



INFORMAL ECONOMY Skills Training Handbook



CONSULTATIVE IMPLEMENTATION
& MONITORING COUNCIL

CIMC acknowledges the kind assistance of the National Training Council in providing the list of Registered Training Organisations. Any queries related to training providers can be directed to the NTC..

Introduction

The Skills Training Handbook is an updated version of the previous “**NATIONAL RESOURCE DIRECTORY OF INFORMAL SECTOR TRAINING PROVIDERS AND MICROFINANCE INSTITUTIONS IN PAPUA NEW GUINEA**” published by the Consultative Implementation and Monitoring Council (CIMC) through its Informal Economy Sectoral Committee some years back.

The purpose of this Handbook as was its predecessor is to assist informal economy participants to access training to develop and enhance their economic activity skills. It will also assist with networking and coordination between partner agencies in skills training.

This Handbook is essential and needs to be recognised and developed because an estimated 85% of Papua New Guineans are involved in informal economy and so it plays a critical role to meet the basic needs of many in PNG.

A thriving informal economy can address many pressing socio-economic problems in the country. It can provide employment and alleviate poverty. Informal economic activities have also been seen to reduce crime through honest means of self-employment.

Informal economic activities should not be seen as an eyesore but a driver of the economy, as is evident in Asian countries. If properly promoted and developed, the informal economy has the potential to contribute to the long term socio-economic development of PNG. This provides the rationale for this Handbook.

In 2000, the CIMC Informal Economy Sectoral Committee initiated a study focusing on the constraints faced by informal economy participants in PNG. The study led to the enactment of Informal Sector Development and Control Act 2004. The Act is now in the process of being reviewed by the Constitutional Law Reform Commission (CLRC) with support from the CIMC, Department of Community Development & Religion and other key stakeholders to ensure it is compatible to its accompanying policy, the National Informal Economy Policy 2011-2015.

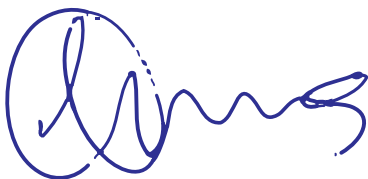
The purpose of the Act is to provide facilities and encourage the development of informal businesses. In the past the Committee took the lead to assist authorities implement the law through its civic awareness campaign.

One of the objectives of the law is to support and strengthen existing training and capacity building mechanisms for administrative authorities and informal economy participants.

Any organisation that desires to be included or for those that discover errors and wish to suggest amendments, please write to us and we will adjust when updating the Handbook biannually.

The Informal Economy Sectoral Committee would like to thank all who contributed to this Handbook. Special thanks to the staff at the CIMC and Ms Priscilla Kare who was engaged by CIMC to work on the handbook and to DFAT (formerly AusAID) for its financial support.

Their efforts ensured this important initiative was produced. If you require further copies, please feel free to contact our office. We hope this Skills Training Handbook will be of benefit to everyone who is involved with informal economy throughout Papua New Guinea.



Anna Solomon

Chairperson

CIMC Informal Economy Sectoral Committee

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A & G Training & Recruitment Consultants

P O Box 1113, Port Moresby, NCD
Ph: 686 2978

(NTC: 135)

Course:

Certificate in Electronics
Certificate in Recruitment
Certificate in Interviewing Skills
Certificate in Job Placements

Abel Computing (PNG) Ltd –Training Branch

P O Box 643, Port Moresby, NCD
Ph: 3252599
Fax: 3251862
Email: marisel@pom.abel-computing.net

(NTC: 205)

Courses:

MYOB Basic
Able BioPlus 1.5
Able Payroll 4.0

ADRA PNG Adult Education

P O Box 3602, Lae, Morobe Province
Ph: 472 7088
Fax: 472 7638

(NTC: 115)

Course:

Adult Literacy Training
HIV & AIDS Awareness
Leadership & Conflict Resolution
Project Management
Monitoring & Evaluation

Air Niugini Technical Training School

P O Box 7186, Boroko, NCD
Ph: 327 3319/ 327 3200
Fax: 327 3651/ 327 3213

(NTC: 81)

ANj Management Training Institute

P O Box306, Kokopo, ENBP
Ph: 983 9311

(NTC134)

Course:

Certificate in Self Management
Certificate in Leadership Skills
Certificate in Business Management
Certificate in Human Resource Management

Anitua Mining Limited Training Facilities

Anitua Mining Services Ltd,
P O Box 108, Lihir Island, New Ireland Province
Ph: 986 4155 Mobile: 7335 4966
Fax: 9864188
Email: reception.ams@anitua.com.pg

(NTC: 198)

Courses:

Load Handling
Vehicle Operations
Resource & Infrastructure
Blast Hole Drilling
Training & Education
Tourism, Hospitality & Events

(Note: Contact the Trainers for Full Listing)

AOG Jubilee College

P O Box 5527, Boroko, NCD.
Ph: 326 0191
Fax: 326 3950

(NTC: 067)

Courses:

Human Resources Management
Introduction to Microsoft Excel
Introduction to Microsoft PowerPoint
Introduction to Word
Introduction to Accounting



**AON Business Education
& Training Services**

P O Box 479, Port Moresby, NCD.

Ph: 320 2547

Fax: 321 4959

Email: george.lifu@aon.com.pg

(NTC : 034)

Courses:

Certificate III Frontline Management

Certificate IV Frontline Management

Archdiocese Apostolate Centre

P O Box 4607, Boroko, NCD Ph:

(NTC: 142)

Courses:

Certificate in Food Technology

Certificate in Basic Sewing

Certificate in Computing

Certificate in Handicraft

ATD Consulting

P O Box 3287, Lae, Morobe Province

Ph: 7250 1854/ 472 8476

Fax: 4724772

(NTC:163)

Courses:

Personal Development

Time Management

Supervisory Skills.

Australian Pacific Technical College

P O Box 1043, Port Moresby, NCD

Ph: 321 3668

Fax: 321 3662

(NTC:177)

Courses:

Cert.III in Automotive Mechanical Technology

Cert.III Engineering—Mechanical Trade

(Diesel Fitter)

Cert.III Engineering –Fabrication Trade

Cert.III Engineering –Mechanical Trade

(Fitting & Machinery)

Cert.III Engineering—Mechanical Trade (Refrigeration
& Air Conditioning)

Cert.III in Painting & Decorating

Cert.III in Wall & Floor Tiling

Cert.III Carpentry

Cert.III Plumbing

Cert.III in Electro Technology

(Systems Electrician)

Automotive Technical Training Centre

P O Box 7169, Boroko, NCD

Ph: 322 9414

Fax: 322 9425

(NTC: 80)

Course:

Course in Auto Mechanic

B

Baptist Union of Papua New Guinea

P O Box 705, Mt Hagen, WHP

Ph: 5422364

Fax: 542 2805

Email: bupng@global.net.pg

(NTC: 209)

Courses:

TFT01-09 Training of trainers (TOT)

Besenengka Vocational Training

P O Box 118, Kainantu, EHP.

