



COMPANY PROFILE

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### 1.0 ABOUT US

**DGMB Training Solutions Ltd** is a regional training and consulting firm whose clarion call is "Learn, Internalize and Apply". Our target client network include private and government sector institutions, banks and financial institutions, Non-governmental Organizations, Multinationals, Small & Medium Enterprises, Micro-finance institutions and Research institutions in East Africa. The company was founded by two passionate executive trainers to serve as a pragmatic training & consultancy vehicle for advancing executive, professional and staff capacity development in the region. The company was established after the trainers recognized the increasing need for quality training at money for value to institutions in the region. Each trainer has over fifteen years practical work experience and training. We belief strongly that training combined with the genuine desire to apply best practices will improve substantially the productivity and performance of staff working for institutions in our region. Training equips staff with practical and pragmatic skills to boost value creation for institutions in this region. We focus on giving people in private and public sec tors the opportunity to sharpen, upgrade their skills and improve their performance in order to build positive, steady, strong institutions and create value on a sustainable basis. DGMB Training Solutions Ltd. aims to facilitate institutions in the complex task of developing and maintaining competitive advantage (through training), ensuring growth and survival in the dynamic and ever-changing business environment, through the design and delivery of the highest standards of Training and Consultancy. We are positioned to partner with institutions that embrace training not only as a means of rewarding and motivating their employees, but as an investment in future growth and sustained value creation.

DGMB Training Solutions Ltd. organizes interactive, practical, applicable and value-adding open and in-house training courses, seminars and workshops for all cadres of staff. Our events cover a wide range of topics from Strategic Management, Corporate Financial Management, Accounting & Auditing, Taxation, Institutional Risk Management, Project Finance, Treasury Management, Project Management, Economic Regulation, Supply Chain Management (Procurement), Customer Relationship Management, Leadership and Corporate Governance. Our company puts huge premium on practical principles and processes by designing programs that offer staff the knowledge, skills and practices they need to add value to their institutions. Aligning proven solutions with real-world challenges, we lead in equipping people to exploit their full potential in the workplace.

Mr. David Kemei,

CHIEF EXECUTIVE LEADER

### 2.0 VISION MISSION AND CORE VALUES

### **OUR VISION**

To provide brilliant and practical training of choice

### **OUR MISSION**

To provide our clients with pragmatic, Appropriate, Practical, Quality, Affordable and relevant training

### **OUR CORE VALUES**

The values that guide and influence the way we interact and do business with our clients are:

- Integrity and Professionalism
- Teamwork and Diligence

### 3.0 OUR OBJECTIVES

The principle objectives of DGMB Training Solutions Ltd are:

- To promote and enhance good corporate governance coupled with empowering human capital
- To champion accountability with best practices in Supply Chain Management, Strategic Management,
- Financial Management, Risk Management, Taxation Compliance and Economic Regulation in Business, Local & Central government Institutions, Small & Medium Enterprises and Non-Governmental Organizations
- To improve the performance of public, private and development sector organizations in East, Central and
- *Southern Africa;*
- To facilitate the transfer of effective, proven and modern methods, tools and techniques of modern management.

To conduct research, consulting and training services that meet the specific needs of diverse organizations and clients

### 4.0 WHY CHOOSE DGMB TRAINING SOLUTIONS LTD?

Our Priority - Our priority is to understand and meet your training needs

Pragmatic & Practical approach - We equip participants with pragmatic and practical skills and empower them to perform their roles well

**Relevant & Applicable** - The skills learnt from our courses are relevant and applicable to job execution.

Valuable and Vital - You receive superior return on your investment.

**Carefully Designed -** Our courses are carefully designed by industry active experts for industry practitioners.

**Talented & Passionate trainers -** Our trainers are experienced and have a passion to empower and equip participants.

**Interactive Participation -** Not just a lecture but an interactive dialogue between you, the trainer and your fellow participants.

**Improved Competency** - *The* knowledge and skills that participants gain contribute to increasing company value through increased efficiency and competencies.

### 5.0 CONSULTING SERVICES

Our consulting services are results oriented clearly aimed providing our clients with appropriate solutions to their current challenge. We place great premium on extensive involvement of the client in problems identification and clarification. We then embark on generating options on ways and means of resolving the current challenges faced by the client. After which we base the strategies, structures and processes that respond to the needs of the client on the options identified. Recent examples of clients who have benefited from DGMB Training Solutions Ltd specialized services are listed below.

