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COURSE CATALOGUE

2025

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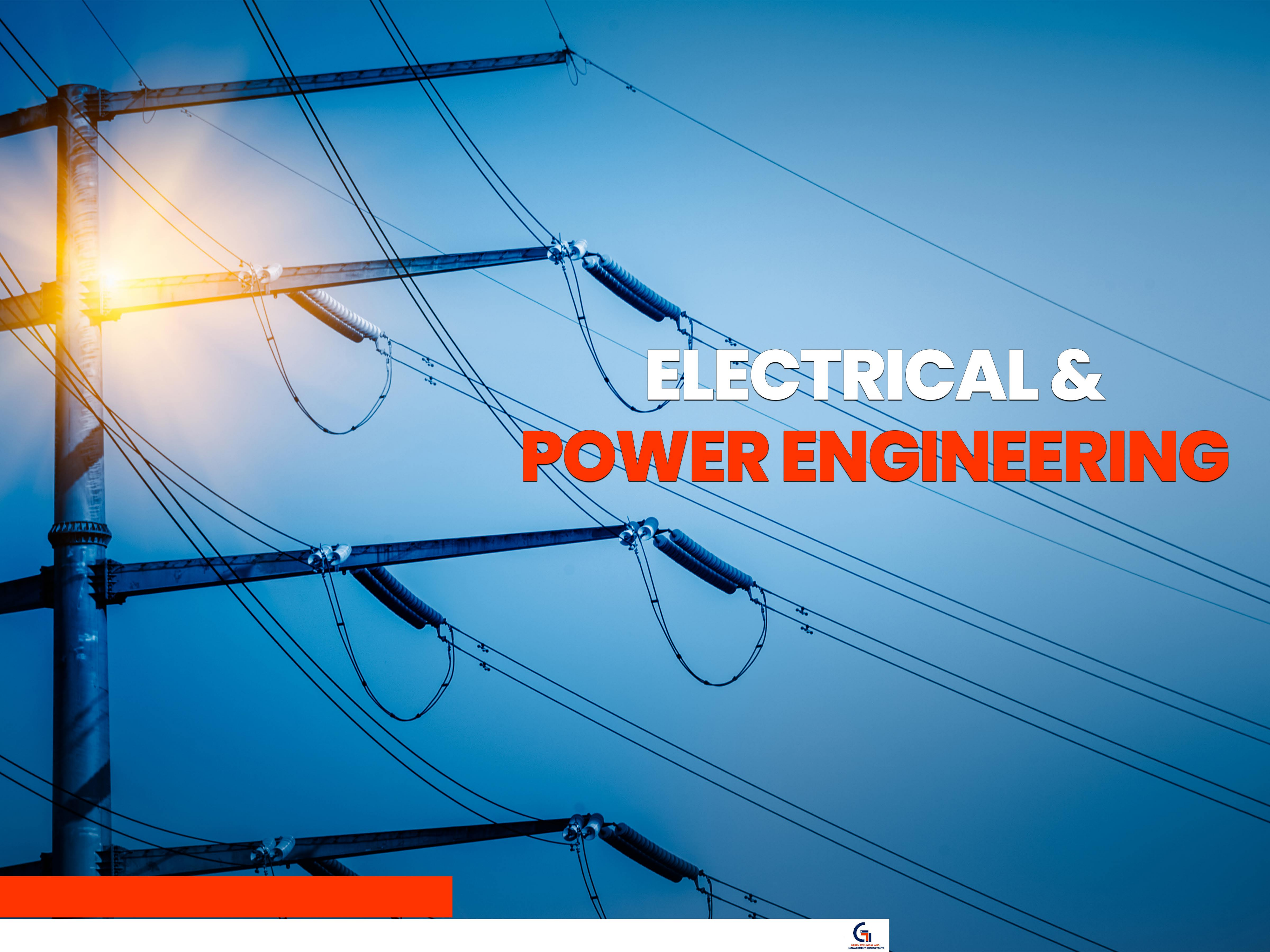
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**GAREN TECHNICAL
AND MANAGEMENT
CONSULTANTS**



GAREN TECHNICAL AND
MANAGEMENT CONSULTANTS





ELECTRICAL & POWER ENGINEERING

ELECTRICAL AND POWER ENGINEERING

CODE	PROGRAMME	TRAINING DATES				DURATION
EPE 100	Transfomer Maintanance	13-17 JAN	31 Mar - 4 Apr	4- 8 Aug	24- 28 Nov	1 week
EPE 101	Powerline inspection and Mataintanace	10- 14 Feb	21 -25 Apr	14-18 Apr	27 -31 Oct	1 week
EPE 102	Electrical Protection	27-31 Jan	5 -9 May	30 - 4 Jul	17-21 Nov	1 week
EPE 103	Troubleshooting &maintan- ce of electrical equipment	27-31 Jan	5 -9 May	30 - 4 Jul	17-21 Nov	1 week



