

2018 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		21-23 Nanyuki			14-18 Msa				17-21 Msa			
Leadership Coaching and Mentoring	Departmental heads, Managers, Team Leaders, Sectional Heads, Supervisors	5 Days	75,000			12-16 Msa			17-21 Naivasha				22-26 Nanyuki		
Management & Leadership Development Skills for Executive/Personal Assistants	Personal Assistants, Exec. & Senior Secretaries, Front Office Execs	10 Days	150,000		12-23 Msa			14-25 Msa				10-21 Uganda			3-14 Msa
Strategic Negotiation Skills	Board Members, Audit & Risk Managers, Senior Corporate Executives	5 Days	75,000				16-20 Naivasha					24-28 Msa			
Liquidation and Resolution	Board Members, Audit & Risk Managers, Senior Corporate Executives	5 Days	75,000			17-21 Msa					20-24 Msa				3-14 Msa
HUMAN RESOURCES FOCUS															
Effective Supervisory Skills	Supervisors, Middle level Management, Management Trainees, Inline for Promotion	5 Days	75,000			17-21 Msa					20-24 Msa				
Exec. Drivers / Office Assistants Course	VIP & Executive Drivers, Messengers, Office Assistants	5 Days	75,000		12-16 Naivasha						22-26 Naivasha				
Fleet Management	Supervisors, Middle level Management, Management Trainees, Transport personnel	5 Days	75,000						11-15 Naivasha						
Labour Laws	Supervisors, Middle level Management, Management Trainees, Inline for Promotion	5 Days	75,000			12-16 Msa							15-19 Msa		
Reward Management	Supervisors, Middle level Management, Management Trainees, Inline for Promotion	5 Days	75,000				9-13 Msa					3-7 Naivasha			
Performance Management	Supervisors, Middle level Management, Management Trainees, Inline for Promotion	5 Days	75,000								13-17 Msa				3-7 Msa
Talent Management	Supervisors, Middle level Management, Management Trainees, Inline for Promotion	5 Days	75,000			12-16 Msa						3-7 Naivasha			
TOR	Supervisors, Middle level Management, Management Trainees, Inline for Promotion	5 Days	75,000					22-26 Naivasha							12-16 Msa
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		20-24 Msa							22-26 Nanyuki	19-23 Msa	
Strategic Career Advancement Program II	Personal Assistants, Executive secretaries, Senior Secretaries, Front Office Executives	5 Days	75,000								13-17 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		12-16 Nanyuki				14-18 Msa			3-7 Msa		
Customer Service Excellence & F	Sales Executives, Marketing Teams, PR Teams, Accounts Executives, Functional Managers, Front office Execs	5 Days	75,000	22-26 Msa									19-23 Msa	
Strategic Marketing Skills	Sales Executives, Marketing Managers, Sales Team Leaders, Sales Managers, Accounts Executives, Senior managers	5 Days	75,000					14-18 Msa						3-7 Msa
PRODUCTIVITY FOCUS														
Contract and Tender Management	Procurement Managers/Officers, Store Staff, Supply Chain Supervisors, Logistics & Procurement Course Attendees	5 Days	75,000		12-16 Nanyuki								22-26 Nanyuki	
Records Management	Registry supervisors, Registry Staff, Administrative Assistants	5 Days	75,000		12-16 Naivasha							26-30 Msa		
Strategic Project Management	<ul style="list-style-type: none"> • Project Managers & Coordinators • Project Administrators • Functional Managers 	5 Days	75,000							10-14 Naivasha				
Data Mining	Managers, Supervisors, Executives	5 Days	75,000							10-14 Naivasha				
FINANCIAL MANAGEMENT FOCUS														
Book Keeping, Accountancy and	Heads of Dept/Div, Directors, Functional Managers, Senior Managers, Merchandizers, Team Leaders	5 Days	75,000					14-18 Msa					17-21 Nairobi	
Strategic Budgeting and Cost Control	Personal Assistants, Exec. & Senior Secretaries, Front Office Execs	5 Days	75,000	22-26 Msa			16-20 Naivasha				20-24 Msa			12-16 Msa

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