### 5.1 TRAINING SERVICES

DGMB Training Solutions Ltd offers exciting training programs that put great emphasis on pragmatic, practical and proven innovative techniques that is disseminated using modern learning methodology. We have developed and implemented innovating management training-programmes benefited staff from major public and private enterprises in Kenya (Including Horticultural Development South Development Authority). We utilize proven and up-to-date information and techniques to facilitate successful training and the achievement of learning objectives for target beneficiaries. Core training intervention programmes are in Supply Chain Management (Procurement), Strategic Management, Corporate Financial Management, Accounting & Auditing, Taxation, Institutional Risk Management, Project Finance, Treasury Management, Project Management, Economic Regulation and Corporate Governance.

## 5.2 OUR CLIENTS

The list below represents clients who have benefited from training solutions offered by DGMB Training Solutions Ltd:

NO	COMPANY	CONTACT PERSON	DESIGNATION	TELEPHONE NUMBER
1	Agricultural Development Corporation	Mr. Stanley Sum	Management Accountant	020 225 0185
2	Kenya Power & Lighting Company Ltd	Ms. Catherine Gitamo	Training Manager	020 320 1000
3	National Health Insurance Fund	Mrs. Dinah Kirwa	Director Corporate Services	020 272 3255
4	Kenya National Highways Authority	Mr. James Bowen	General Manager - Finance	020 801 3842
5	Kenya Seed Company Limited	Mr. Stephen Malakwen	Human Resource Manager	054 31 909
6	Kenya Tea Packers Limited	Ms. Rosemary Mitei	Training Manager	052 20 530
7	Kenya Veterinary Vaccine Production Institute	Mr. Geoffrey Simwa	Human Resource Manager	020 354 0071
8	Siginon Freight Limited	Mr. Fred Nyawade	Human Resource Manager	041 230 4150
9	Kenya Bureau of Standards	Mr. Chris Kibett	Deputy Director - HR & Admin	020 694 8000
10	Kenya Electricity Generating Company Limited	Ms. Caroline Kandie	Performance Manager	020 366 6000
11	Eldoret Water & Sewerage Company Limited	Mr. Reuben Tuei	Managing Director	053 206 3403
12	Communications Authority of Kenya	Mr. Juma Kandie	Human Resource Director	020 424 2000

13	Geothermal Development Company Ltd	Mr. Geoffrey Shitsama Finance Manager		0719 037 000
14	Nairobi City Water and Sewerage Company Limited	Mr. Griffine Songole	Mr. Griffine Songole  Audit & Risk  Director	
15	Horticultural Crops  Development Authority	Mr. Anthony Mutua	Head of Internal Audit	020 208 8469
16	County Pension Fund	Ms. Gladys Mwambingu	Training Manager	020 204 6901
17	Kenya Ports Authority	Mr. Boaz Ouko	Staff Training & Development Manager	041 211 2999
18	Cooperative Bank of Kenya Ltd	Mr. Sam Birech  Director – Reta  Banking		020 327 6000
19	Postal Corporation of Kenya	Ms. Nancy Mathenge	General Manager - HR	020 324 2000
20	Kenya Pipeline Corporation	Ms. Sharon Kisire	Chief Manager Human Resource & Administration	020 260 6500
21	Simlaw Seeds Company Ltd	Mr. Philip Arusei	Human Resource Officer	020 221 5066
22	National Social Security Fund	Ms. Carol Okul	Ms. Carol Okul  Human Resource  Manager	
23	New Kenya Cooperative Creameries Ltd	Ms. Magdalene Muthoka	Human Resource Manager	020 552 965
24	Liaison Insurance Brokers	Mr. Tom Mulwa	Group Managing Director	020 271 0181
25	Higher Education Loans Board	Ms. Irene Mwangi	Human Resource Manager	020 227 8214