Ph/Fax: 737 1155

(NTC: 093)

Courses:

Tailoring

Plant food/soil fertility

Food crops & Management

Rice Farming

Cash Crops Coffee

Poultry Farming

Carp Farming

Rabbit Raising

Organic Farming

Farm Book Keeping

Bismarck Teachers Resource

Training Centre

P O Box 32, Kokopo, ENB Province.

Ph: 71826908 / 727 321 04 (Digicel)

Email: bsimarckcollege@gmail.com

Contact: Linus Vairop

(NTC:105)

Course:

Viability Training

Bitanda Trading-POM

P O Box 1611, Boroko, NCD

Ph/ Fax: 323 6222

(NTC: 076)

Courses:

Project Management

Procurement Management

Business Development Training Institute

P O Box 4402, Boroko, NCD

Ph: 323 9100

Fax : 323 6250

(NTC: 104)

Courses:

Sales & Marketing

Certificate in Accounting

Certificate in Computing.

Blue Waters Enterprise Limited

P O Box 1829, Port Moresby, NCD

Ph/ Fax:

Mobile: 76516145

Email : bluewaters@datec.net.pg

Contact: Deborah Brown

(NTC: 175)

Courses:

Course in Hospitality (Commercial Cookery)

Course in General Insurance code of Practices

C

Canossa School of Life

P O Box 5989, Boroko, NCD

Ph: 328 1504

(NTC: 028)

Course :

Cooking

Sewing

Career Development School

P O Box 1008, Wewak, East Sepik Province

(NTC: 049)

Courses:

Computers & IT Training

Secretarial & Office Administration

Accounting for Business and Commerce

Marketing

Shipping & Maritime

Career Development School

P O Box 2155, Madang, Madang Province

Ph: 422 2607

Fax: 422 2808

(NTC: 046)

Course:

Computers & IT Training

Secretarial & Office Administration

Accounting for Business and Commerce

Marketing

Shipping & Maritime

Business Management/Admin

Advertising & Public Relations

Business Economics & Commerce

Management & Leadership

Advance Practice of Management

Caritas Technical Secondary School

P O Box 2125, Boroko, NCD

Ph: 323 4545

Fax: 323 6874

(NTC: 133)

Course:

Cert. in Clerical

Cert. in Hospitality Management

Cert. in Garment Technology

Cert. in Computing

Cater Corporation

P O Box 1744, Boroko, NCD

Ph: 689 8862

Fax: 323 1869

(NTC: 138)

Course:

Cert. in Food Handling

Central Open Learning Institute

P O Box 5782, Boroko, NCD

Ph: 323 3826 / 696 4960

(NTC: 123)

Course:

Cert. in IV workplace Assessment & Training

Center for Development and Success Consultants Ltd

P O Box 1124, Waigani, NCD

Ph: 73360197

Email: elijahpokarop@gmail.com

Contact: Elijah Pokarop

NTC: 201)

Course:

Accounting Level, 1, 2 & 3

Communication

Conflict Resolution

Interview & Selection

Performance Management

Problem Solving

Leadership & Change

Team & Workplace

Planning & Organisation



City College of Technology

P O Box 999, Port Moresby, NCD

Ph: 323 2370

Fax: 323 4470

(NTC: 047)

Courses:

Accounting Science

Computing & Information Technology

Management

Coca Cola Amatil (PNG) Education Center

Erika Street, Lae, Morobe Province

Ph: 473 8381

Fax: 4720441

Email: debra.som@anz.ccamatil.com

(NTC: 203)

Courses:

Course in Basic Merchandising

Course in Basic Financial

Course in Inventory Managing

Course in Basic Selling Skills

Course in Basic Distribution

Course in Principle of Supervision

Course in Liklik Binis Management

Computrain Computer Center

P O Box 2802, Boroko, NCD

Ph: 321 3438

(NTC: 004)

Courses:

Windows NT Basic Skills

Windows 95, 98

MS Word 1 & 2

MS Excel 1 & 2

MS Access 1 & 2

Commercial Training Center (CTC) Lae

P O Box 3781, Boroko, NCD

Ph:

Fax:

(NTC: 140)

Course:

Cert. in Financial Management

Cert. in Accounting 1 & 2

Cert. in Office Admin 1 & 2

Cert. in Computing

Cert. in Junior Accounting

Cert. in Clerical Accounting

Cert. in Computer Operator

Cert. in Computer Repairs & Sale

Commercial Training College (CTC) - POM

P O Box 5173 Boroko, NCD Ph : 325 9098

Fax: 325 9186

(NTC: 053)

Course:

Accounting

Accounting 2

Cert. in Office Administration I

Cert. in Office Administration II

Cert. in Management

Cert. in Computing

Cert. in Junior Accountants

Cert. in Clerical Accountant

Cert. in Computer Operator

Cert. in computer Repair & Sales

Community Empowerment

Entrepreneurial Skills Training & Consultants

P O Box 4211, Lae, Morobe Province

Ph: 472 2667 / 6925051

(NTC: 148)

Course:

Cert. In Chicken Layer Project

Small Scale Business

Project Feasibility.

