

LILONGWE COMMERCIAL COLLEGE

2027

TRAINING CALENDAR

IN-HOUSE TRAINING TAILOR MADE TRAINING CONSULTANCIES

1 January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

2 February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

3 March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

JANUARY 2027					
LCC/01/27	Customer Service Excellence and Client Relations for Frontline and Call Centre Officer	5 Days	18 - 22 Jan	Mponela	**MK950,000.00**
LCC/02/27	Supervisory Skills and Performance Appraisal	5 Days	18 - 22 Jan	Mponela	**MK950,000.00**
LCC/03/27	Business Etiquette and Office Protocol for Office Assistants/Messengers	5 Days	25 29 Jan	Mponela	**MK950,000.00**
LCC/04/27	Electronic Records Management Training	5 Days	25 – 29 Jan	Mponela	**MK950,000.00**
FEBRUARY 2027					
LCC/05/27	Customer Service and Professional Ethics for Drivers and Chauffeurs	5 Days	8 - 12 Feb	Mponela	**MK950,000.00**
LCC/06/27	Orientation Skills Development for Security Officers	5 Days	8 - 12 Feb	Mponela	**MK950,000.00**
LCC/07/27	Office Administration and Protocol for Administrative Officers	3 Days	22 - 24 Feb	Livingstonia Beach	**MK1,200,000.00**
LCC/08/27	AI Skills Workshop for HR Officers (fees include take home Laptop)	3 Days	22 – 24 Feb	Livingstonia Beach	**MK2,000,000.00**
MARCH 2027					
LCC/09/27	Safety and Hygiene for Laboratory Attendants	5 Days	12 - 16 March	Mponela	**MK950,000.00**
LCC/10/27	Basic ICT for Office Assistants	5 Days	12 - 16 March	Mponela	**MK950,000.00**
LCC/11/27	Pre- Retirement and Pension Planning	3 Days	26 – 30 March	Salima	**MK1,200,000.00**
LCC/12/27	AI Executive for Administrative Assistants (fee include take home Laptop)	5 Days	26 – 30 March	Salima	**MK2,000,000.00**

4 April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

5 May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

6 June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

APRIL 2027					
LCC/13/27	Office Management and Hygiene for Office Assistants and Support Staff	5 Days	12 - 16 April	Mponela	**MK950,000.00**
LCC/14/27	AI for Accounts Personnel (fee include take home Laptop)	5 Days	12 - 16 April	Mponela	**MK2,000,000.00**
LCC/15/27	Leadership and Office Management for Secretaries and Personal Assistants	5 Days	26 - 30 April	Mponela	**MK950,000.00**
LCC/16/27	Transport Logistics and Fleet Management	5 Days	26 – 30 April	Mponela	**MK950,000.00**
MAY 2027					
LCC/17/27	Data Analysis and Visualization	5 Days	3 - 7 May	Mponela	**MK950,000.00**
LCC/18/27	Advanced Corporate Security, Intelligence, Risk & VIP Protection	5 Days	3 – 7 May	Mponela	**MK950,000.00**
LCC/19/27	Customer Service Excellence Strategy for Managers	5 Days	24 - 28 May	Mponela	**MK950,000.00**
LCC/20/27	Minute Taking and Management of meetings using AI for Administrative Assistants	5 Days	24 – 28 May	Mponela	**MK2,000,000.00**
JUNE 2027					
LCC/21/27	Pre-retirement and Pension Planning	3 Days	7 - 9 June	Mponela	**MK950,000.00**
LCC/22/27	Customer Care and Communication Toolkit for Frontline Excellence	5 Days	7 - 11 June	Mponela	**MK950,000.00**
LCC/23/27	Stores and Inventory Management	5 Days	21 - 25 June	Mponela	**MK950,000.00**
LCC/24/27	Office Operations and Etiquette for Office Assistants and Support Staff	5 Days	21 – 25 June	Mponela	**MK950,000.00**