26	Athi Water Services Board	Ms. Caroline Jumba	Training Manager	020 271 0367
27	National Water Conservation and Pipeline Corporation	Evans Ngibuini	Ag. Managing Director	020 653 1047
28	Karuri Water and Sewerage Company	Ms. Caroline Jumba	Training Manager	020 271 0367
29	Kikuyu Water and Sewerage Company	Ms. Caroline Jumba	Training Manager	020 271 0367
30	Limuru Water and Sewerage Company	Ms. Caroline Jumba	Training Manager	020 271 0367
31	Thika Water and Sewerage Company	Ms. Caroline Jumba	Training Manager	020 271 0367
32	Heritage Insurance Company Limited	Mr. David Mathenge	Chief Accountant	020 278 3000
33	Consolidated Bank of Kenya	Ms. Jacinta Lwanga	Human Resource Manager	020 340 551
34	Kenya Plant Health and Inspectorate Service	Dr. Esther Kimani	Managing Director	020 359 7201
35	Chemelil Sugar Company	Esther Ng'etuny	Training Manager	
36	Tea Research Foundation of Kenya	Dr. Eliud Kireger	Managing Director	052 205 980
37	Occidental Insurance Company	Urbanus Kioko	Head of Admin & HR	020 236 2602
38	Insurance Regulatory Authority	Mrs. Mary Azegele	Human Resource Manager	020 499 6000
39	Nyayo Tea Zones Development Corporation	Mr. Peter Korir	Managing Director	020 315 650
40	Nation Media Group	Mr. Stephen Gitagama	Finance Director	020 328 8000

41	Capital Markets Authority	Mr. Andrew Muthabuku	Human Capital & Administration Manager	020 221 2113
42	Ewaso Ngiro South Development Fund	Mr. Charles Sunkuli	Managing Director	050 22 290
43	Kenya Tourism Board	Ms. Maureen Cherwon	Human Capital Manager	020 271 1262
44	Transnational Bank Limited	Mr. Sammy Lang'at	Chief Executive Officer	020 222 4235
45	Moi Teaching & Referral Hospital	Dr. Wilson Aruasa	Director	053 203 3471
46	African Merchant Assurance Company (AMACO)	Ms. Nancy Khakame	Human Resource Manager	020 312 121
47	Madison Insurance Company	Serafina Ndirangu	Human Resource Manager	020 272 1970
48	College of Insurance	Dr. Ben Kajwang	Chief Executive Officer	0722 295 534
49	Kenya Airports Authority	Mary Gachohu	Training Manager	020 661 1000
50	Kenya Trade Network Agency	Joanne Kweyu	Manager - Procurement	020 261 4875
51	Kenya Urban Roads Authority	Eng. Joseph Nkadayo	Director General	020 801 3844
52	Water Resources Management Authority	Eng. Philip Olum	Chief Executive Officer	020 273 229
53	Harambee Sacco	Sarah G. Chege	Senior HR Officer	020 343 766
54	Agricultural Finance Corporation	Kipkemboi Tallam	Human Resource Manager	020 317 199

55	Stima Sacco	Chris Useki	Chief Executive Officer	0703 024 000
56	Kenya Medical Research Institute	Davis Mkoji	Corporate Affairs Manager	020 272 2541
57	Weston Hotel	Michael Nzile	General Manager	0786 500 500
58	County Government of Kajiado	Hon. Jeremiah Nairowua	CEC, Human Resources	0708 299 339
59	Independent Electoral & Boundaries Commission	Ms. Irene Mutai	Human Resource Manager	020 287 7000
60	Kenya Nuclear Electricity Board	Mr. Leonard Menya	Director Finance & Strategy	020 221 9407
61	Teachers Service Commission	Ms. Grace Ngure	Director Accounts	020 289 2000
62	National Irrigation Board	Ms. Victoria Aloo	Human Resource Manager	020 272 2821
63	Ukulima Cooperative Sacco	Grace Njine	Human Resource Manager	020 278 5000
64	Kenya Maritime Authority	Mr. Joel Bii	Human Resource Manager	041 231 8398
65	Kenya Rural Roads Authority	Judith Yamo	Human Resource Manager	020 801 3846
66	Kenya Civil Aviation Authority	Martin Kavui	Human Resource Manager	020 827 470
67	Ministry of transport and Infrastructure	Eng. Nduva Muli	Principal Secretary	020 272 9200
68	National Transport and Safety Authority	Mr. Chris Leparan	Human Resource Manager	020 2395831
69	Sphinx Pharmaceuticals	Dr. Bernard Otundo	Managing Director	020 203 2571