D

Daltron Training Centre

P O Box 850, Boroko, NCD

Ph: 302 2153/3255166

Fax: 325 6558

(NTC: 037)

Courses:

Course in The First Step

Course in Intro. to Window '98

Course in File Management on Windows

Course in Ms Outlook 2000

Course in Exploring Internet

Course in Intro. to Word for Windows

Course in Intermediate Word for Windows

Course in Word for Advance User

Course in Intro to Excel

Course in Intermediate Excel

Course in Advance Excel

Course in Intro. to Access Database

Course in Inter. in Access Database

Course in Advance Access Database

Course in PowerPoint presentations

Course in Intro to Publisher

Datec Learning Centres

Datec (PNG) limited

P O Box 504, Port Moresby, NCD

Ph: 303 1304 / 303 1353/303 1297

Fax: 326 3277 325 9066

Email: dlc@datec.com.pg

(NTC: 180)

Courses:

Course in Microsoft Office Applications

Course in IT Specialized Programs

Course in MYOB

Course in IT Professional Computer Programs

Accident Incident Investigation

Accident Incident Investigation

Business Continuity Systems

Confined Space Entry

(Note: Contact Training Center for Full Listing)

Dedicated Management Limited

P O Box 577, Port Moresby, NCD

Ph: 320 1413

Mobile: 687 5060

(NTC: 090)

Courses:

Corporate Governance

Strategy

Understanding Financial Statement for

Non– Accountant

Risk Management

Information Technology

Board Dynamic & Creating Dynamic Board

Legal Issues

Operating Environment

Deku Business College

P O Box 22, Kokopo, ENBP

Ph: 694 3990

(NCT: 110)

Courses:

Cert. Basic Accounting

Cert. Business Principles

Cert. Basic Computing

Cert. Sales & Marketing

Dept. of Milne Bay

Free Mail Bag, Alotau, Milne Bay Province

Ph: 641 1228

(NTC: 159)

Course:

Intro Basic Computing

D

Dept. of Commerce Training Branch

Moale House, Melanesian Way, Waigani

P O Box 375, Waigani, NCD

Ph: 325 6099

Fax: 325 6108

Email: Alphonse.Tombell@dc.gov.pg
Stephanie.Gabe@dc.gov.pg

(NTC: 196)

Course:

Basic Book Keeping & Accounting for Contractors

Tendering & Bidding

Financial Administration

Financial Management & Cost Control

Construction Quality Control

Contract Law

Public Relations

Contractor Entrepreneurial Management

Planning and Scheduling by Critical Path Method

Construction Materials Management

Construction Budget Preparation

Construction Supervision & Project Inspection

(Note: Contact Training Center for Full Listing)

Don Bosco Technological Institute (DBTI)

P O Box 7579, Boroko, NCD

Ph: 323 1253/ 321 7229

Fax: 311 2831

(NTC: 038)

Courses:

Computing

Electrical Trade

Electronics Trade

Mechanical Trade

Motor Vehicle Trade

Technical Drawing

Don Bosco Technical School — Gabutu

P O Box 2014, Port Moresby, NCD

Ph: 321 72297 / 321 7135

Fax: 321 3661

(NTC: 069)

Courses:

Course in General Workshop

Course in Electrical

Course in Maintenance Fitting & Machining

Course in Motor Vehicle Mechanic

Daltron Training Center

Daltron Training is now located in the New Training Centre, Ground Floor Carpenter House, Waigani

Dalton Training has been providing quality training over the last 20 years in PNG to both staff in-house and valued customers.

The development of Dalton's comprehensive business training center complements its business management training and the extensive software and specialized Information Technology training courses, being provided.

Dalton's instructors hold outstanding qualifications with a proven track record of training success. .

Dalton's trainers are also resourced to be able to come to you, wherever your location. They can also assist your business in auditing your training requirements and can put together a recommended program for you.

Courses

Dalton's Port Moresby Training Centre features four superbly appointed training rooms. Participants use state-of-the-art, network workstations, while the instructors' demonstrations can be clearly seen on large data projection screens.

Courses are available for virtually all popular applications and are taught by Daltron's experienced full-time instructors. All training materials, included with each course, have been professionally written and produced to enhance students' retention and scope of learning. Daltron will also provide on site training for clients. This is particularly important to organisations in the remote regions with a large number of participants. Whilst Daltron offer standard programmed courses, we can easily tailor courses to your requirements.

Courses on offer

Daltron currently conducts training, both scheduled and customised, for corporate or government special requirements. MS Office training is offered in 2000, XP, 2003, and 2007.

(Source: Daltron Website www.daltron.com.pg/training)

Contact:

Training Business Centre

Ph: 302 2286
Fax : 675 325 6558
Email: training@daltron.com.pg
Website: www.daltron.com.pg

E

Education Milne Bay Ltd

P O Box 878, Alotau, Milne Bay Province

Ph: 641 0146

Fax: 641 0176

(NTC: 125)

Course:

Cert. in Frontline Management

Education & Training Consultancy

P O Box 6983, Boroko, NCD

Ph: 728 86396

(NTC: 151)

Course:

Budgeting

Management

Millionaire Dreams

Elirana Electronics Technology School

P O Box 1538, Rabaul, ENB Province

Ph: 982 9434

Fax: 982 9863

(NTC: 032)

Courses:

Electronic Technology

Elly's Skky's Tailoring Institute

P O Box 8 Kokopo, ENBP

Ph: 693 7092

(NTC: 147)

Course:

Certificate in Design & Cutting of Fabrics

Design, Drafting, Pattern

Blouse with V shape

U Shape Blouse

Certificate in Round Neck Blouse

Design & Cutting

Sewing Round Neck Blouse

Modified Round Neck Blouse

Certificate in Round Square Meri Blouse

Design & Cutting

Modification

Certificate in Round Diamond Neck Blouse

Design & Cutting

(Note: Contact Institute for Full Listing of Courses)

Ela Motors Toyota Tsusho (PNG) Limited

Scratchley Road, Badili

P O Box 74, Port Moresby, NCD

Ph: 322 4400

Fax:

(NTC: 179)

Course:

Course in MVM Apprenticeship Training
(Extension Level One)

Course in MVM Apprenticeship Training
(Extension Level Two)

Course in MVM Apprenticeship Training
(Extension Level Three)

Course in HEF Apprenticeship Training
(Extension Level One)

Course in HEF Apprenticeship Training
(Extension Level Two)

Course in HEF Apprenticeship Training
(Extension Level Three)

Course in Auto Electrical Training
(Levels 1,2 & 3)

Course in Cert. III in Automotive Technology

Course in Toyota Pro-Technician Training

Course in Hino Pro-Technician Training

Employee Assistant

Service Training Institute

P O Box 1236, Lae, Morobe Province

Ph: 472 7870

Fax: 479 1956

(NTC: 041)

Courses:

Train the Trainer

Sales and Marketing

Certificate in Computing

Book Keeping

E

Entertrain Trainers & Consultants

P O Box 5569, Boroko NCD.

