

# OPEN ENROLLMENT

## TRAINING CALENDAR 2021



COURSE	TARGET GROUP	DURATION	DATE	VENUE	COST
<b>FEBRUARY</b>					
Effective Purchasing & Contract Negotiation	Procurement & supply managers, store managers and officers	3 Days	Feb 2 <sup>nd</sup> -4 <sup>th</sup>	Mombasa	Ksh. 50,000
The Effective Office Management & Administrator Program	Secretaries, Senior admin assistants, PAs, Executive Assistants	2 Days	Feb 19 <sup>th</sup> -20 <sup>th</sup>	Mombasa /Nairobi	Ksh. 40,000
Telesales Program -Telephone Selling Techniques	Call centre attendants, Front officers, Sales Representatives	1 Day	Feb 26 <sup>th</sup>	Nairobi	Ksh. 25,000
<b>MARCH</b>					
The Executive Leadership Program	Senior managers, HODs, Unit heads	3 Days	March 3 <sup>rd</sup> -5 <sup>th</sup>	Nairobi	Ksh. 70,000
Employee Recruitment and on boarding	HR Practitioners, Top and middle managers, supervisors	2 Days	March 3 <sup>rd</sup> -11 <sup>th</sup>	Nairobi	Ksh. 30,000
Supervisory Skills Program	Supervisors, New Managers, anyone leading a team	1 Day	March 25 <sup>th</sup>	Naivasha/ Nairobi	Ksh. 40,000
Communication & Planning Skills for Administrative Professionals	Admin staff, front office employees,	1 Days	March 31 <sup>st</sup>	Nairobi	Ksh. 20,000
<b>APRIL</b>					
Work place Safety Management	Health & Safety Members, Fire marshals, Safety Managers, Risk Managers	2 Days	April 8 <sup>th</sup> -9 <sup>th</sup>	Nairobi	Ksh. 45,000
E-Records Management	Office clerks, register officers, admin assistants, archivist, secretaries, office assistants, office messengers	2 Days	April 13 <sup>th</sup> -4 <sup>th</sup>	Mombasa	Ksh. 50,000
Supervisory Skills Program	Supervisors, New Managers, anyone leading a team	1 Day	April 30 <sup>th</sup>	Nairobi	Ksh. 25,000

MAY					
Executive Drivers Course	Drivers in public and private sector	3 Days	May 10 <sup>th</sup> -12 <sup>th</sup>	Mombasa	Ksh. 45,000
Effective Office Skills for Support Staff	Office support staff	1 Day	May 19 <sup>th</sup>	Nairobi	Ksh. 15,000
Driving Organization & Leadership change	Senior managers, Line Managers, HR Managers,	2 Days	May 27 <sup>th</sup> -28 <sup>th</sup>	Nairobi	Ksh. 60,000
JUNE					
Work place Safety Management	Health & Safety Members, Fire marshals, Safety Managers, Risk Managers	1 Day	June 3 <sup>rd</sup>	Nairobi	Ksh. 25,000
Beyond The PA Program	PAs, Admin Assistants, Executive Assistants; who are transitioning to managerial positions	3 Days	June 9 <sup>th</sup> – 11 <sup>th</sup>	Nairobi	Ksh. 50,000
Managing and Developing Key Accounts	Finance Managers, Accountants	2 Days	June 23 <sup>rd</sup> -24 <sup>th</sup>	Mombasa	Ksh.75,000
JULY					
Front Desk Professional Skills	Front Office Executives, Secretaries	1 Day	July 5 <sup>th</sup>	Nairobi	Ksh.25,000
Essential Skills Program for Office Administrators	Administrators	1 Day	July 16 <sup>th</sup>	Nanyuki	Ksh. 50,000
Advance Credit Risk Management	Line Managers, Finance Executives	2 days	July 26 <sup>th</sup> -27 <sup>th</sup>	Mombasa	Ksh. 110,000
AUGUST					
Supervisory Skills Program	Supervisors, New Managers, anyone leading a team	2 Days	August 4 <sup>th</sup> – 5 <sup>th</sup>	Mombasa	Ksh. 30,000
Executive Customer Care Training	Executive PAs, Sales Executives,	1 Day	August 16 <sup>th</sup>	Nairobi	Ksh. 10,000
Leadership Program for New Managers & Supervisors	Newly promoted managers, and senior Officers	5 Days	August 23 <sup>rd</sup> – 27 <sup>th</sup>	Kampala	Ksh. 100,000

SEPTEMBER					
Building Effective Teams	Team leaders, Heads of Departments	3 Days	September 1 <sup>st</sup> – 3 <sup>rd</sup>	Mombasa	Ksh. 50,000
High Impact Leadership Program	Senior Managers, HOD's, Unit Heads	4 Days	September 13 <sup>th</sup> - 16 <sup>th</sup>	Nairobi	Ksh. 85,000
Talent Management and Succession Planning (2 CPD Points) Approved by IHRM	Middle level managers who manage line managers	1 Day	September 27 <sup>th</sup>	Nairobi	Ksh. 25,000
OCTOBER					
Senior Leadership Program	Senior Managers, HOD's, Unit Heads	5 Days	October 4 <sup>th</sup> -8 <sup>th</sup>	Mombasa	Ksh. 50,000
HR & Compensation Board Committee/HR Boosters	Directors, Senior Corporate Executives, HR & Admin managers, HR Board members and committees	5 Days	October 18 <sup>th</sup> – 22 <sup>nd</sup>	Zanzibar	Ksh. 100,000
CFO-Strategy and Leadership	Finance officers, Chief Accountants, CEOs, Chief Administrative Officers	5 Days	October 25 <sup>th</sup> – 29 <sup>th</sup>	Naivasha	Ksh. 650,000
NOVEMBER					
Procurement Best Practices	Procurement and supply managers, procurement managers and officers	2 Days	November 3 <sup>rd</sup> – 5 <sup>th</sup>	Mombasa	Ksh. 50,000
Advanced Supervisory Skills Management	Team leaders and supervisors	1 Day	November 12 <sup>th</sup>	Mombasa	Ksh. 50,000
Knowledge Management Program	HODs, Change Managers, Strategy Managers	3 Days	November 17 <sup>th</sup> – 19 <sup>th</sup>	Zanzibar	Ksh. 100,000
Legal Legislation and Contract Drafting	Company lawyers, HR Managers, Legal Executives	3 Days	November 24 <sup>th</sup> – 26 <sup>th</sup>	Mombasa	Ksh.125,000

## **POINTS TO NOTE:**

- All fees are exclusive of accommodation, transport and relevant taxes/VAT.
- Participants and delegates should fill a registration form specifying the training and confirm attendance atleast **TWO** Weeks in advance for local programs and **THREE** weeks for international programs.
- Payment is strictly on or before training or Corporate LPO's with 30 days credit period.
- All costs are per participant.

For more information please contact;

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