70	National Construction Authority	Arch. Daniel O. Manduku	Executive Director	0701 913 723
71	Sian Roses	Mr. Haron Koimur	Chief Executive Officer	020 217 0540
72	Ministry of Agriculture, Livestock & Fisheries	Mr. Allan Mwaura	Assistant Director- HRD	020 718 870
73	Kenya Animal Resources Genetic Centre	Dr. David Kios	Managing Director	020 718 870
74	Kenya Tsetse & Trypanosomiasis Eradication Council	Mr. Allan Mwaura	Assistant Director- HRD	
75	Agriculture Food and Fisheries Authority	Mr. Peter L. Lukoye	Human Resource Manager	020 253 6869
76	National Industrial Training Authority	Mr. Paul Koskei	Director General	020 269 5586
77	Kenya Tourist Development  Corporation	Carolyne Misoi	Human Resource Manager	020 222 9751
78	Kenya Agricultural & Livestock Research Organization	Dr. Eliud Kireger	Director General	020 418 3720
79	Kenya Investment Authority	Ms. Stella Naikara	Ag. HR & Administration Manager	0730 104 200
80	Kenya Literature Bureau	Ms. Loice Muteti	Ag. Assist. Human Resource Manager	020 354 1196
81	Coolian Foods	Asenath Kiptoo	Training Manager	020 242 3072
82	Kenya Electricity Transmission Company Ltd	Mr. Nathan Sirai	Training Manager	020 495 6000

83	Kenya Sugar Board	Mr. Peter Lukoye	Human Resources Manager	020 801 8750
84	Egerton University	Ms. Mary Kandagor	Ms. Mary Kandagor Ass. Registrar to VC	
85	Merica Hotel	Mr. Faraj Kibet	General Manager	051 221 4232
86	Kenya Railways Staff Retirement Pension Scheme	Judith Kajuju	Head of HR & Administration	0719 314 249
87	Kenya Dairy Board	Margaret Kibogy	Managing Director	020 310 0559
88	Commission on Revenue Allocation	George Ooko	Chief Executive Officer	020 429 8000
89	Value Diagnostics	Dr. Barnabas Bwambok	Chief Executive Officer	0733 400 087
90	Telkom Kenya	Ms. Linda Rotich	Training Manager	020 495 2000
91	Jubilee Insurance Company	Ms. Ruth Kyengo	Training Manager	020 328 1000
92	Kenya Institute of Curriculum  Development	Mr. Emmanuel Mulwa	Chief Human Resource Officer	020 374 9900
93	Kenya Institute of Special Education	Ms. Lydia Chege	Deputy Director	020 800 7977
94	Kenya National Bureau of Statistics	Rose Awino	Human Resource Manager	020 331 7583
95	Post office Savings Bank	Thomas Bett	Human Resource Manager	
96	National Environment Trust Fund	Ms. Jane Wangu	Administration Officer	020 236 9563/4
97	Kabarak University	Dr. Henry Kiplagat	Vice Chancellor	020 211 4658
98	Rural Electrification Authority	Ms. Elizabeth Onoka	Human Resources Manager	020 495 3000

99	Githunguri Water & Sewerage Company	Ms. Caroline Jumba	Training Manager	020 271 0367
100	Ruiru - Juja Water & Sewerage Company	Ms. Caroline Jumba Training Manager		020 271 0367
101	National Cereals and Produce Board	Evans Wasike	Human Resource Manager	020 653 6028
102	Tata Chemicals Magadi	Kenneth Muiruri	Human Resource Manager	020 699 9000
103	Commodities Fund	Ms. Nancy Cheruiyot	Managing Trustee	020 221 0806

## 5.3 TRAINING CONDUCTED BY DGMB

Below are the open courses and training conducted by DGMB in different venues and dates as shown.

