 4:00 PM	July 6th-10th	TBA
3	Performance Management Systems for Civil Service	May 2nd-3rd May 9th-10th May 16th-17th	10:00 AM - 4:00 PM	July 13th-17th	TBA
4	Competency Framework Development & Role Profiling	June 6th-7th June 13th-14th June 20th-21st	10:00 AM - 4:00 PM	July 20th-24th	TBA
5	Learning & Development Strategy for MDAs	July 4th-5th July 11th-12th July 18th-19th	10:00 AM - 4:00 PM	July 27th-31st	TBA
6	HR Analytics & Evidence-Based HR	Aug 1st-2nd Aug 8th-9th Aug 15th-16th	10:00 AM - 4:00 PM	Aug 3rd-7th	TBA
7	CIPM Certification and Training Diets	March - Dec	10:00 AM - 4:00 PM	Aug 3rd-7th	TBA

8. CUSTOMER SERVICE (CITIZEN-CENTRICITY)

S/N	COURSES	WEEKEND DATES	WEEKEND TIME	WEEKDAY DATES	FEE
1	Customer Service Excellence in Public Sector	Sept 5th-6th Sept 12th-13th Sept 19th-20th	10:00 AM - 4:00 PM	June 29th - July 3rd	TBA
2	Citizen Experience (CX) Design for Government Services	Oct 3rd-4th Oct 10th-11th Oct 17th-18th	10:00 AM - 4:00 PM	July 6th-10th	TBA
3	Effective Communication & Public Engagement	Oct 31st - Nov 1st Nov 7th-8th Nov 14th-15th	10:00 AM - 4:00 PM	July 13th-17th	TBA
4	Handling Difficult Citizens & Conflict Resolution	Dec 5th-6th Dec 12th-13th Dec 19th-20th	10:00 AM - 4:00 PM	July 20th-24th	TBA
5	Service Charter Development & Implementation	Jan 24th-25th Jan 31st - Feb 1st Feb 7th-8th	10:00 AM - 4:00 PM	July 27th-31st	TBA
6	Public Complaint Management & Feedback Systems	Feb 14th-15th Feb 21st-22nd Feb 28th - March 1st	10:00 AM - 4:00 PM	Aug 3rd-7th	TBA
7	Emotional Intelligence for Public Servants	Feb 28th - March 1st	10:00 AM - 4:00 PM	Aug 10th-14th	TBA

S/N	COURSES	WEEKEND DATES	WEEKEND TIME	WEEKDAY DATES	FEE
		March 7th-8th March 14th-15th			
8	Professional Etiquette & Telephone Handling	April 4th-5th April 11th-12th April 18th-19th	10:00 AM - 4:00 PM	Aug 17th-21st	TBA
9	Citizens' Rights, Expectations & Service Standards	May 2nd-3rd May 9th-10th May 16th-17th	10:00 AM - 4:00 PM	Aug 24th-28th	TBA
10	Digital Customer Service for Online Government Platforms	June 6th-7th June 13th-14th June 20th-21st	10:00 AM - 4:00 PM	Aug 31st - Sept 4th	TBA

9. SPECIALIST TECHNICAL DEVELOPMENT PATHWAYS (OIL & GAS)

S/N	COURSES	WEEKEND DATES	WEEKEND TIME	WEEKDAY DATES	FEE
1	LNG & Gas Processing Operator Development (Foundation Certificate in LNG & Gas Processing Operations)	Aug 1st-2nd Aug 8th-9th Aug 15th-16th Aug 22nd-23rd	10:00 AM - 4:00 PM	Aug 3rd-28th	TBA
2	Hazardous Area EI&A (Foundation Certificate in Hazardous Area EI&A)	Sept 5th-6th Sept 12th-13th Sept 19th-20th	10:00 AM - 4:00 PM	Sept 7th-25th	TBA
3	Digital Competence for Oil & Gas (Certificate in Digital Competence for Oil & Gas)	Oct 3rd-4th Oct 10th-11th Oct 17th-18th Oct 24th-25th	10:00 AM - 4:00 PM	Oct 5th-30th	TBA
4	Multi-Skilled Technicians (Certificate in Multi-Skilled Technician Competence)	Nov 1st-2nd onwards (Monthly weekends)	10:00 AM - 4:00 PM	Nov 3rd 2026 - Oct 2027	TBA