Ph: 323 2507/325 7297

(NTC: 025)

Course:

Management in Practise

Entrepreneurial Development Training Center

P O Box 8111, Boroko, NCD

Ph: 325 0978

Fax: 323 4808

(NTC: 039)

Courses:

Personal Viability

Introductory Business

Feasibility Study

RCS Management (Risk, Conflict and Survival)

Management

Introduction of Business Management

Essellars Training Solutions

P O Box 602, Konedobu, NCD

Ph: 323 8983 / 323 8686

Mobile: 721 6394/ 711 22978

Email: training@eassellars.com.pg

Contact: Eremia Raphael

Website: www.essellars.com.pg

(NTC: 171)

Course:

Course in Team Building

Course in Leadership

Course in Supervisor Skills

Course In Basic Security Guard

Eurest Training Center

P O Box 459, Port Moresby, NCD

Ph: 320 1100

Fax: 320 1007

(NTC: 120)

Course:

Hygiene, Health & Safety

Leading Hand

Cert I Operations

Cert II Operations

Cert II Operations– Bar

Cert III Kitchen Operations

Pre Apprenticeship Cookery

One-to-One Training

F

Foundation for People and Community Development Training Institute

P O Box 1119, Boroko, NCD.

Ph: 325 8470

Fax: 325 2670

(NTC: 012)

Course:

Train the Trainer
Health

Fubilan Catering Services

P O Box 387, Tabubil, Western Province

Ph: 548 3219

Fax: 548 9309

(NTC: 062)

Course:

Hygiene, Health & Safety
Kitchen Assistant Course
Assistant Cook
Apprenticeship
Cooks Course
Leading Hands Training
Supervisor Training
One-to-One Training
Bar and Bar Service
Dinning Room Service
Room Attending.

Fisher Training & Recruitment Academy

P O Box 49, Konedobu, NCD Ph : 320 1705

Fax: 320 1705

(NTC: 173)

Course:

Basic Engine Technology
Leadership Skills
Komatsu Operator Training
Komatsu Spare Parts Training

G

Goroka Agri-Business Training Institute

P O Box 287, Goroka, EHP.

Ph: 732 3516

(NTC:022)

Courses:

Appropriate Technology
Brick Making/ Charcoal Making
Silk Screen
Pottery
Principles of Economics
Principles of Agriculture
Agriculture Management
Farm Management 1 & 2
Soil Management
Pest Disease Management
Agriculture Production
Honey Production
Freshwater Fish Production

(Note: Contact Institute for Full Listing)

Gouno Grassroots Skills Training

P O Box 3430, Boroko, NCD

Ph: 693 9851

(NTC: 136)

Courses:

Cert in Food Handling
Food Preservation
Food Inspection
Cert in Basic Cooking
Cooking & Baking
Deserts
Catering

H

Hargy Oil Palms Limited

Ph: 983 1005

Fax: 983 1151

Email: training@hargy.com.pg

(NTC: 192)

Course:

Eye Care

Boiler Vessel

Drugs/Alcohol/Hygiene

RSPO Surveillance Audit

First Aid Techniques

Grievances and Discipline Procedures (Agro)

Malaria 1

Managing Pest (HOPL Training Program)

Auto/Diesel Mechanic (HOPL Skilled Training Program)

Occupational Safety & Health

(Note: Contact the Training Center for Full Listings)

Hohola Community College

P O Box 4448, Boroko, NCD

(NTC: 030)

Course:

Course in Integral Human Development

Course in Problem Solving & Decision Making

Course in Basic Accounting

Course in Hospitality & Tourism

Highlands Youth Training & Rehabilitation Centre

P O Box 1067, Mt Hagen, WHP

Ph: 675 4212

(NTC: 155)

Course:

Not Listed

I

IBO Training Institute

P O Box 404, University, NCD

Ph: 326 1680 / 6965 857

(NTC: 158)

Courses:

Intro Computer & Windows

Intro Basic Accounting

Intro Basic Tour Guiding

Cert. Management & Supervision

Institute of Business Technologies (IOBT)

P O Box 8454, Boroko, NCD

(NTC: 054)

Courses:

Microsoft Word

Microsoft Excel

Institute of Business Studies

P O Box 2826, Boroko, NCD

Ph: 325 2446

325 8006

(NTC: 010)

Courses:

Course in Sales Management

Course in Business Practice

Course in Computing

Course in Computer Applications

Counselling Accounting

Institute of Professional Studies Ltd.

P O Box 1255, Madang, Madang Province

NTC 050:

Courses:

Business Administration

Secretarial Office Management

Sales & Marketing

Secretarial Office Management (Advance)

Integrated Development Service

P O Box 5335, Boroko, NCD.

Ph: 323 3984

Fax: 325 3955

Email: idstacruz@gmail.com

(NTC: 007)

Courses:

Community Development

Upgrading Skills Executive Secretary

Marketing and Selling Skills

Training of Trainer

Basic Supervisory Skills

Planning Management Skills

Human Resources Planning and Management

Computer Courses

Innovative Training Centre

P O Box 841, Lae, Morobe Province

Ph/Fax: 472 8195/689 6760

(NTC: 092)

Courses:

Cert. in Computing

Advance Certificate in Computing

Cert. in Business

Advance Certificate in Business

Innovative Training Services

P O Box 971, Waigani, NCD

Ph: 671 8958

(NTC: 161)

Courses:

Frontline Management

Cert. in Training & Assessment

International Education Agency (IEA)

College of TAFE

P O Box 6974, Boroko, NCD

Ph: 321 4720

Fax: 3214668

College Ph: 321 3022/ 321 3025

(NTC: 002)

Courses:

Course in Financial Service

Course in Library & Information Service

Course in Management

Course in Community Service

Course in Computer Application

I

Course in Frontline Management
Course in Management & Team Leadership
Course in Public Sector Administration.
Course in Conflict Resolution
Course in Report Writing
Course in HIV/AIDS Training and Assessment
Course in Cert. II in Business (Clerical)
Course in Cert. III in Business (Sales)
Course In Cert. III in Children's Services

(Note: Contact Training Center for Full Listing)

International Training Institute

P O Box 6322, Boroko, NCD

Ph: 320 2800

Fax: 320 0513

(NTC: 009)

Courses:

Computing

Business

Sales

Accounting for Stock

Organisation Behaviour

Book Keeping

Supervisory and Management

Presentation Skills

Telephone Skills

Ms Publish 2003

Ms Outlook level (1)

Ms Outlook Level (2)

International Training Institute– LAE

P O Box 618, Lae, Morobe Province

Ph: 472 2790 / 320 2800

Fax: 472 0199

(NTC: 074)

Courses:

Course in Computing

Course in Sales

Course in Business

Integrated Training Development

Consultancy Ltd

P O Box 1413, Mt Hagen, Western Highlands Prov.