FROM.	FROM JANUARY 2016 TO DATE					
S/NO	COURSE TITLE	DATES HELD	NUMBER OF DAYS	VENUE		
		7 <sup>th</sup> - 9 <sup>th</sup>		Weston Hotel		
1	Finance for Non Finance Professionals	September 2016	3			
		24th -26th August	3	Weston Hotel		
2	HR for Non HR Professionals	2016				
		10 <sup>th</sup> -12 <sup>th</sup> August	3	KSMS		
3	HR for Non HR Professionals - KenGen	2016				
		3 <sup>rd</sup> -5 <sup>th</sup> August	3	KSMS		
4	HR for Non HR Professionals - KenGen	2016				
		27th -29th July	3	Weston Hotel		
5	Customer Experience	2016				
	-	27th -29th July	3	KSMS		
6	HR for Non HR Professionals - KenGen	2016				
		14 <sup>th</sup> -16 <sup>th</sup> July	3	Enashipai		
7	Audit Committee Training - KNEB	2016		Resort & Spa		
	Procurement Process and Compliance	28 <sup>th</sup> June-1 <sup>st</sup> July	4	Merica Hotel,		
8	Under New Law	2016		Nakuru		
		27 <sup>th</sup> – 29 <sup>th</sup> June	3	KICD		
9	Trainer of Trainers	2016				
		22 <sup>nd</sup> -24 <sup>th</sup> June	3	Weston Hotel		
10	HR for Non HR Managers	2016				

11 Team Building - Netfund	18 <sup>th</sup> June 2016	1	Serena Amboseli Safari lodge
Managerial and Professional Competencies - NHIF	7th -10 <sup>th</sup> June 2016	4	Neptune Village Hotel
13 Customer Experience	18 <sup>th</sup> -20 <sup>th</sup> May 2016	3	Weston Hotel
14 In House Customer Experience Training	28 <sup>th</sup> -29 <sup>th</sup> April 5 <sup>th</sup> -6 <sup>th</sup> May, 11 <sup>th</sup> - 12 <sup>th</sup> May 2016	3	Southern Sun Mayfair Hotel
15 Monitoring and Evaluation	27 <sup>th</sup> -29 <sup>th</sup> April 2016	3	Weston Hotel
16 HR for Non HR Managers	30 <sup>th</sup> March -1 <sup>st</sup> April 2016	3	Weston Hotel
17 Customer & Public Relations Seminar	8 <sup>th</sup> -12 <sup>th</sup> January 2016	5	Merica Hotel
FROM JANUARY TO DECEMBER 2015	<del>-                                    </del>		*
18 Strategic Procurement and Compliance	9 <sup>th</sup> -11 <sup>th</sup> December 2015	3	Weston Hotel
Boosting Value Through Strategic  19 Institutional Risk Management	18 <sup>th</sup> -20 <sup>th</sup> November 2015	3	Weston Hotel
Integrating Forecasting, Strategic Planning and Budgeting to Unlock Value	28 <sup>th</sup> -30 <sup>th</sup> October 2015	3	Weston Hotel
21 In House-Finance Training	14 <sup>th</sup> -16 <sup>th</sup> October 2015	3	Kephis Headquarters- Nairobi
22 Customer Care & Public Relations	28 <sup>th</sup> September - 2 <sup>nd</sup> October 2015	5	Enashipai Resort & SPA, Naivasha
23 Finance for Non Finance Professionals	31 <sup>st</sup> August- 4 <sup>th</sup> September 2015	5	Merica Hotel
24 Customer Care	29 <sup>th</sup> -31 <sup>st</sup> July 2015	3	Weston Hotel
25 In House-Customer Care	24 <sup>th</sup> -25 <sup>th</sup> July 2015	2	Naivasha
26 Strategic Procurement and Compliance	29 <sup>th</sup> June- 3 <sup>rd</sup> July 2015	5	Merica Hotel
Integrating Forecasting, Strategic Planning and Budgeting to Unlock Value	27-29 May 2015	3	Weston Hotel
Boosting Value Through Strategic 28 Institutional Risk Management	28-30 April 2015	3	Weston Hotel
29 Customer Care	25-27 March 2015	3	Weston Hotel
30 Board Governance Induction Training	18 <b>-</b> 20 March 2015	3	Sopa Lodge Naivasha
31 Finance for Non-finance Professionals	25-27 February 2015	3	Weston Hotel

