

Learn. Internalize. Apply



| TRAINING CALENDAR: JULY 2019 - JUNE 2020 | | DATES | VENUE |
|--|--|---|----------|
| NO | COURSE TITLE | | |
| 1. | Aligning Budgeting, Forecasting to Strategic Planning | 29 th Jul – 2 nd Aug 2019 | Naivasha |
| 2. | Best Practices in Audit Design and Planning Training | 29 th Jul – 2 nd Aug 2019 | Naivasha |
| 3. | Effective Contract Management Training | 29 th Jul – 2 nd Aug 2019 | Mombasa |
| 4. | Boosting Value Through Strategic Institutional Risk Management | 29 th Jul – 2 nd Aug 2019 | Mombasa |
| 5. | Practical Guide to Social Marketing & Relationship Management | 26 th – 30 th Aug 2019 | Naivasha |
| 6. | Culture, Leadership and Change Management | 26 th – 30 th Aug 2019 | Naivasha |
| 7. | Project Management –Monitoring and Evaluation | 26 th – 30 th Aug 2019 | Mombasa |
| 8. | Applying Knowledge Management to Unlock Insights | 26 th – 30 th Aug 2019 | Mombasa |
| 9. | Applying Emotional Intelligence to Boost Productivity | 23 rd - 27 th Sept 2019 | Naivasha |
| 10. | Talent Management and Succession Planning | 23 rd - 27 th Sept 2019 | Naivasha |
| 11. | Innovative Customer Experience and Public Relations Skills Training | 23 rd - 27 th Sept 2019 | Mombasa |
| 12. | The Ultimate Game Changings Skills for Executive PA's Administrative Professionals - Advanced Level | 23 rd - 27 th Sept 2019 | Mombasa |
| 13. | Business Communication and Report Writing Skills Training | 23 rd – 25 th Oct 2019 | Nairobi |
| 14. | Defensive Driving and Basic Etiquette Skills Training for Drivers | 23 rd – 25 th Oct 2019 | Nairobi |
| 15. | Defensive Driving and Basic Etiquette Skills Training for Drivers | 28 th Oct – 1 st Nov 2019 | Naivasha |
| 16. | Effective Communication and Presentation Skills Training | 28 th Oct – 1 st Nov 2019 | Naivasha |
| 17. | Finance for Non-Finance Managers, Directors and Professionals | 28 th Oct – 1 st Nov 2019 | Mombasa |
| 18. | Aligning Budgeting, Forecasting to Strategic Planning | 28 th Oct – 1 st Nov 2019 | Mombasa |
| 19. | New Approaches to Records Management | 27 th – 29 th Nov 2019 | Nairobi |
| 20. | Excellence in Customer Care and Service Delivery | 27 th – 29 th Nov 2019 | Nairobi |
| 21. | Attaining Excellence in Office Administration and Records Management | 25 th – 29 th Nov 2019 | Naivasha |
| 22. | HR Metrics and Analytics Training | 25 th – 29 th Nov 2019 | Naivasha |
| 23. | Applying Emotional Intelligence to Inspire Higher Performance | 25 th – 29 th Nov 2019 | Mombasa |
| 24. | Culture, Leadership and Change Management | 25 th – 29 th Nov 2019 | Mombasa |
| 25. | Course on Training of Trainers (TOT) | 2 nd – 6 th Dec 2019 | Naivasha |
| 26. | Performance Management; Employee Coaching, Counselling and Mentoring for performance | 2 nd – 6 th Dec 2019 | Naivasha |
| 27. | Ultimate Game-Changing Skills for Executive PAs and Administrative Professionals Workshops | 2 nd – 6 th Dec 2019 | Mombasa |

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| 28. | Business Etiquette and Office Protocol Training | 2 nd – 6 th Dec 2019 | Mombasa |
| 29. | HR for Non- HR Managers Training | 9 th -11 th Dec 2019 | Nairobi |
| 30. | Applying Emotional Intelligence to Boost Productivity | 9 th -11 th Dec 2019 | Nairobi |
| 31. | Culture, Leadership and Change Management | 27 th - 31 st Jan 2020 | Mombasa |
| 32. | Talent Management and Succession Planning | 27 th - 31 st Jan 2020 | Mombasa |
| 33. | Defensive Driving and People Management Skills Training for Drivers | 27 th - 31 st Jan 2020 | Naivasha |
| 34. | Applying Knowledge Management to Unlock Insights in your Organisation | 27 th - 31 st Jan 2020 | Naivasha |
| 35. | HR Metrics and Analytics | 24 th – 28 th Feb 2020 | Mombasa |
| 36. | Modern Tools in Monitoring and Evaluation | 24 th – 28 th Feb 2020 | Mombasa |
| 37. | Supervisory and Management Development Skills Training | 24 th – 28 th Feb 2020 | Naivasha |
| 38. | Attaining Excellence in Office Administration and Records Management | 24 th – 28 th Feb 2020 | Naivasha |
| 39. | Innovative Customer Experience & Public Relations Skills Training | 23 rd – 27 th March 2020 | Mombasa |
| 40. | Boosting Business Communication and Report Writing Workshop | 23 rd – 27 th March 2020 | Mombasa |
| 41. | Road Safety & Etiquette Skills Training for Drivers | 23 rd – 27 th March 2020 | Naivasha |
| 42. | Practical Guide to Social Marketing & Relationship Management | 23 rd – 27 th March 2020 | Naivasha |
| 43. | Finance for Non-Finance Directors, Managers and Professionals | 27 th -30 th Apr 2020 | Mombasa |
| 44. | Aligning Budgeting, Forecasting to Strategic Planning | 27 th -30 th Apr 2020 | Mombasa |
| 45. | The Ultimate Game Changers Skills for Executive PA's Administrative Professionals - Advanced Level | 27 th -30 th Apr 2020 | Naivasha |
| 46. | People and Etiquette Skills for Drivers and Transport Managers | 27 th -30 th Apr 2020 | Naivasha |
| 47. | HR for Non-HR Professionals Training | 25 th - 29 th May 2020 | Mombasa |
| 48. | Supervisory and Management Development Skills | 25 th - 29 th May 2020 | Mombasa |
| 49. | Culture Leadership and Change Management | 25 th - 29 th May 2020 | Naivasha |
| 50. | Application of Emotional Intelligence to Boost Productivity | 25 th - 29 th May 2020 | Naivasha |
| 51. | HR Metrics and Analytics Training | 22 nd – 26 th June 2020 | Mombasa |
| 52. | Creative Communication and Time Management Skills | 22 nd – 26 th June 2020 | Mombasa |
| 53. | People and Etiquette Skills for Drivers and Transport Managers | 22 nd – 26 th June 2020 | Naivasha |
| 54. | Innovative Customer Experience and Public Relations Skills | 22 nd – 26 th June 2020 | Naivasha |
| 55. | Soft Landing After Retirement Training | 22 nd – 26 th June 2020 | Nairobi |
| 56. | Team Building | Every Month | |

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