RENEWABLE **ENERGY** TECHNOLOGIES

RENEWABLE ENERGY TECHNOLOGIES

CODE	PROGRAMME	TRAINING DATES				DURATION
RET 200	Photovoltaic & Energy stor- age for Engineers & Techians	13-17 JAN	7-11 April	7- 11 Jul	6- 10 Oct	1 week
RET 201	Solar System Design, Operati- on and Maintenance	3-7 Feb	21 -25 Apr	4-8 Aug	17-21 Nov	1 week
RET 203	Hydro Power Plant Operation and Maintenance	10-14 feb	5 -9 May	18 - 22 Aug	10-14 Nov	1 week
RET 204	Introduction to Mini Hydro Power Plant Design	17-21 May	26 -30 May	25 - 29 Aug	27-31 Oct	1 week
RET 205	Feasibility Studies for Solar Power Plant Projects	27-31 Jan	14 -18 April	21 - 25 Jul	1 - 5 Dec	1 week
RET206	Energy Management and Planning	24-28 May	12 -16 May	14 - 18 Jul	27-31 Oct	1 week

A close-up photograph of a mechanic in a blue uniform working on a metal engine component. The mechanic's hands are visible, holding a torque wrench and applying it to a bolt on the engine. The engine part is metallic and has several bolts. The background is slightly blurred, showing a workshop environment.

MECHANICAL **MAINTENANCE** **ENGINEERING**

MECHANICAL MAINTENANCE ENGINEERING

CODE	PROGRAMME	TRAINING DATES				DURATION
MME 300	Hydraulic System Operation and Maintenance	6–10 Jan	10–14 Mar	14–18 Jul	29 Sep–3 Oct	1 week
MME 301	Practical Pump and Valve Technology	10–14 Feb	9–13 Jun	22–26 Sep	16–21 Nov	1 week
MME 302	Industrial Mechanical Maintenance Applications	3–7 Nov	2–6 Jan	25–29 Aug	13–17 Oct	1 week
MME 303	Machine Failure, Vibration and Predictive Maintenance	20–24 Jan	14–19 Apr	23–27 Jun	22–26 Sep	1 week
MME 304	Risk-Based Maintenance Planning and Scheduling	24–28 Feb	26–30 May	17–22 Aug	27–31 Oct	1 week
MME 305	Pneumatic System Operation and Maintenance	17–21 Nov	9–13 Jun	29 Sep–3 Oct	1–5 Dec	1 week
MME 306	Plant Inspection	14–17 Apr	30 Jun–4 Jul	20–24 Oct	3–12 Dec	1 week
MME 307	Steam Boilers	27–31 Jan	21–25 Apr	7–11 Jul	20–24 Oct	1 week
MME 308	Energy Auditing	17–21 Feb	5–9 May	11–15 Aug	3–7 Nov	1 week
MME 309	Root Cause and Failure Analysis	24–27 Nov	19–23 May	1–5 Sep	17–21 Nov	1 week
MME 310	White Metal Bearing Manufacturing and Installation	28–29 Nov	16–20 Jun	8–12 Sep	24–28 Nov	1 week



LEADERSHIP AND HUMAN RESOURCE

LEADERSHIP AND HUMAN RESOURCE

CODE	PROGRAMME	TRAINING DATES				DURATION
LOM400	Grievance Redress and Conflict Resolution	3–7 Mar	2–6 June	22–26 Sept	1–5 Dec	1 week
LOM401	Addressing Grievances from Project-Affected Communities	17–21 Feb	30 June–4 Jul	1–5 Sept	15–19 Dec	1 week
LOM402	People Management Skills in Technical Environment	10–14 Feb	14–18 Jul	20–24 Oct	8–12 Dec	1 week
LOM403	Effective Supervisory Skills	17–21 Feb	16–20 June	8–12 Sept	24–28 Nov	1 week
LOM404	Conflict Resolution and Stakeholder Management	31 Mar–4 Apr	9–13 June	29 Sept–3 Oct	1–5 Dec	1 week
LOM405	People Management Skills in Technical Environment	27–31 Jan	5–9 May	25–29 Aug	13–17 Oct	1 week
LOM406	People Management Skills in Technical Environment	24–28 Mar	23–27 June	15–19 Sept	3–7 Nov	1 week
LOM407	coaching and cauncelling for perfomance	13–17 Jan	7–11 Apr	7–11 Jul	6–10 Oct	1 week