		2-13 February	12	Hillpark Hotel
32	Customer Care	2015	12	•
33	Strategic Procurement and Compliance	28-30 January 2015	3	Weston Hotel
		9-10 January 2015	2	Nairobi Club
	Customer Care and Team Building  ### JANUARY 2014 TO DECEMBER 2014	2015		
FKON	A JANUAR I 2014 TO DECEMBER 2014		1 .	777
35	Finance for Non-finance Professionals	3-5 December 2014	3	Weston Hotel
36	Integrating Forecasting, Strategic Planning and Budgeting to Unlock Value	24-28 November 2014	3	Merica Hotel
37	Boosting Value Through Strategic Institutional Risk Management	22 - 24 October 2014	3	Weston Hotel
38	Finance for Non-finance Professionals	1-3 October 2014	3	Weston Hotel
39	Customer Care Seminar	24 <b>-</b> 26 September 2014	3	Weston Hotel
40	Strategic Procurement and Compliance	25 - 29 August 2014	5	Merica Hotel
41	Boosting Value Through Strategic Institutional Risk Management	23 - 25 July 2014	3	Boma Hotel
42	Strategic Procurement and Compliance	23 - 27 June 2014	5	Merica Hotel
43	Customer Care Seminar	26 - 28 May 2014	3	Boma Hotel
44		12 -14 May 2014	3	Boma Hotel
45	Integrating Forecasting, Strategic Planning and Budgeting to Unlock Value	26-28 March 2014	3	Boma Hotel
46	Finance for Non-finance Professionals	26-28 February 2014	3	Boma Hotel
47	Strategic Procurement and Compliance	29-31 January 2014	3	Boma Hotel
FR	OM JANUARY 2013 TO DECEMBER 2013			
S/NO	COURSE TILTLE	DATES HELD	NUMBER OF DAYS	VENUE
48	Integrating Forecasting, Strategic Planning and Budgeting to Unlock Value	27-29 November 2013	3	Boma Hotel
49	Boosting Value Through Strategic Institutional Risk Management	30 Oct -1 Nov 2013	3	Boma Hotel
50	Strategic Procurement and Compliance	25-27 September 2013	3	Boma Hotel

	Finance for Non-finance Professionals	28-30 August	3	Boma Hotel
		2013		
51				
<i>J</i> 1	Boosting Value Through Strategic	29-31 July 2013		Boma Hotel
		29-31 July 2013	o.	Doma Hotel
	Institutional Risk Management		3	
FROM	I JANUARY 2012 TO DECEMBER 2012	,		
			3	
	In-house Training on Integrating Forecasting,	5-7 December		Machakos
	Strategic Planning and Budgeting	2012		University College
53		2012		Oniversity Conege
	Finance for Non-finance	28-30 November		Boma Hotel
54	Professionals	2012	3	Doma Hotel
	Integrating Forecasting, Strategic Planning and			
	Budgeting to Unlock Value	26-28 September	3	
55		2012	3	Boma Hotel
55	Boosting value creation through strategic	2012	3	Doma Hotel
			3	
<b></b>	institutional risk management	22.21.4		TI D I C
56		28-31 August		The Red Court
	Strategic procurement and compliance		3	
57		25-27 July 2012		The Red Court
	Strategic procurement and		3	
<b>5</b> 8	compliance	12-15 June 2012		Elementaita
	Integrating forecasting, strategic planning and		3	The Red Court
59	budgeting	25 <b>-</b> 27 April 2012		Hotel
00	Finance for non-finance professionals	23-25 February		The Red Court
60	*	2012	3	Hotel
00		2012	<u> </u>	Hotel
EDOM	LIANUADY and TO DECEMBED and			
FROM	I JANUARY 2011 TO DECEMBER 2011			
	Boosting value creation through strategic		3	
	institutional risk management	23-25 November		
61		2011		Panafric Sarova
				Panafric Sarova
	Integrating forecasting, strategic planning and	28-30 September	e	Hotel
62	budgeting	2011	3	
	Boosting value creation through strategic			Panafric Sarova
	institutional risk management		3	Hotel
63		23-25 March 2011		
	Finance for non-finance professionals	23-25 February	3	Panafric Sarova
64	-	2011		Hotel



