

# **SCHOOL OF BUSINESS & PROFESSIONAL DEVELOPMENT**

**SHORT COURSES  
BOOKLET**

## **2026**



# Welcome Message



Dean-School of Business &  
Professional Development-  
Prof P. Makepe

The School of Business and Professional Development is excited to present to you our 2026 HRDC-accredited short courses to equip industry practitioners and professionals with essential skills and practical expertise to succeed in today's dynamic work environment. Our team of experienced and dedicated experts has carefully developed these programs to meet industry needs and provide real-world applications.

Our courses cover business leadership, language and communication, as well as technical expertise, giving you the tools to enhance your career and personal growth. Whether you want to upskill, reskill, or explore new career opportunities, our flexible short courses help you achieve your professional development goals.

At the end of each program, you will receive a certificate as formal recognition of your newly acquired skills. This certification will strengthen and boost your credibility, and enhance your career prospects.

We are excited to support your journey toward professional excellence.

Welcome aboard to an exciting journey with us!

## Contacts



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[sbpdshortcourses@biust.ac.bw](mailto:sbpdshortcourses@biust.ac.bw)



[www.biust.com](http://www.biust.com)

WE OFFER HRDC-ACCREDITED COURSES & OUR SUBJECT MATTER SPECIALISTS ARE BQA ACCREDITED



OUR PEOPLE • OUR FUTURE

# Course Descriptions

COURSES	DESCRIPTION
<b>Project Management</b>	Provides essential skills for managing projects, including planning, execution, monitoring, and completion.
<b>Report Writing for Professionals</b>	Teaches professional writing skills needed for creating clear and effective reports in various business contexts.
<b>Research Methodology</b>	Covers research methods, data analysis, and interpretation, essential for conducting rigorous and relevant research.
<b>Risk Management</b>	Focuses on identifying, assessing, and mitigating risks to ensure organizational resilience.
<b>Design Thinking: Creative Problem Solving for Organisations</b>	Develops skills in innovative problem-solving, creativity enhancement, and user-centered design approaches.
<b>Executive Business Leadership</b>	Enhances strategic leadership, decision-making, team management, and innovation to drive business growth.
<b>Finance for Non-Finance Managers</b>	Equips participants with knowledge of financial principles, budgeting, and financial statement analysis.

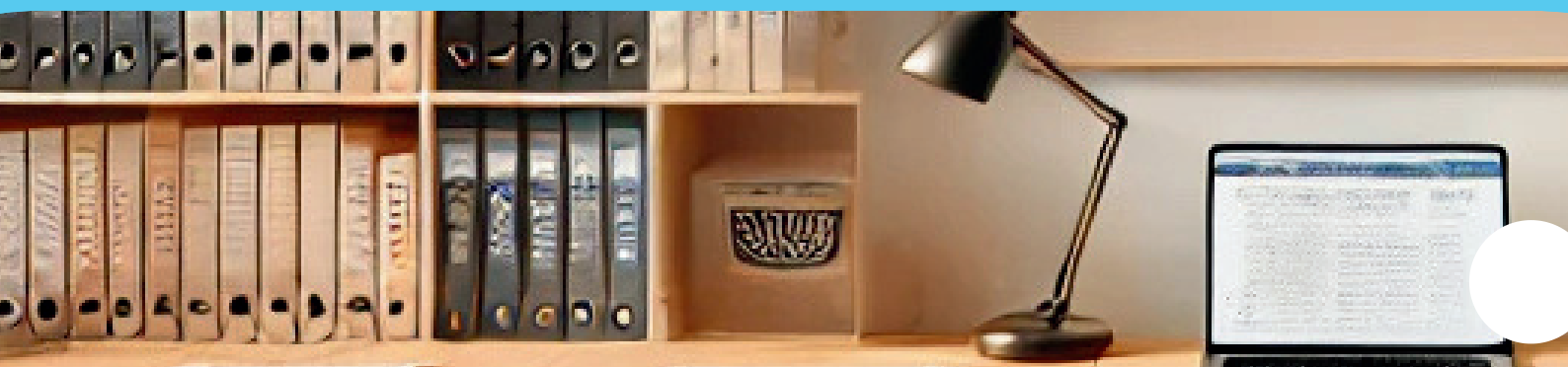


<b>Professional Communication</b>	Develops skills in verbal, written, and interpersonal communication for professional settings.
<b>Negotiation Skills</b>	Provides techniques in preparing, strategizing, and conducting negotiations for mutually beneficial outcomes.
<b>Supply Chain Management</b>	Focuses on optimizing supply chains, improving operational efficiency, and reducing costs.
<b>Launching a New Business Venture</b>	Covers critical aspects such as identifying viable business opportunities, developing a compelling value proposition, securing funding, and implementing effective marketing and operational strategies.



# Price List & Short Courses Delivery Schedule (2026)

COURSE TITLE	COURSE FEE	DURATION	SCHEDULED DATES
<b>Project Management</b>	P3,500.00	10 Days	12 <sup>th</sup> - 23 <sup>rd</sup> January 2026
<b>Finance for Non-Finance Managers</b>	P3,000.00	5 Days	26 <sup>th</sup> – 30 <sup>th</sup> January 2026
<b>Risk Management</b>	P3,000.00	10 Days	2nd-13 <sup>th</sup> February 2026
<b>Report Writing for Professionals</b>	P2,500.00	5 Days	16 <sup>th</sup> - 20 <sup>th</sup> February 2026
<b>Supply Chain Management</b>	P3,000.00	5 Days	23rd- 27th February 2026
<b>Professional Communication</b>	P2,500.00	5 days	2nd – 6th March 2026
<b>Launching a New Business Venture</b>	P2,900.00	5 Days	9th-13th March 2026
<b>Negotiation Skills</b>	2,500.00	5 Days	16 <sup>th</sup> - 20 <sup>th</sup> March 2026
<b>Executive Business Leadership</b>	P3,000.00	5 Days	23rd- 27th March 2026
<b>Research Methodology</b>	P2,500.00	8 Days	4th-13th May 2026
<b>Design Thinking: Creative Problem Solving for Organisations</b>	P3,000.00	5 Days	18th- 22nd May 2026



# Mode of Delivery

- All short courses are delivered through a flexible model of learning.
- For online learning, participants have access to live sessions, recorded lectures, and course materials.
- The following technical requirements must be met to ensure a smooth learning experience:

## Required Equipment:

- Laptop or Desktop Computer (Minimum 4GB RAM, Webcam, and Microphone)
- Stable Internet Connection (Minimum 5 Mbps recommended)
- Headphones or Earphones (For clear audio during live sessions)
- Access to Zoom, Google Meet, or Microsoft Teams (Depending on the course)
- Basic Digital Literacy Skills (Ability to navigate online learning platforms, upload assignments, and engage in virtual discussions)

# Banking Details

**Bank: Stanbic Bank Botswana**

**Account Name: BIUST DF Current Account**

**Account Number: 9060003441496**

**Branch Name: Fairgrounds**

**Swift Code: SBICBWGX**

**Branch Code: 064967**

**Use your full name as a reference and send proof of payment to:**

**[sbpdshortcourses@biust.ac.bw](mailto:sbpdshortcourses@biust.ac.bw)**

**Take the Next Step in Your Career – Enrol Now and Earn a Certificate from an Internationally Recognised Institution.**





# We welcome you to the School of Business and Professional Development

