



MTI

Mana Training Institute

Get In Touch

Lusaka, Zambia
+260 977 808 911
info@mti.ac.zm

EMPOWERING ZAMBIAN PROFESSIONALS

Mana Training Institute (MTI) is an Innovative and flexible Zambian training provider based in Lusaka. We are dedicated to cultivating excellence in professional development and performance management, offering both standard short courses and tailor-made programs to public institutions, private companies, civil society organizations, and individuals.



Experienced Trainers

Industry experts who bring practical insights to every session.



Relevant Content

Customised for the Zambian context to ensure applicability



Flexible Delivery

In-person and online options to fit your schedule.

CHECK FOR 2026 SHORT COURSES - SEE OVERLEAF

2026 SHORT COURSES

Course Title	Target	Town	Dates
1. Effective and Ethical Use of AI in Public Procurement	Procurement Officers & Specialists Officers from the User departments, Legal Counsel & Contract Managers, Accountants, Administration Officers, Executive Officers, and Internal Auditors,	Livingstone	18 – 22 May
2. Managing Employee Contracts, Disciplinary Integrity, and Benefits under Zambian Law	Directors, HR Officers, Admin. Officers, and Executive Officers	Siavonga	1 – 5 June
3. Digital Content Creation, Public Engagement and Analytics	Public Relations Officers,	Siavonga	8 – 12 June
4. Cost Effective, Defensive, Efficient and Safe Driving for Public Institutions	Drivers, HR Officers, Admin. Officers, Executive Officers, and Transport Officers	Livingstone	17 -18 June
5. Project Planning, Monitoring and Evaluation	Planners, M&E Officers, and Specialists	Kafue	22 – 26 June
6. Strategic Fundraising and Resource Mobilisation for TEVET institutions	Principals, Training Managers and HoD	Lusaka	7 – 11 September
7. Audit Metrics, Analysis, and Applied Financial Modelling using Excel	Accountants and Auditors	Siavonga	14 – 18 September
8. Consultative Engagement with ZPPA, Auditor General Office and Attorney General Office	Procurement Officers & Specialists Officers from the User departments, Legal Counsel & Contract Managers, Accountants, Administration Officers, Executive Officers, and Internal Auditors	Livingstone	21 – 25 September
9. Strategic Performance Management for Enhanced Service Delivery	Town Clerks, Council Secretaries, Directors, Assistant Directors, HoD Heads, and Senior Officers	Lusaka	12 – 16 October
10. Quality Specification Drafting, Preparing ToRs and Managing Realistic Procurement Lead Times	Procurement Officers & Specialists Officers from the User departments, Legal Counsel & Contract Managers, Accountants, Administration Officers, Executive Officers, and Internal Auditors	Siavonga	26 – 30 October
11. Customer Service for Front Line Health Workers	Doctors, Nurses, Allied Health Professionals, Pharmacists and Laboratory staff	Siavonga	2 - 6 November
12. Specialised Office Orderly Fire Management & Control	Office Assistants, Office Orderly, and Messengers,	Chilanga	16- 20 November
13. Managerial Job Evaluation for HR Officers	HR Officers, Admin. Officers, Executive Officers, and Transport Officers	Siavonga	30 Nov. – 4 Dec
14. Contract Management Tools, Templates and Guides	Procurement Officers & Specialists Officers from the User departments, Legal Counsel & Contract Managers, Accountants, Administration Officers, Executive Officers, and Internal Auditors	Livingstone	7 – 11 December
15. Writing Official Reports and Minutes for Secretaries, Executive Assistants and Confidential Secretaries	Secretaries, Executive Assistants and Confidential Secretaries	Livingstone	14 – 18 December

Some of the courses are offered in partnership with Professional Associations and other Training Institutions