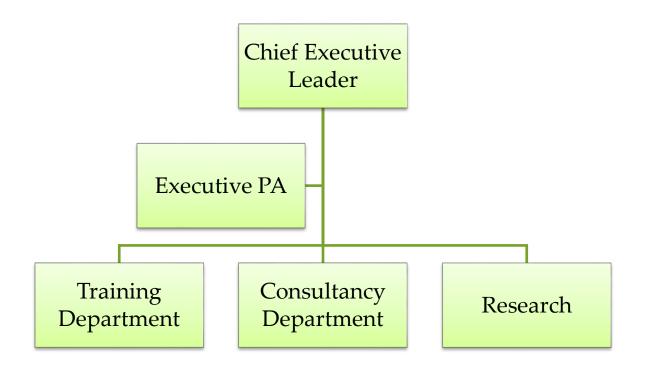
# 6.0 TRAINING CALENDAR: JANUARY- DECEMBER 2016

TRAINING CALENDAR: JULY 2017 - JUNE 2018			
NO	COURSE TITLE	DATES	
1.	Effective Customer Experience Skills	July 2017	
2.	Leading a lean finance function	July 2017	
3.	Best practices in Corporate Governance, Ethics and Compliance	July 2017	
4.	Applying Knowledge Management to Unlock Insights in your Organisation	July 2017	
5.	Finance for Non-Finance Professionals	August 2017	
6.	Building Successful, Cohesive and Productive Teams	August 2017	
7.	Cash flow and Working Capital Management	August 2017	
8.	Writing Effective Policies and Procedures	August 2017	
9.	HR for Non-HR Managers	September 2017	
10.	Versatile Stock Management Systems	September 2017	
11.	Attaining Excellence in Office Administration and Records Management	September 2017	
12.	Adaptive Report Writing Skills	September 2017	
13.	Aligning Budgeting and Forecasting to Strategic planning	October 2017	
14.	Adoption of International Financial Reporting Standards (IFRS)	October 2017	
15.	Best Practices in Tax Planning and Management	October 2017	
16.	Road Safety and Etiquette	October 2017	
17.	Boosting Value Through Strategic Institutional Risk Management	November 2017	
18.	Executing Proactive Credit Collection Strategies	November 2017	
19.	Tenets of Occupational Health and Safety	November 2017	
20.	Supervisory and Management Development Skills	November 2017	
21.	Procurement Process and Compliance under the New Act	December 2017	
22.	Culture, Leadership and Change Management	December 2017	
23.	Modern Tools in Monitoring and Evaluation	December 2017	
24.	Practical Guidelines in Business Process Re-engineering	December 2017	
25.	Best Practices in Customer Care & Public Relations	January 2018	
26.	Emotional Intelligence at Workplace	January 2018	
27.	Road Safety and Etiquette	January 2018	
28.	Application of ICT in Finance	January 2018	
29.	Finance for Non- Finance Professionals	February 2018	
30.	Attaining Excellence in Office Administration and Records management	February 2018	
31.	Talent Management and Succession Planning	February 2018	
32.	Applying Knowledge Management to Unlock Insights in your Organisation	February 2018	
33.	HR for Non- HR Managers	March 2018	
34.	Financial Statement Analysis and Interpretation	March 2018	
35.	Supervisory and Management Development Skills	March 2018	
36.	Soft Landing after Retirement	March 2018	

37.	Writing Effective Policies and Procedures	April 2018
38.	Aligning Budgeting and Forecasting to Strategic planning	April 2018
39.	Treasury Management for Modern Organization	April 2018
40.	Investment Management to Magnify Returns	April 2018
41.	Boosting Value Through Strategic Institutional Risk Management	May 2018
42.	Application of Emotional Intelligence to Boost Productivity	May 2018
43.	Best Practices in Audit planning and Design of Audit Programs	May 2018
44.	Adaptive Report Writing Skills	May 2018
45.	Best Practices in Strategic Procurement and Compliance	June 2018
46.	Soft Landing after Retirement	June 2018
47.	Effective Social Marketing and Sales Skills	June 2018
48.	Corporate Governance Audit	June 2018
49.	Team Building	Every Month



