



TRACED



TRAINING PROGRAMS

2024/2025



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TRACED PROFILE

- Trans African Center for Development

WHO WE ARE?

- Trans African Center for Development (TRACED) Maputo, a training center of excellence in Human Resources, Entrepreneurship and Change, with executive offices in Pretoria, South Africa and Maputo, Mozambique. Providing training and professional consultancy services to employees of different public and private institutions in various areas of business. With over sixteen (16) years of experience in the market, collaborating with numerous institutions and in partnership with Consultores Navegadores, Lisbon – Portugal, Charkin Maritime Academy – Nigeria and Fotade Group – South Africa.

MISSION:

- Provide continuous improvement of the quality and productivity standard of the national market, through vocational training, services and consulting, contributing to the economic and social development of the country

OBJECTIVE:

- Raise the quality of training of the target audience, seeking to involve participants from all countries of the world, where ideas, experiences and practices will be exchanged, discussed and shared, in order to allow a consistent and sustainable professional development for the country.

VISION:

- To be a leading training center in the market, recognized nationally and internationally both for its training offer and for the high quality standards evidenced in each stage of the training process.

VALUES:

- Honesty;
- Transparency;
- Integrity;
- Quality of Services;
- Open Communication;

PROGRAMS:

Programs designed by TRACED are adjustable depending on the number of participants sent to a particular program by an organization.

- **Training and Development Program Management:** These programs are designed according to the particular interest or training management / development needs of a particular client / company.
- **Program Design:** is jointly made between TRACED and the customer (organization), fees and negotiable locations.
- **Contractual programs:** are training programs for clients / organizations outsourced by TRACED.
- **Consulting Customs:** This is where TRACED responds to calls for expressions of interest or a call for proposals.

TRACED - PROGRAMAS DE CERTIFICAÇÃO

CODE	COURSE TITLE	DURATION
HUMAN RESOURCES MANAGEMENT		
001	Human Resources and Social Assistance Programs	1/2 weeks
002	Training for Trainers	1/2 weeks
003	Strategic Leadership Management	1/2 weeks
004	Modern Strategies in Human Resources	1/2 weeks
005	Senior Management Advisory and Institutional Protocol.	1/2 weeks
006	Conciliation and Mediation of Organizational Conflicts Management	1/2 weeks
007	Performance Management Based on Results	1/2 weeks
008	Ethics and Professional Deontology	1/2 weeks
009	Team Building	1/2 weeks
010	Modern Strategies in Human Resources	1/2 weeks
011	Development of Result Based Skills	1/2 weeks
012	Welfare and Social Action	1/2 weeks
013	Psycho-social Counseling	1/2 weeks
014	Social Economy	1/2 weeks
FINANCIAL MANAGEMENT / PLANNING / HERITAGE		
001	Financial Management for Financial Project by Donor	1/2 weeks
002	Accounting for Non-Financial Managers	1/2 weeks

003	Budget and Public Expenditure Management	1/2 weeks
004	Public Sector Planning	1/2 weeks
005	Budget and Finance Management	1/2 weeks
006	Internal Audit	1/2 weeks
007	Public Budget and Audit Management	1/2 weeks
008	Public Budget and Audit Management	1/2 weeks
009	Finances and Advanced Planning Management	1/2 weeks
010	Advanced Management in Heritage	1/2 weeks
011	Training in Donor Fundraising Systems	1/2 weeks
012	Training in Cooperative Strategic Development	1/2 weeks
MANAGEMENT AND ADMINISTRATION		
001	Effective Leadership	1/2 weeks
002	Conflict Management and Strategic Resolution	1/2 weeks
003	Management and Strategy for Corporate Governance	1/2 weeks
004	Organizational Change and Development Management	1/2 weeks
005	Effective Communication, Image, and Media Management	1/2 weeks
006	Stress Management & Motivation	1/2 weeks
007	Prevention of Corruption in Public Procurement	1/2 weeks
008	Governance, Ethics and Anti-Corruption Reforms	1/2 weeks
SECRETARY AND ADMINISTRATION		
001	Modern Office Skills for Executive Secretaries and Administrative Assistants	1/2 weeks
002	Report Writing and Annotation for Secretaries and Personal Assistants	1/2 weeks
003	English for Business Communication	1/2 weeks
004	English for Effective Communication	1/2 weeks
005	Technical English	1/2 weeks
006	Secretaries and Administrative Assistants	1/2 weeks
007	Professional Etiquette	1/2 weeks
008	Classified Information for Assistants and Executives	1/2 weeks
009	Protocol and Executive Assistant Training	1/2 weeks
010	Public Relations and Communications	1/2 weeks
LIVESTOCK AGRICULTURE		
001	Livestock Business Management	1/2 weeks