Ph: 542 3590

Email: train.icdc@gmail.com

(NTC: 109)

Courses:

Self Management

Time Management

Decision Making

Goal Setting

Stress Management

Workplace Communication

Team Building

Report Writing

Leading Meetings

Conflict Resolution

IT Job Training Centre

P O Box 616, Gordons, NCD

Ph: 3233073/ 7181 7266 (Digicel)

Fax: 325 9049

Email: itjtcmail@itjtc.com

Contact: Sunny Sun

NTC 157

Courses:

Cert. Ms Word

Cert. Ms. Excel

Cert. Ms Access

Cert. Basic Accounting

Marketing & Salesmanship

Personal & Career Development

Supervisory Skills

Inter-Act Training Research Institute

P O Box 5920, Boroko, NCD

Ph:

(NTC: 164)

Courses:

Basic communication Skills

Dangerous Goods

Training Needs Analyses

Research Methods

Institute of Business Studies

Vision

To be a World Class Educational, Training and Research Institution.

Mission

We are passionately committed to educating and training our students, staff and employees of Corporate partners by providing responsive and value driven quality courses and programmes that stimulate personal development, organizational growth and building of our young nation.

Goals

IBS is resolute in providing service of highest quality to its student body. The goals of IBS include:

- To provide timely development and delivery of quality courses of the highest possible standard.
- To enhance knowledge in Accounting, Business and Computing Studies.
- To meet the needs of Accountants, Business Managers and Information Technology Graduates in Papua New Guinea.
- To organise job training for our graduates and assist them to find employment by establishing a recruitment bureau.
- To become a university providing undergraduate and postgraduate programmes in Accounting, Business and Computing Studies.
- To offer tailor made in-house training to suit the individual organisations.
- To be a good corporate citizen and discharge our social responsibilities to the community.

IBS today, offers a wide array of study programmes ranging from Certificates and Diplomas to Undergraduate and Postgraduate degrees. These are the many landmarks achieved by this young institution in its brief existence of Twenty years.

The Institute of Business Studies (IBS), which traces its origins to 1988, is a product of the entrepreneurial vision of its founder Mr. Mick Nades, a naturalized citizen, who is also the Principal of Nades & Associates, an accounting firm set up in 1986.

The primary objective of setting up the Institute was to provide revision classes for the professional examinations conducted by the Papua New Guinea Institute of Accountants (PNGIA) as there was none available for Accounting graduates at that time.

Services:

IBS provides tailored in-house organizational training to meet the specific training needs of corporate clients. These courses are designed to meet the needs of each client and are offered for all staff categories including senior management.

(Source: IBS Website)

Contact:

Postal Address P.O. Box 2826, Boroko 111, National Capital District

Telephone 325 4053/ 325 2188/ 325 2446/ 325 9040/ 325 9799 Digicel - (675) 7210 8401

Facsimile (675) 325 8006 / 325 8652

Email General Info: enquiry@ibs.ac.pg Business In-fo: corporate@ibs.ac.pg

Website: www.ibs.ac.pg

K

Kenmore Ltd Training Centre

P O Box 500, Port Moresby, NCD

Ph: 325 9339

Fax: 325 6509

Email: clerk.training@kenmore.com.pg

Contact: Eunice Kunda

(NTC: 097)

Courses:

Course in Basic Computing

Course in MS Words

Course in Power Point Presentation

Course in MS Excel 2000

Course in Management & Supervisory Skills

Course in Admin Practices

Course in Business Practices

Course in Computing – Cert. I

Kikori Business Training Institute (KBTI)

P O Box 21, Kikori, Gulf Province

(NTC: 045)

Courses:

Microsoft Word

Microsoft Excel

Communication

Management

Kingku Hitech Training Institute

P O Box 102

Mt Hagen, Western Highlands Province

Ph: 542 1214

Email: kingku@daltron.com.pg

(NTC: 056)

Courses:

Cert. in Accounting

Cert. in Computing

Cert. in Sales and Marketing

Cert. in Mechanical Operations

KPE Training Centre

P O Box 660, Kavieng, New Ireland Province

Ph / Fax: 984 1516

(NTC: 116)

Courses:

Cert. in Clerical Accounting

Cert. in Computer Operation

Cert. in Business Awareness

Cert. in Secretarial Duties.

Kokopo Tours & Training Services

P O Box 1901, Kokopo, ENBP

Ph: 982 9828/ 691 3104

(NTC: 144)

Courses:

Cert. in Hospitality & Catering

Cert. in Personal Development

Cert. in Tourism & Hospitality

Konnen International Ltd.

P O Box 314, Port Moresby, NCD

Ph: 323 1520

Fax: 323 5787

(NTC: 020)

Courses:

Investigations

Crisis Management

Physical Security

Alcohol Awareness

Staff Management

Leadership Management

Kumul Marketing Consultancy Service

P O Box 452, University, NCD

Ph/ Fax: 326 1753

(NTC: 121)

Courses:

Cert. Modern Management Skills

Cert. Small Business

Cert. Financial Loan & Lending.

Cert. Basic Computing

Cert. Basic accounting

Cert. Human Resource

Cert. Supervisory Management

Cert. Land Admin & Management

Cert. Technical Project Planning

Cert. Proposal Writing Skills

Cert. Technical Project Management Skills & Taxa-tion

L

Lae Technical College

(National Polytechnic Institute of PNG)

P O Box 4366, Lae, Morobe Province

Ph: 472 5493/ 472 6805

Fax: 472 1025

(NTC: 094)

Courses:

Communication

Tourism and Hospitality

Life Food Handlers Training Services

P O Box 260 Diwai Post, Madang, Madang Province

Ph: 693 1334

(NTC: 108)

Courses:

Food Handlers

M

Maea Professional Training Institute

P O Box 1661, Boroko, NCD

Ph: 325 5626

Fax: 325 5626

(NTC: 003)

Courses:

Clerical & Computing

Sales, Marketing & Computing

Book Keeping

Accounting & Computing Studies

Malaguna Tourist Services Ltd

P O Box 333, Rabaul, ENB Province

Ph: 982 2050

Fax: 982 2050

(NTC: 031)

Courses:

Tourism & Hospitality

Office Procedures & Communication Skills

Quality Customer Services

Quality Copra Assurance

Community Planning and Report Skills

Management Development Center (MDC)

P O Box 100, Unitech, Lae, Morobe Province

Ph: 473 4970

Fax: 473 4433

(NTC: 071)

Courses:

Course in Supervision Principles

Course in Personal Management

Course in Industrial Relations

Course in Training & Development

Course in Train the Trainer

Course in Time Management

Course in Administrative Law

Course in Business Law

Course in Law for Property Management



Mary Elz's Floriculture Training Service

P O Box 1071, Port Moresby, NCD

Ph: 689 4716/ 323 5281

(NTC: 114)