7 July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

8 August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

9 September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9



JULY 2027					
LCC/25/27	Skills Development Training for Assistant Human Resource Officers	5 Days	12 - 16 July	Mponela	**MK950,000.00**
LCC/26/27	ICT Skills Training for Accounts Officers and Cashiers (Fee include take home Laptop)	5 Days	12 16 July	Mponela	**MK2,000,000.00**
LCC/27/27	Project Planning and Proposal writing	3 Days	26 - 28 July	Mponela	**MK950,000.00**
LCC/28/27	Safety and Hygiene for laboratory Attendants	5 Days	26 – 28 July	Mponela	**MK950,000.00**
AUGUST 2027					
LCC/29/27	Risk Management and Internal Audit	5 Days	9 - 13 Aug	Mponela	**MK950,000.00**
LCC/30/27	Security Investigation, Fraud Prevention and Crisis Management for Security Officers	5 Days	9 – 13 Aug	Mponela	**MK950,000.00**
LCC/31/27	Transport Logistics and Fleet Management	5 Days	23 - 27 Aug	Mponela	**MK950,000.00**
LCC/32/27	Stores and Inventory Management Skills Training	5 Days	23 – 27 Aug	Mponela	**MK950,000.00**
SEPTEMBER 2027					
LCC/33/27	Project Management Skills Training	3 Days	6 - 8 Sept.	Salima	**MK950,000.00**
LCC/34/27	Annual National Conference for Administrative Assistants	3 Days	6 – 8 Sept.	Nkopola Mangochi	**MK1,500,000.00**
LCC/35/27	Change Management and Organizational Development	5 Days	20 - 24 Sept.	Mponela	**MK950,000.00**
LCC/36/27	Customer Service and Professional Ethics for Drivers and Chauffeurs	5 Days	20 – 24 Sept.	Mponela	**MK950,000.00**



We Offer: In House Training, Trailor Made Training and Training Consultancies.

LCC 2027 Training Calendar

10 October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

11 November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

12 December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

OCTOBER 2027					
LCC/37/27	Customer Service and Communication Toolkit for Frontline and Call Centre Officers	5 Days	4 – 8 Oct	Hapuwani Mulanje	**MK950,000.00**
LCC/38/27	Pre-retirement and Pension Planning	5 Days	4 – 8 Oct	Hapuwani Mulanje	**MK950,000.00**
LCC/39/27	Office Management and Hygiene for Office Assistants and Support Staff	5 Days	25 – 29 Oct	Mponela	**MK950,000.00**
LCC/40/27	AI for Executive Administrative Assistants (fee include take home laptop)	5 Days	25 – 29 Oct	Mponela	**MK2,000,000.00**
NOVEMBER 2027					
LCC/41/27	ICT for Drivers and Chauffeurs	5 Days	8 – 10 Nov.	Mponela	**MK950,000.00**
LCC/42/27	Emotional Intelligence and Etiquette	5 Days	8 – 10 Nov.	Mponela	**MK950,000.00**
LCC/43/27	Strategic Leadership, Innovation & AI-Driven Transformation	3 Days	22 – 24 Nov.	Arusha Tanzania	**$1,700**
LCC/44/27	Leadership & Office Management Workshop for Executive Administrative Assistants	3 Days	22 – 24 Nov	Arusha Tanzania	**$1,700**
DECEMBER 2027					
LCC/45/27	Office Management and Personal Effectiveness	5 Days	6 – 10 Dec.	Mponela	**MK950,000.00**
LCC/46/27	Leadership & Office Management Training for Managers	3 Days	6 - 10 Dec.	Mponela	**MK950,000.00**
LCC/47/27	Transport Logistics and Fleet Management	3 Days	13 - 15 Dec.	Livingstonia Beach	**MK1,200,000.00**
LCC/48/27	Minute Taking and Management of meetings using AI for Administrative Assistants	3 Days	13 – 15 Dec.	Livingstonia Beach	**MK2,000,000.00**



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