002	Fodder production and conservation	1/2 weeks
003	Design and management of livestock facilities	1/2 weeks
004	Precision livestock farming	1/2 weeks
005	Disease management and sustainable production methods.	1/2 weeks
006	Livestock record keeping and data analysis	1/2 weeks
007	Farm management and planning	1/2 weeks
008	Agricultural supply chain management	1/2 weeks
009	Advanced husbandry techniques	1/2 weeks
010	Animal health and management	1/2 weeks
011	Genetic improvement in animal production	1/2 weeks
012	Animal breeding and genetics	1/2 weeks
013	Management of forage crops	1/2 weeks
014	Silage and Haymaking techniques	1/2 weeks
AQUACULTURE / MARITIME / FISHING		
001	Aquaculture Sampling System	1/2 weeks
002	Maritime Inspection	1/2 weeks
003	Marine Fleet Management	1/2 weeks
004	Fishing Boats Inspection	1/2 weeks
005	Fingerling Production	1/2 weeks
006	Maintenance of Aquatic Parks and Tanks	1/2 weeks
007	Temperature and Water Composition Management in Aquation Tanks	1/2 weeks
008	Workshop on Locating and Management of Tanks in Lakes	1/2 weeks
009	Management and Maintenance of Outboard Engines For Artisanal Fishermen	1/2 weeks
010	Management of New Tank Preservation Systems in Aquaculture	1/2 weeks
011	Intermediate Market Strategies	1/2 weeks
012	Market Strategies for Development in Artisanal Resources	1/2 weeks
TRAINING IN MINERAL RESOURCES		
001	Occupational Safety in Minerals Zones	1/2 weeks
002	Evacuation Management in Mine	1/2 weeks
003	Training in OPEC Regulations	1/2 weeks
004	Regulatory training in the Oil and Gas Market System	1/2 weeks
005	International DOWNSTREAM Policy Standards	1/2 weeks
TOURISM / INDUSTRIAL AND CREATIVE CULTURE		

001	Hotel classification	1/2 weeks
002	Market Strategies for Arts and Fashion	1/2 weeks
003	Market Strategies for Culture and Fashion	1/2 weeks
004	Fashion and Tourism	1/2 weeks
005	Planning/ Monitoring and Evaluation of the Tourism Project	1/2 weeks
006	Exhibition Management	1/2 weeks
007	Local Tourist Areas Management	1/2 weeks
008	Private and Creative Cultural Areas Management	1/2 weeks
009	Conferences, International and National Events Management	1/2 weeks
PROJECT MANAGEMENT		
001	Project Analysis Management	1/2 weeks
002	Project Management Information System	1/2 weeks
003	Planning Project Monitoring and Evaluation (PPME)	1/2 weeks
004	Project Finance Management	1/2 weeks
005	Donor Funded Project Management	1/2 weeks
006	Project Strategies and Reports	1/2 weeks
GENDER		
001	Gender and Women's Empowerment Programs	1/2 weeks
002	Modern Strategies and Development Against Gender Violence	1/2 weeks
003	Strategies for Combating Early Marriages	1/2 weeks
004	Counseling and Rehabilitation for Gender and Sexual Abuse Survivors	1/2 weeks
005	Training for Gender Violence Intervention and Reception Team	1/2 weeks
LOGISTICS/AQUISITION/FLEETS		
001	Logistics and Fleet Management	1/2 weeks
002	Asset Management	1/2 weeks
003	Public Sector Procurement Management	1/2 weeks
004	Logistics and Marine Safety	1/2 weeks
005	Logistics Procurement and Management	1/2 weeks
OCCUPATIONAL HEALTH		
001	Training of focal and technical points in sectoral plans in the area of HIV / AIDS	1/2 weeks