Courses:

Cert. Floriculture
Vandal Orchids
Flower Arrangement
Dendrobium Orchids
Site & Nursery Visits

McCarthy & Associates

P O Box 1092, Waigani, NCD

Ph: 686 0478

(NTC: 063)

Courses:

Financial Management
Business Management
Supervision
Management Development
Forestry Skills
Word Procession
Occupational Health & Safety

Mega Institute of Technology

P O Box 2209, Kokopo, ENBP

Ph: 982 9971 / 77401 488 (Wireless)

Fax: 982 5314

Contact: Dominic

(NTC: 149)

Courses:

Certificate in Basic Electronics
Certificate in Audio Servicing
Certificate in Basic Television

Melanesian Training Institute

P O Box 909, Kokopo, ENBP

Ph: 940 0813

Fax: 982 5206

(NTC: 170)

Courses:

Course in Basic Engine Technology
Course in Automotive Technology - MVM Stage 1
Course in Automotive Technology - DHEF Stage 1
Course in Automotive Technology - Auto Electrical

Micro Training Institute

P O Box 651, Port Moresby, NCD

Ph: 3256734

(NTC: 052)

Courses:

Course In MS Word
Course In MS Excel
Course In MS Power Point

Morobe Mining Professional Training Centre

P O Box 4015, Lae, Morobe Province

Ph: 472 1703

Fax: 472 1703

(NTC: 168)

Courses:

Environment & Safety
Leadership
Catering & Hospitality
Mining Safety
Computer Training
Safety Systems
Mine operation training
To be upgraded to Master Trainer status

Multi Skills Training School

P O Box 2354, Lae, Morobe Province

Ph:

Fax:

(NTC: 055)

Courses:

Cert. in Steam Equipment
Cert. in Plant Operators
Cert. in Work Place Safety
Cert. in Automotive Courses
Occupation Health & Safety (Australian Standard)
Management Course
OHS Awareness
OHS Officer's Level I

N

National Training Institute

P O Box 3794, Lae, Morobe Province

Ph: 725 61555

Fax: 472 8282 / 472 3222

(NTC: 043)

Courses:

Microsoft Word

Microsoft Excel

Computerized Typing

Salesmanship

Quick Books Accounting

National Disaster Centre

P O Box 4970, Boroko, NCD

Ph: 325 0239

Fax: 325 4186

(NTC: 066)

Courses:

Courses not submitted for Council's approval

National Fisheries College

P O Box 239, Kavieng, New Ireland Province

Ph: 9842187

Fax: 984 2343

(NTC: 068)

Courses:

(Not listed)

National Volunteer Services

P O Box 111, Boroko, NCD

Ph: 325 3100

Fax: 325 8767

(NTC: 165)

Courses:

Leadership Skills

Community Development

Project Planning / Income Generation

New Britain Business Studies

P O Box 251, Rabaul, ENBP

Ph: 982 9460

Fax: 982 9460

(NTC: 013)

Courses:

Clerical Studies

Basic Book Keeping

Basic Accounting

Stock Control

Marketing

Business Administration

Business Correspondence

New Guinea Business &

Management Training Services

P O Box 3885, Lae, Morobe Province

Ph/Fax: 472 3061

Mobile: 682 3154

(NTC: 075)

Courses:

(Not listed)

Newcrest Professional Development Center (NPDC)

P O Box 380, Kavieng, New Ireland Province

Ph: 986 4014

Fax: 986 4075

NTC: 005

Courses:

Self Management Skills

Leadership Skills

Business Management Skills

Environment & Safety

Leadership Skills

Catering & Hospitality

Mine Safety

N

Nigit Training Consultancy Service

P O Box 3828, Boroko, NCD

Ph: 690 9285

(NTC: 146)

Courses:

Introduction to Computer & Windows

Introduction to MS Excel 2003

Ms Excel 2003 Intermediate

Introduction to MS Access

MS Access 2003 Intermediate

Introduction to MS Project 2003

MS Project 2003 Advance

Introduction to Crystal Report II

Crystal Report II Advance

O

Oceania Consultancy Training Center

PO Box 282, Port Moresby, NCD

Ph: 328 1538

(NTC: 113)

Courses:

Community Activities Management

Youth at Risk

Restorative Justice

Oilmin Field Services Limited

P O Box 858, Mt Hagen, Western Highlands Prov.

(NTC: 188)

Courses:

Course in OH & S/HSE

Course in Public Safety

Course in Heavy Vehicle & Machinery

Course in Load Shifting

Course in Air Craft

Course in Chainsaw Operations & Maintenance

Course in Tree Climbing & Working on Heights

Course in Timber Cutting

Course in GPS/Map Reading & Navigation

Course in Nursery

Course in Pest & Disease Control

Course in Train the Trainer (TOT)

Oisca, Rabaul Eco Technical Training Centre

P O Box 436, Kokopo, ENBP

Ph:

NTC 145

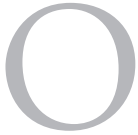
Courses:

Cert. in Forestry

Cert. in Personal Development

Cert. in Animal Husbandry

Cert. in Animal Agriculture



Osi Tanata

Innovative Business Training Institute

P O Box 15, Buka, Bougainville, AROB

Ph: 279 9908

(NTC: 060)

Courses:

Community Development. Facilitators (CDF)
Facilitation I
Facilitation II
Writing Effective Reports for Civil Society Groups.
Effective Meetings and Minutes Taking
Team building & Team Development
Train the Trainers
Managing Conflicts in Organization
Women in Development

(Note: Contact the Trainers for Full Course Listing)

Orion Group

Orion Project Services (PNG) Ltd

P O Box 849, Port Moresby, NCD

Ph: 321 3322

Fax: 3217 542

Email: HR@orioneng.com.pg

(NTC: 193)

Courses:

Course in Communication Skills
Course in Interview and Selection
Course in Planning and Organising
Course in Conflict Resolution
Course in Problem Solving
Course in Leadership and Change
Course in Team and Workplace
Course in Performance Management
Course in Information Technology (IT)
Course in Accounting Level 1 (Basic)
Course in Accounting Level 2 (Intermediate)
Course in Accounting Level 3 (Advance)
Course in Supervision
Course in Civil Construction 1
Course in Civil Construction 2
Course in Transport & Logistics 1 (Road Transport)
Course in Heavy Equipment Fitter
Course in Electricals

Ozi-K Limited

P O Box 7486, Boroko, NCD Ph : 343 1879

Email: Robert_Ori@yahoo.com

Shane.black@yahoo.com

(NTC: 204)

