

**Addis Ababa Chamber of Commerce & Sectoral Associations (AACCSA)**  
**Tentative Training Program for 2004 Ethiopian Budget Year**

<b>No</b>	<b>Training Topics</b>	<b>Duration</b>
1	Office Operations Management	July 18 - 22, 2011
2	How to do Import and Export Business	July 25 - 29, 2011
3	Human Resource Management	Aug. 1 - 5, 2011
4	Supervisory Management	Aug. 8 - 12, 2011
5	Dry Port Management	Aug. 15 - 19, 2011
6	Financial Accounting	Aug. 22 - 26, 2011
7	Property and Facility Management	Aug. 29 - Sep. 2, 2011
8	Records & Archives Management	Sep. 5 - 9, 2011
9	Construction Contract Administration	Sep. 5 - 9, 2011
10	Project Monitoring and Evaluation	Sep. 19 - 23, 2011
11	Supervisory Management (Second Times)	Sep. 19 - 23, 2011
12	Customs Law	Oct. 3 - 7, 2011
13	Financial Accounting (Tentative)	Oct. 3 - 7, 2011
14	Internal Audit	Oct. 10 - 14, 2011
15	How to do Import and Export Business(Tentative)	Oct. 10 - 14, 2011
16	Rules and Regulation of VAT and Income Tax	Oct. 17 - 21, 2011
17	Cash Flow Management	Oct. 24 - 28, 2011
18	Cargo Transit Rules and Customs Clearance Procedure	Oct 31 - Nov. 4, 2011
19	Logistics Management	Nov. 7 - 11, 2011
20	Balanced Score Card/BSC/	Nov. 14 - 18, 2011
21	Business Plan Preparation	Nov. 21 - 25, 2011
22	Business Communication	Nov. 28 - Dec. 2, 2011
23	Advanced Customer Service	Dec. 5 - 9, 2011
24	Budget and Cost Control	Dec. 12 - 16, 2011
25	International Banking Service (L/C)	Dec. 19 - 23, 2011
26	Stores Management	Dec. 26 - 30, 2011
27	Transformational Leadership	Jan. 2 - 6, 2012
28	Customs Valuation and Goods Classification	Jan. 23 - 27, 2012
29	Purchasing and Supplies Management	Jan. 30 - Feb. 3, 2012
30	Taxation in Ethiopia	Feb. 6 - 10, 2012
31	Tendering and Contraction Management	Feb. 13 - 17, 2012
32	Secretarial Science and Office Operation Management for Executive Secretaries	Feb. 20 - 24, 2012
33	Transport Management	Feb. 27 - Mar. 2, 2012
34	Materials Handling Management	Mar. 5 - 9, 2012
35	Team Building	Mar. 12 - 16, 2012

36	Cost Accounting	Mar. 19 - 23, 2012
37	Performance Audit	Mar. 26 - 30, 2012
38	Advanced Leadership and BPR	Apr. 2 - 6, 2012
39	Strategic Marketing Management	Apr. 9 - 13, 2012
40	International Trade Service	Apr. 16 - 20, 2012
41	Financial Management	Apr. 23 - 27, 2012
42	Tax Accounting, an Ethiopian Perspective	Apr. 30 - May 4, 2012
43	Production Planning and Controlling	May 7 - 11, 2012
44	Employee Performance Management	May 14 - 18, 2012
45	Computerized Accounting	May 21 - 25, 2012
46	Tour and Travel Operation Management	May 28 - June 1, 2012
47	Strategic Planning and Management	June 4 - 8, 2012
48	Salesmanship	June 11 - 15, 2012
49	Finance for Non-Finance Managers	June 18 - 22, 2012
50	Effective Report Writing and Presentation Skills	June 25 - 29, 2012
51	Multimodal Transport System	July 2 - 6, 2012

For further information please contact the Training Center through **Tel. Nos. 011-551-3882** or **011-552-8204**