



2026 LCC TRAINING CALENDAR

JANUARY

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FEBRUARY

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MARCH

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JANUARY

CODE	COURSE TITLE	DURATION	DATES	VENUE	FEES
LCC/26/01	Office Management and Hygiene for Office Assistants and Support Staff	5 Days	19 - 23 Jan	Salima	MK950,000
LCC/26/02	Orientation Skills Development for Assistant Human Resource Management Officers	5 Days	19 - 23 Jan	Salima	MK950,000
LCC/26/03	Customer Service Excellence for Frontline Officers	5 Days	26 - 30 Jan	Mponela	MK950,000
LCC/26/04	Road Traffic and Safety Management for Drivers	5 Days	26 - 30 Jan	Mponela	MK950,000

FEBRUARY

LCC/25/05	Leadership and Change Management	5 Days	16 - 20 Feb	Game Haven	MK950,000
LCC/25/06	Transport Logistics & Fleet Management	5 Days	16 - 20 Feb	Game Haven	MK950,000
LCC/25/07	Orientation Skills Development for Security Guards	5 Days	23 - 27 Feb	Mponela	MK950,000
LCC/25/08	Records Management Training	5 Days	23 - 27 Feb	Mponela	MK950,000

MARCH

LCC/26/09	ICT Refresher Training Workshop for Accounts Personnel with take home Laptop	5 Days	16 - 20 Mar	Salima	MK2,000,000
LCC/26/10	Secretarial Skills Development for Secretaries and Personal Assistants	5 Days	16 - 20 Mar	Salima	MK950,000
LCC/26/11	Pre-Retirement and Pension Planning	5 Days	23 - 27 Mar	Salima	MK950,000
LCC/26/12	Human Resource Metrics and Analytics	5 Days	23 - 27 Mar	Salima	MK950,000

LILONGWE COMMERCIAL COLLEGE (LCC)



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APRIL

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MAY

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JUNE

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APRIL

LCC/26/13	Records Management Training for Office Assistants	5 Days	20 - 24 April	Blantyre	MK950,000
LCC/26/14	E-Procurement and Stores Management	5 Days	20 - 24 April	Blantyre	MK950,000
LCC/26/15	Fleet Operations, Maintenance and Management	5 Days	27 April - 1 May	Mponela	MK950,000
LCC/26/16	ICT Refresher Training Workshop for HR Personnel with take home Laptop	5 Days	27 April - 1 May	Mponela	MK2,000,000

MAY

LCC/26/17	ICT Skills Development for Office Assistants and Support Staff	2 Weeks	11 - 22 May	Salima	MK1 750 000
LCC/26/18	Skills Development Workshop for Switchboard and Telephone Operators	5 Days	18 - 22 May	Salima	MK950,000
LCC/26/19	ICT Refresher Training Workshop for Secretaries and Personal Assistants with take home Laptop	5 Days	25 - 29 May	Thyolo	MK2,000,000
LCC/26/20	Facilities Management and Effective Space Utilization	5 Days	25 - 29 May	Thyolo	MK950,000

JUNE

LCC/26/21	Accounting and Finance For Non Finance Officers	5 Days	15 - 19 June	Game Haven	MK950,000
LCC/26/22	Public Procurement Processes and Management	5 Days	15 - 19 June	Game Haven	MK950,000
LCC/26/23	Cloud Computing and Online collaboration tools for Administrative Assistants	5 Days	22 - 26 June	Thyolo	MK950,000
LCC/26/24	Office Management and Hygiene for Office Assistants and Support Staff	5 Days	22 - 26 June	Thyolo	MK950,000



LCC 2026 TRAINING CALENDAR

JULY

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AUGUST

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SEPTEMBER

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JULY

LCC/26/25	Records Management Training for Accounts Officers	5 Days	20 - 24 July	Mponela	MK950,000
LCC/26/26	Protocol and Events Management	5 Days	20 - 24 July	Mponela	MK950,000
LCC/26/27	Effective Leadership and Management	5 Days	26 - 30 July	Salima	MK950,000
LCC/26/28	Electronic Records Management Training for Secretaries and Personal Assistants	5 Days	26 - 30 July	Salima	MK2,000,000

AUGUST

LCC/26/29	Refresher Skills Development for Drivers	5 Days	17 - 21 Aug	Mponela	MK950,000
LCC/26/30	Superior Customer Service for Frontline Officers	5 Days	17 - 21 Aug	Mponela	MK950,000
LCC/26/31	Management of Meetings and Minute Taking Skills Development for Secretaries and Personal Assistants	5 Days	24 - 28 Aug	Mzuzu	MK950,000
LCC/26/32	Facilities Management and Effective Space Utilization	5 Days	24 - 28 Aug	Mzuzu	MK950,000

SEPTEMBER

LCC/26/33	Leadership and Office Management Skills Workshop for Secretaries and Personal Assistants	5 Days	14 - 18 Sept	Salima	MK950,000
LCC/26/34	Supervisory Skills Workshop for AHRM	5 Days	14 - 18 Sept	Salima	MK950,000
LCC/26/35	Transport Logistics & Fleet Management	5 Days	21 - 25 Sept	Mponela	MK950,000
LCC/26/36	ICT Skills Development for Drivers	5 Days	21 - 25 Sept	Mponela	MK950,000



LCC 2026 TRAINING CALENDAR

OCTOBER

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NOVEMBER

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DECEMBER

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OCTOBER

LCC/26/37	Data Analysis and Visualizations	5 Days	19 - 23 Oct	Mponela	MK950,000
LCC/26/38	Superior Customer Service for Frontline Officers	5 Days	20 - 23 Oct	Mponela	MK950,000
LCC/26/39	AI For Executive Administrative Assistants	5 Days	26 - 30 Oct	Salima	MK950,000
LCC/26/40	Effective Leadership and Management	5 Days	26 - 30 Oct	Salima	MK950,000

NOVEMBER

LCC/26/41	Procurement of Goods, Works and Non Consulting Services	5 Days	16 - 20 Nov	Salima	MK950,000
LCC/26/42	Auditing for Internal Auditors	5 Days	16 - 20 Nov	Salima	MK950,000
LCC/26/43	ICT Refresher Training Workshop for Accounts Personnel with take home Laptop	5 Days	23 - 27 Nov	Thyolo	MK2,000,000
LCC/26/44	Orientation Skills Development for AHRMs	5 Days	23 - 27 Nov	Thyolo	MK950,000

DECEMBER

LCC/26/45	Office Management and Hygiene for Office Assistants and Support Staff	5 Days	7 - 11 Dec	Salima	MK950,000
LCC/26/46	Refresher Skills Training for Drivers	5 Days	7 - 11 Dec	Salima	MK950,000
LCC/26/47	Electronic Records Management for Clerical Officers	5 Days	14 - 18 Dec	Salima	MK950,000
LCC/26/48	Leadership & Office Management Skills Development for Secretaries and Personal Assistants	5 Days	14 - 18 Dec	Salima	MK950,000

OTHER PROGRAMMES

- In-House Training
- Tailor Made Training
- Training Consultancy