Courses:

Course in Basic Security Guard Training
Course in Advanced Security Guard Training
Course in Conflict Resolution
Course in Customer Services
Course in Housekeeping
Course in Dining Etiquette

P

Pacific Institute of Financial Management

P O Box 5635, Boroko, NCD

Ph: 325 0109 / 687 0094

Fax: 325 3955

(NTC: 119)

Courses:

Budget, Planning, Implementing & Reporting
Financial Management Procedures
Bookkeeping Accounting Procedures
Tender Procurements Government Contracts
Bank Reconciliation Procedures
Claims Processing & Examination

Paradise Training Limited

P O Box 4010, Boroko, NCD

Ph: 321 3066

Fax: 321 0387

(NTC: 106)

Courses:

How to Develop Customer Care
How to Counsel Employees
How to Manage Conflict

Peak Performance Training Institute

P O Box 2236, Boroko, NCD

Ph: 685 5663

(NTC: 128)

Courses:

Cert. in Counselling Skills
Cert. in Youth Training
Cert. in Path Finding
Cert. in Youth at Risk

PJV Training Centre

P O Box 484, Mt Hagen, WHP

Ph: 547 8240 /547 8838

Fax: 547 9579

(NTC: 178)

Courses:

Course in Environment & Safety
Course in Leadership Skills
Course in Catering & Hospitality
Course in Mine Safety
Course in Computer Training

Course in Safety Systems

Course in Mine Operations Training

PNG Associated Industries Training Centre

P O Box 758, Waigani, NCD

Ph: 325 5788

Fax: 325 0670

(NTC: 102)

Courses:

Administrative Skills
Technical Skills – Level 1
Technical Skills – Level 2
Technical Skills – Level 3

PNG Business Coalition Against HIV & Aids (BAHA)

P O Box 1142, Boroko, NCD

Ph: 325 9228/3252852

Email: enquiries@baha.com.pg

(NTC: 184)

Courses:

Course In HIV & AIDS Studies

PNG Employment Orientated Skill Development

P O Box 1097, Waigani, NCD

Ph: 325 3977

(NTC: 141)

Courses:

Identity Training Needs
Develop a Training Plan
Prepare & Monitor Training Budget
Write a Session Plan & Prepare Resources
Promote a Training Course

PNG Garment & Textile Department Institute

P O Box 399, Boroko, NCD.

Ph: 323 4778

Fax: 323 5815

(NTC: 015)

Courses:

Apparel
Garment Design & Production Technology

P

PNG Industry Vocational Education & Training Inc (PNG IVET)

P O Box 567, Waigani, NCD

Ph: 325 0304

Fax: 323 0199

(NTC: 042)

Courses:

Personal Hygiene — Module 1

Oral Communication —Module 2

Productive Working Environment

PNG Institute of Management Ltd

P O Box 779, Boroko, NCD

Ph: 321 197

Fax: 321 1157

(NTC: 112)

Courses:

Ambassador Programme for Security Staff

Occupational Health & Safety

Basic Sales Skills

Business Writing

Exceptional Customer Care

Dealing with difficult people

Developing Receptionist

Goal Setting

Leadership Development

Performance Management

Administrative Skills

Stress Management

Supervisor Team Leader

Time & Workload Management

PNG Occupational Health & Safety

P O Box 286, Boroko, NCD

Ph: 321 0628

Fax: 321 0630

(NTC: 088)

Courses:

Workplace Health & Safety – level 1

Workplace Health & Safety – level 2

Workplace Health & Safety – level 3

PNG Power Training Centre

P O Box 1105, Hohola Road, NCD

Ph: 3243 192

Fax: 323 6070

(NTC: 167)

Courses:

Information Technology

Electrical Trades

Electrical Trades – CBT-Level 1

Professional Staff Training College (PSTC)

P O Box 916, Boroko, NCD

Ph: 321 1887

Fax: 321 1017

(NTC: 057)

Courses:

Sales & Marketing

Tourism & Hospitality



Vision:

To become a center of excellence in providing professional business services in the Asia Pacific Region.

Mission:

- * Serving the capacity building needs of businesses in PNG and Asia Pacific Region.
- * Providing banking finance and management training.
- * Providing industry integrated and pragmatic programs.

Values:

Leadership, continuous learning, team work, innovation, respect and integrity.



Formerly known as the Bankers' College, IBBM has developed to provide comprehensive training and development courses relevant to today's business climate and designed to enhance individual professional knowledge and skills in all aspects of administration, business and management. IBBM has since earned the reputation of the Nation's most prestigious provider of practical cost-effective training in administrative, finance, banking, commerce, supervisory and management skills since 1965.

IBBM's three Business Units—**IBBM Corporate Training**, **Enterprise Centre** and the **PNG Management College** offer innovative, professional and relevant corporate trainings that contribute to performance efficiency, capacity building and nation building. The three business units pool together a dedicated and experienced training team who aim to enhance professional knowledge and skills, increase organisational capacity and foster National Development.

The Institute provides:

1. Tailored Training Courses: Any of the Institute's courses can be tailored to meet your organization's specific needs,
2. Training Needs Analysis: Clearly identify training needs within your organization, place a priority on the training needs and provide a realistic basis for development of your training plan.
3. E Learning: 750 accredited courses on various topics in Banking, Finance, Accounting, Insurance and Risk Management. E-learning enables individuals to learn and acquire new skills without disruptions to one's hectic schedule.
4. The Enterprise Centre: The Enterprise Centre is an independent Business Unit, that was established as an outcome of an agreement with the PNG LNG Project. A unique mix of services are offered for the local supplier development arm of the PNG LNG Project. The Centre works to assist capacity building of PNG Businesses, manage an information and

Types of Courses:

Certificate in Frontline Management
Diploma in Banking
Diploma in Business
Diploma in Management
Diploma in Microfinance
Soft Skills Workshop and many more.