PROJECT AND RISK MANAGEMENT



PROJECT AND RISK MANAGEMENT

CODE	PROGRAMME	TRAINING DATES				DURATION
POM 500	Strategic Project Management	20-24 Jan	17-21 Mar	23-27 Jun	28 Sep - 3 Oct	1 week
POM 501	Negotiations and Conflict - Management in organisations	3-7 Feb	14-18 Apr	30 Jun - 4 Jul	3-7 Nov	1 week
POM 502	Project Management (Pathway to Certification)	3-7 Mar	23-27 Jun	19-23 Aug	17-21 Nov	1 week
POM 503	Project Methodologies and Techniques	27-31 Jan	24-28 Mar	26-30 Jun	1-5 Sep	1 week
POM 504	Facilities and Asset Management	17-21 Feb	21-25 Apr	14-18 July	13-17 Oct	1 week
POM 505	Project Donor Funded Projects	10-14 Mar	19-23 May	11-15 Aug	10-14 Nov	1 week
POM 506	Risk Management	20-24 Jan	3-7 Mar	7-11 Jul	27-31 Oct	1 week
POM 507	Effective Contractor Management in Maintenance & Technical Projects	10-14 Feb	14-18 Apr	28 Jul - 1 Aug	1-5 Dec	1 week
POM 508	Project & Programme Management	17-21 Mar	9-13 Jun	8-12 Sep	8-12 Dec	1 week
POM 509	Monitoring & Evaluation of Energy Projects (Technical Aspects)	3-7 Feb	5-9 May	18-22 Aug	17-21 Nov	1 week
POM 510	Project Management for Technicians	24-27 Feb	26-30 May	21-25 July	15-19 Sep	1 week



SECRETARIAL & OFFICE ADMINISTRATION

SECRETARIAL AND OFFICE ADMISTRATION

CODE	PROGRAMME	TRAINING DATES				DURATION
SOA 600	Developing Core Skills for Administrators and Secretaries	3–17 Jan 1	7–21 Mar	9–13 Jun	7–12 Sep	1 week
SOA 601	Essential Management Skills for Administrators	10–14 Feb	21–25 Apr	7–11 Jul	20–24 Oct	1 week
SOA 602	Information, Documentation and Compliance	3–7 Mar	26–30 May	15–19 Sep	24–29 Nov	1 week
SOA 603	Administrative Excellence for Secretaries and Administrators	27–31 Jan	7–11 Apr	14–18 Jul	6–10 Oct	1 week
SOA 604	Office Management Specialist	17–21 Feb	12–16 May	22–26 Sep	8–12 Dec	1 week
SOA 605	Administrative Operations and Coordination	17–21 Mar	2–6 Jun	15–19 Sep	24–28 Nov	1 week
SOA 606	The Senior Secretary Development Programme	3–7 Feb	5–9 May	11–15 Aug	10–14 Nov	1 week



LOGISTICS & PROCUREMENT MANAGEMENT

LOGISTICS & PROCUREMENT MANAGEMENT

CODE	PROGRAMME	TRAINING DATES				DURATION
LPM 700	Transport and Logistics Management	20–24 Jan	14–18 Apr	23–27 Jun	21–26 Sep	1 week
LPM 701	Fleet and Route Planning Management	24–28 Feb	26–30 May	18–22 Aug	27–31 Oct	1 week
LPM 702	Procurement of Services: (Management Selection of Consultants and Contractors)	17–21 Mar	9–13 Jun	29 Sep–3 Oct	1–5 Dec	1 week
LPM 703	Procurement and Contract Negotiations	14–19 Apr	30 Jun–4 Jul	20–24 Oct	8–12 Dec	1 week

Please note that all the programmes in this catalog can be delivered upon your request at your premises or at any of the locations indicated here and may be tailored to suit your needs

LOCATION	1 WEEK		2 WEEKS		3 WEEKS		4 WEEKS	
Malawi	\$2,250		\$3,250		\$3,650		\$4,350	
South Africa	\$2,250		\$3,250		\$3,650		\$4,350	
Eswatini	\$2,250		\$3,250		\$3,650		\$4,350	
Tanzania	\$2,250		\$3,250		\$3,650		\$4,350	
Rwanda	\$2,250		\$3,250		\$3,650		\$4,350	

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