10. GENDER DEVELOPMENT COURSES

S/N	COURSES	WEEKEND DATES	WEEKEND TIME	WEEKDAY DATES	FEE
1	Business Communication	Aug 2nd-3rd Aug 9th-10th	10:00 AM - 4:00 PM	Aug 3rd-14th	TBA
2	Diversity and Inclusion Awareness	Aug 16th-17th Aug 23rd-24th	10:00 AM - 4:00 PM	Aug 17th-28th	TBA
3	Use of Technology: How to Increase Productivity	Sept 6th-7th Sept 13th-14th	10:00 AM - 4:00 PM	Sept 7th-18th	TBA
4	Creating a Respectful Workplace	Sept 20th-21st Sept 27th-28th	10:00 AM - 4:00 PM	Sept 21st - Oct 2nd	TBA
5	Energy Sector Career and Skills	Oct 4th-5th Oct 11th-12th	10:00 AM - 4:00 PM	Oct 5th-16th	TBA
6	Strategic Planning	Oct 18th-19th Oct 25th-26th	10:00 AM - 4:00 PM	Oct 19th-30th	TBA
7	Performance Management: Supervision & Coaching	Nov 1st-2nd Nov 8th-9th	10:00 AM - 4:00 PM	Nov 2nd-13th	TBA
8	Business Etiquette and Networking	Nov 15th-16th Nov 22nd-23rd	10:00 AM - 4:00 PM	Nov 16th-27th	TBA
9	Team Effectiveness	Dec 6th-7th Dec 13th-14th	10:00 AM - 4:00 PM	Dec 7th-18th	TBA
10	Leading with Emotional Intelligence	Dec 20th-21st Dec 27th-28th	10:00 AM - 4:00 PM	Dec 21st 2026 - Jan 2nd 2027	TBA
11	Conflict Management and Negotiation Skills	Jan 10th-11th Jan 17th-18th	10:00 AM - 4:00 PM	Jan 11th-22nd 2027	TBA
12	Teambuilding for Success	Jan 24th-25th Jan 31st - Feb 1st	10:00 AM - 4:00 PM	Jan 25th - Feb 5th 2027	TBA
13	Time Management: Maximise Your Day	Feb 7th-8th	10:00 AM - 4:00 PM	Feb 8th-19th 2027	TBA

S/N	COURSES	WEEKEND DATES	WEEKEND TIME	WEEKDAY DATES	FEE
		Feb 14th-15th			
14	Personal Branding for Professional Success	Feb 21st-22nd Feb 28th - Mar 1st	10:00 AM - 4:00 PM	Feb 22nd - Mar 5th 2027	TBA
15	Work-Life Integration: Strategies for Balance	March 7th-8th March 14th-15th	10:00 AM - 4:00 PM	March 8th-19th 2027	TBA
16	Career Development and Action Planning	March 21st-22nd March 28th-29th	10:00 AM - 4:00 PM	March 22nd - Apr 2nd 2027	TBA
17	Being Politically Savvy in the Workplace	April 4th-5th April 11th-12th	10:00 AM - 4:00 PM	April 5th-16th 2027	TBA
18	CV Writing: Crafting Your Professional Story	April 18th-19th April 25th-26th	10:00 AM - 4:00 PM	April 19th-30th 2027	TBA
19	Customer Service Excellence	May 2nd-3rd May 9th-10th	10:00 AM - 4:00 PM	May 3rd-14th 2027	TBA
20	Women in the Energy Sector	May 16th-17th May 23rd-24th	10:00 AM - 4:00 PM	May 17th-28th 2027	TBA

Weekend classes run across the full programme duration. Please contact us to confirm specific cohort start dates