Q

Quality Management Training Consultants

P O Box 771, Alotau, Milne Bay Province

Ph: 671 8958

(NTC: 162)

Courses:

Agribusiness Primary Production

Agribusiness & Financial Management

Agribusiness Management

Agribusiness & Marketing Management

R

Rabaul Business Studies

P O Box 143, New Rabaul, ENBP

Ph: 982 1643

Fax: 982 1343

(NTC: 183)

Courses:

Course in Office Administration

Course in Business Studies

Course in Fishing Practices

Raluana Auto Repair Training

P O Box 1819, Rabaul, ENBP

Ph / Fax: 9829 733

(NTC: 172)

Courses:

Course in Basic Engine Technology MVM

Course in Automotive Technology Auto Electrical

Ramu Agri Business Training

P O Box 2183, Lae, Morobe Province

Ph: 474 32999

Fax: 474 32 61

(NTC: 027)

Courses:

Course in Providing Quality Customer Service

Course in Presenting to an Audience

Course in Effective Communication

Course in Safety Officer's Certificate Module 1,2,3

Course in Manual Handling

Course in Job safety Analysis

Course in Accident Investigation

Course in Loss Control Management

S

Sally's Business School

P O Box 327, Kokopo, ENBP

Ph: 982 8683

(NTC: 011)

Courses:

Course in Basic Secretarial

Course in Basic Bookkeeping

Course in Type Writing

Course in Basic Computing

Selwin Consult Ltd

P O Box 2989, Boroko, NCD

Ph: 325 9393

(NTC: 078)

Courses:

Course in HRM

Course in Music

Southern Training Institute

P O Box 6559, Boroko, NCD

Ph: 725 34776

(NTC: 154)

Courses:

Cert. in Ms Word

Cert. in Ms Excel

Cert. in Ms Access

Cert. in Basic Accounting

Star Business College

P O Box 605, Mt Hagen, Western Highlands Prov.

Ph: 542 9166

(NTC: 051)

Courses:

Course in Basic Accounting

Course in Secretarial Office Procedures

SIYB

S

Star Mountain Training Institute

P O Box 1, Tabubil, Western Province

Ph: 649 3027 / 649 3232 / 649 3391

Fax: 649 9502

Email: eric.kuman@oktedi.com

(NTC: 019)

Courses:

Course in Competency Base Learning Programs BCL

Course in First Aid Program

Course in Metal Fabrication/Welding

Course in Electrical Trades

Course in Electronics/Instrumentations

Course in Mechanical Trades

Course in Driver Training

Course in Building Trades

Course in Fitting & Machining

Course in Applied Management

Course in Diploma in Management

(Overseas – Barrier Reef TAFE)

Star West Construction Limited

P O Box 46, Tabubil, WP

Ph: 548 9077

Fax: 548 9208

(NTC: 117)

Courses:

Engine Starting & Shut down

Blind Spot Hazard

Speko Micro Business Trainers & Consultants

P O Box 7021, Boroko, NCD

Ph: 688 0590

(NTC: 150)

Courses:

Introduction to Small Business Development

Introduction to Borrowing Skills for Small Business

Introduction to Career Planning Skills

Sustainable Business Consulting Ltd

P O Box 3726, Boroko, NCD

Ph: 687 3911

(NTC: 139)

Courses:

Cert. in Financial Management

Cert. in Loan Application

Super Staff Melanesia

P O Box 1741, Boroko, NCD

Ph:

(NTC: 103)

Courses:

Record Management

Fundamentals of Marketing

T

Tanim Ston Training Institute

P O Box 6883, Boroko, NCD

Ph: 311 2916

Fax: 321 1263

(NTC: 129)

Courses:

Cert. in Basic Tie Dying

Cert. in International Tie Dying

Cert in Advance Tie Dying

Cert. in Screen Printing

Tanorama Training & Consultants

P O Box 313, Waigani, NCD.

Ph: 323 3962

Fax: 323 0204

(NTC: 061)

Courses:

Community Development

Business Management

Business Project

Planning

Management

Telikom Training College

Private Mail Bag, Lae, Morobe Province

Ph: 473 2662 / 610

Fax: 475 7346

(NTC: 070)

Courses:

Course in Computer Networking LAN/WAN

Timber & Forestry Training College

P O Box 2132, Lae, Morobe Province

Ph: 472 4600 /1083 /3886

Fax: 472 3586

(NTC: 070)

Courses:

(Note: Contact College for Updated Listing)

TUSCA Training Consultants

P O Box 286, Port Moresby, NCD

Ph: 323 3073 /684 3245

NTC: 160

Courses:

Cert. in Workplace Health & Safety – Level 1

Cert. in Workplace Health & Safety – Level 2

Cert. in Workplace Health & Safety – Level 3

U

UMW Training Division

P O Box 1729, Lae, Morobe Province

Ph: 472 2444

Fax: 472 5094

Email: mpoma@umw.com.pg

Contact: Mary Poma
Senior Training & Development
Coordinator

(NTC: 153)

Courses:

Cert in Basic Engine Technology

Cert in Leadership Skills

Cert in Komatsu Operator Training

Cert in Spare Parts

V

Vakaka Construction

P O Box 515, Port Moresby, NCD

Ph: 692 0641

(NTC: 083)

Courses:

Course In Basic Screen Printing

Vanco Consultancy Limited

P O Box 2322, Lae, Morobe Province

Ph: 430 0204

Fax: 479 1515

Email: umalijada@gmail.com
Judith.Karu@yahoo.com

(NTC: 200)

Courses:

Course in Youth Development Program

Vunabosco Agro Technical

P O Box 287, Kokopo, ENB

Ph: 983 7037

(NTC: 014)

Courses:

(Yet to be Accredited by NTC)



Work Link Training Service

P O Box 900 Boroko, NCD

Ph: 311 2078

Fax: 325 6380

(NTC: 100)

Courses:

Sales & Marketing

Office Administration

Marketing Management

HRM

West New Britain Business College

P O Box 713, Kimbe, West New Britain Province

Ph: 983 4166

(NTC: 111)

Courses:

Cert. in Accounting

Cert. in Business Operations

Cert. in Business Administration

Cert. in Sales & Marketing

Works Institute of Technology

P O Box 1108, Boroko, NCD

Ph: 324 1182

Fax: 324 1181 / 1198

(NTC: 064)

Courses:

Carpentry Construction-Level one

Building Estimate & Costing

Building Maintenance

Maintenance, Fitting Machining

Service Maintenance & Repairs

Written Correspondence

Basic Report Writing

Meeting Procedures

Business Studies (Office Administration Skills)

Motor Vehicle

Basic Welding

(Note: Contact Institute for Full Listing)

This directory was compiled by the Informal Economy Sectoral Committee (IEC). The Committee is one of nine sectoral committees of the Consultative Implementation and Monitoring Council (CIMC) comprising of partners from private sector, NGO, government and civil society who meet on a regular basis to provide advice and direction to encourage the development of the informal economy in PNG.

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CIMC is an independent organization that brings together civil society, private sector and government partners to develop policy and directly influence and monitor government decision making for the long term development of Papua New Guinea.