

2019 TRAINING CALENDAR



COURSE	TARGET	No. of Days	COST KSH (All Prices are Exclusive of VAT)	JAN	FEB	MAR	APR.	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
LEADERSHIP FOCUS															
Change Management Leadership	HR Managers, Training Managers, Senior Managers, Supervisors	5 Days	75,000		18-22 Naivasha			13-17 Msa				16-20 Msa			
Leadership Coaching and Mentoring	Departmental heads, Managers, Team Leaders, Sectional Heads, Supervisors	5 Days	75,000			11-15 Msa			17-21 Naivasha				21-25 Nanyuki		
Management & Leadership Development Skills for Executive/Personal Assistants	Personal Assistants, Exec. & Senior Secretaries, Front Office Execs	10 Days	150,000		11-22 Msa			13-24 Msa				9-20 Uganda			2-13 Msa
Strategic Negotiation Skills	Board Members, Audit & Risk Managers, Senior Corporate Executives	5 Days	75,000				15-19 Naivasha					23-27 Msa			
Liquidation and Resolution	Board Members, Audit & Risk Managers, Senior Corporate Executives	5 Days	75,000			18-22 Msa					19-23 Msa				9-13 Msa
HUMAN RESOURCES FOCUS															
Effective Supervisory Skills	Supervisors, Middle level Management, Management Trainees, Inline for Promotion	5 Days	75,000			18-22 Msa					19-23 Msa				
Exec. Drivers / Office Assistants Course	VIP & Executive Drivers, Messengers, Office Assistants	5 Days	75,000		11-15 Naivasha						26-30 Naivasha				
Fleet Management	Supervisors, Middle level Management, Management Trainees, Transport personnel	5 Days	75,000						10-14 Naivasha						
Labour Laws	Supervisors, Middle level Management, Management Trainees, Inline for Promotion	5 Days	75,000			11-15 Msa							14-18 Msa		
Reward Management	Supervisors, Middle level Management, Management Trainees, Inline for Promotion	5 Days	75,000				8-12 Msa					2-6 Naivasha			
Performance Management	Supervisors, Middle level Management, Management Trainees, Inline for Promotion	5 Days	75,000								5-9 Msa				2-6 Msa
Talent Management	Supervisors, Middle level Management, Management Trainees, Inline for Promotion	5 Days	75,000			11-15 Msa						2-6 Naivasha			
Knowledge Management	Supervisors, Middle level Management, Management Trainees, Inline for Promotion	5 Days	75,000							22-26 Msa					
HUMAN RESOURCES FOCUS/CAREER ADVANCEMENT															
Strategic Career Advancement Program I	Personal Assistants, Exec. & Senior Secretaries, Front Office Execs	5 Days	75,000	22-26 Msa		18-22 Msa							21-25 Nanyuki	18-22 Msa	
Strategic Career Advancement Program II	Personal Assistants, Executive secretaries, Senior Secretaries, Front Office Executives	5 Days	75,000								12-16 Msa				
MARKETING MANAGEMENT FOCUS															

Strategic Communication Skills	Customer Service reps, Sales & PR Teams, Merchandizers, Functional Managers, Administrative Staff, Senior Managers, Directors	5 Days	75,000			4-8 Msa				15-19 Msa				11-15 Msa	
Customer Service Excellence	Sales Executives, Marketing Teams, PR Teams, Accounts Executives, Functional Managers, Front office Execs	5 Days	75,000	28-31 Msa		25-29 Msa					5-9 Msa			18-22 Msa	
Strategic Marketing Skills	Sales Executives, Marketing Managers, Sales Team Leaders, Sales Managers, Accounts Executives, Senior managers	5 Days	75,000		18-22 Naivasha			13-17 Msa							16-20 Msa
PRODUCTIVITY FOCUS															
Contract and Tender Management	Procurement Managers/Officers, Store Staff, Supply Chain Supervisors, Logistics & Procurement Course Attendees	5 Days	75,000		25-28 Nanyuki				24-28 Msa					21-25 Nanyuki	
Records Management	Registry supervisors, Registry Staff, Administrative	5 Days	75,000			11-15 Naivasha						23-27 Msa			
Strategic Project Management	<ul style="list-style-type: none"> Project Managers & Coordinators Project Administrators Functional Managers 	5 Days	75,000							8-12 Naivasha					
Data Mining	Managers, Supervisors, Executives	5 Days	75,000							15-19 Naivasha					
FINANCIAL MANAGEMENT FOCUS															
Book Keeping, Accountancy and	Heads of Dept/Div, Directors, Functional Managers, Senior Managers, Merchandizers, Team Leaders	5 Days	75,000					13-17 Naivasha						16-20 Nairobi	
Strategic Budgeting and Cost Control	Personal Assistants, Exec. & Senior Secretaries, Front Office Execs	5 Days	75,000	21-25 Msa			15-19 Naivasha				26-30 Msa			11-15 Msa	

IN HOUSE TRAININGS	3 Days 3 days	130,000 @ day 130,000 @ day	Personal Finance Wellness Training Strategic Sales Bootcamp
---------------------------	------------------	--------------------------------	--