002	First Aid training in the Workplace	1/2 weeks
003	Occupational Health and Security in the Workplace	1/2 weeks
004	Coordination, Monitoring and Evaluation of HIV / AIDS programs	1/2 weeks
005	Health Welfare	1/2 weeks
INFORMATION MANAGEMENT/COMPUTER MATERIALS		
001	Database Statistics	1/2 weeks
002	Computer Maintenance and Repair	1/2 weeks
003	Computer Hardware and Software Management	1/2 weeks
004	3 Dimensional Design Analysis With AUTOCAD	1/2 weeks
005	Image Management	1/2 weeks
006	Effective Communication Management	1/2 weeks
007	Information and Computer Equipment Management	1/2 weeks
008	Classified Information for Administration	1/2 weeks
009	MS Excel, VBA and Python	1/2 weeks
010	Investment Planning Procedures	1/2 weeks
011	Excel Management	1/2 weeks

SPECIAL ACTIVITIES

Program	Country	Costs
Workshop/Exchange of Experiences in Aquaculture / Maritime / Fishing	• South Africa • Portugal • Italy / Vatican City • Turkey	Negotiable
Workshop / Exchange of Experiences in Livestock Agriculture	• South Africa • Portugal • Italy / Vatican City • Turkey	Negotiable
Human Rights Workshop/Exchange of Experiences	• South Africa • Portugal • Italy / Vatican City • Turkey	Negotiable
Workshop / Exchange of Experiences on Conflict and Transgression Management	• South Africa • Portugal • Italy / Vatican City • Turkey	Negotiable
Workshop / Exchange of Experiences in First Aid Activities in different areas	• South Africa • Portugal • Italy / Vatican City • Turkey	Negotiable
Workshop / Exchange of Experiences in Entrepreneurship for Young People	• South Africa • Portugal • Italy / Vatican City • Turkey	Negotiable
Workshop / Exchange of Experiences in Finance, Planning and Assets	• South Africa • Portugal • Italy / Vatican City • Turkey	Negotiable
Workshop / Exchange of Experiences in Entrepreneurship for Young People	• South Africa • Portugal • Italy / Vatican City • Turkey	Negotiable

TRAINING COSTS

Costs includes: Registration, Training Kits, Certificate of Participation, Exchange of Experience, Lunch during Training.

NOTE: *The minimum number of participants in these locations are four (4) participants*

COUNTRY	DURATION	COST
TRAINING COSTS IN AFRICA		
Maputo, Mozambique	1 Week	45.000 MZN
	2 Weeks	65.000 MZN
Mbabane, Swaziland	1 Week	65.000 MZN
	2 Weeks	85.000 MZN
Pretoria – South Africa	1 Week	65.000 MZN
	2 Weeks	85.000 MZN
Durban - South Africa	1 Week	85.000 MZN
	2 Weeks	105.000 MZN
Port Elizabeth - South Africa	1 Week	145.000 MZN
	2 Weeks	175.000 MZN
Cape Town - South Africa	1 Week	145.000 MZN
	2 Weeks	175.000 MZN
TRAINING COSTS OUT OF AFRICA		
Dubai – UAE	8 Days	USD 3.000
Lisbon - Portugal	8 Days	EUR 2.150
Hangzhou - China	8 Days	USD 4.200
Malaysia	8 Days	USD 4.000
Rome – Italy	8 Days	USD 3.150
Istanbul - Turkey	8 Days	USD 3.150
São Paulo - Brasil	8 Days	USD 2.800
Berlin - Germany	8 Days	EUR 3.150
Madrid - Spain	8 Days	EUR 3.150
London - England	8 Days	USD 3.150
París - France	8 Days	EUR 3.150
Brussels – Belgium	8 Days	EUR 3.150

CONSULTANTS PROFILE:

- There are different nationalities specifically: Mozambicans, Zimbabweans, Nigerians, Zambians, Guineans, São Tomées, South Africans, Arab Emirates, Indians, British and Americans. Qualified Professionals with high level international experience;
- They have solid knowledge based on the interaction in the various public and private organizations at the level of Southern Africa, specifically: South Africa, Swaziland, Botswana, Angola, Guinea Bissau and Mozambique;
- They are able to assist in modernization processes in the field of Information and Communication Technologies in Organizations;
- High-level database creation and management capabilities for various areas of computer interest.

NATIONAL CLIENTS

- ✚ ADNAP – Administração Nacional das Pescas;
- ✚ Aeroporto de Moçambique;
- ✚ Águas da Região de Maputo;
- ✚ Bolsa de Valores de Moçambique;
- ✚ COWATER Internacional Inhambane.
- ✚ Direcção Nacional dos Serviços Veterinários;
- ✚ Direcção Provincial de Energia e Minerais – Manica;
- ✚ Direcção Provincial de Energia e Minerais – Sofala;
- ✚ Direcção Provincial de Energia e Minerais – Zambézia;
- ✚ Direcção Provincial de Obras Publicas e Habitação – Inhambane;
- ✚ EDM – Energia de Moçambique;
- ✚ Escola das Pescas;
- ✚ ANE – Administração Nacional de Estradas;
- ✚ Fundo do Ambiente;
- ✚ Fundo de Desenvolvimento dos Transportes e Comunicações
- ✚ Fundo do Fomento Pesqueiro;
- ✚ Fundo de Estradas;
- ✚ Gabinete de Assistência aos Antigos Presidentes da Republica e Atendimento dos Dirigentes Superiores do Estado;
- ✚ GAZEDA – Gabinete das Zonas Económicas de Desenvolvimento Acelerado;
- ✚ IDEPA – Instituto Nacional de Desenvolvimento da Aquacultura e Pesca;
- ✚ INAMAR - Instituto Nacional da Marinha;
- ✚ INATTER – Instituto Nacional dos Transportes Terrestres;
- ✚ INATUR – Instituto Nacional de Turismo;
- ✚ INSS – Instituto Nacional de Segurança Social;
- ✚ Instituto Nacional das Minas;
- ✚ ISAP – Instituto Superior de Administração Pública;
- ✚ ISSM – Instituto Nacional de Supervisão de Seguros;
- ✚ Ministério da Agricultura e Segurança Alimentar;
- ✚ Ministério da Cultura e Turismo;
- ✚ Ministério da Economia e Finanças;
- ✚ Ministério da Justiça e Assuntos Constitucionais e Religiosos;
- ✚ Ministério da Juventude e Desportos;
- ✚ Ministério do Mar, Aguas Interiores e Pescas;
- ✚ Ministério dos Recursos Minerais e Energia;
- ✚ Ministério dos Transportes e Comunicações;
- ✚ Petromoc;
- ✚ Projecto das Nações Unidas em Desenvolvimento da Mulher e Luta contra SIDA;
- ✚ Sub Procuradoria-Geral;
- ✚ Tribunal Supremo.
- ✚ Procuradoria-Geral
- ✚ Caminhos de Ferro de Moçambique (CFM)



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