## 7.0 ORGANIZATIONAL CHART



TRAINING ACTIVITIES  Plan, Design and implement training programmes	CONSULTING ACTIVITIES  Management consultancy	RESEARCH ACTIVITIES Employee Satisfaction Surveys
Undertake open courses	Financial Management Consultancy	Customer Satisfaction Surveys
Implement In-House training courses	Risk Management Consultancy	Corruption Perception Surveys
Monitor and evaluate quality of training programmes	Taxation Consultancy	Risk Assessment Surveys
Undertake pre-training interviews	Audit Consultancy	Feasibility Studies
	Regulation Consultancy	Market Research
	Strategic Management Consultancy	Financial Viability Studies

# 8.0 CORPORATE GOVERNANCE AND FEASIBILITY STUDY

Recent examples of consultancies undertaken by DGMB Training Solutions Ltd through its team of consultants include:

# 8.1 Evaluation of the Effectiveness of Board Committees and its Structures

Africa Merchant Insurance Company Ltd. This assignment had a training component.

# 8.2 Review of Feasibility Study for Establishment of a New Financial Institution in Kenya

Africa Merchant Insurance Company Ltd. This assignment had a training component.

# 8.3 Review of a feasibility study for establishing a new bank in Kenya

Africa Merchant Insurance Company Ltd

### 9.0 PROPOSED METHODOLOGY AND WORK PLAN

Our proposed training methodology is laid out below. Our team of facilitators will adopt a practical and experimental approach. This will include supervised micro-training sessions and feedback provided. Finally the consultants will also be expected to conduct supervised group discussions, exercises and role plays. The training approach will be based on the principles of adult learning.

### 9.1 PROPOSED METHODOLOGY AND WORK PLAN

This will be an exciting, unforgettable, interactive and participatory in-house workshop. The resource person are top-notch trainers and taking into account that staff have been performing the duties relating to the scope of the assignment, the training methods will be a combination of the following approaches:

- i. Presentations through lecturing. Presentations will have an abstract where each facilitator will be expected to produce a short outline of the purpose and content of their session for the benefit of the participants. Structured templates for the presentations will therefore be essential
- ii. Group Exercises and worksheets/handouts. A variety of worksheets will be required to support training exercises such as questions or handouts on key principles which are structured in such a way that they are easy to complete and will build up a set of compatible documentation

- iii. Demonstrations and Case Studies (Group discussions and Presentation) to enable interactions between the facilitators and the participants and among participants. This will involve group formation that will be required to discuss the case studies presented to them and give their answers. Each group will have a representative to bring out their views on the different case studies.
- iv. Discussions on topical issues arising from the various sessions and during the scheduled plenary discussions.
- v. Citation of real case scenarios to enhance understanding of the core concepts, issues and training strategies

DGMB will deploy the use modern teaching aids aimed at making the training more exciting, inspiring and interesting. The teaching aids are numerous and serve different purposes. We have found the following teaching aids to be very effective in capturing the imagination of the trainees:

- Writing pads and pens and discussion modules with case studies
- Pre-Test questions and projectors/overhead Transparencies (Coloured power point slides)
- Flipcharts/Whiteboards, felt pans and manila paper and demonstrations
- Handouts and Post tests

### 10.0 MANAGEMENT & SUPPORT STAFF

	NAME	POSITION	TASKS
1.	Mr. David Kemei		Executive Support/Lead Consultant
2.	Mr. George Mwangi	Team Leader	Coordinate Team Logistics
3.	Ms. Liz Matimu	Team Leader	Designing training programme and preparing training materials
5.	Ms. Caroline Burgei	Training Manager	Provide Logistics Support

We source and hire experts to be our resource persons, who offer the training and consultancy services

### 11.0 TESTIMONIALS FROM PARTICIPANTS

"It was a pleasure being part of the team I appreciate the high level of facilitators. The content was great and helpful"- *Margaret Makory-Kenya Airports Authority*.

"This is to acknowledge that the sessions were enriching and an eye opener" - *Amos Maroro-National Social Security Fund.* 

Keep up the good work" - Martha Ndichu - National Social Security Fund.

"The course was very objective and fitted well within my required mandate at my company. In overall, the course was extremely relevant and useful to my daily undertakings" - *Nicholas Omenya – Kengen*.

"Sublime presentation and handling of the course by the faculty. Fun and interactive faculty with good knowledge of the course work. Keep up the good work!" - *Eustace M. M. – National Hospital Insurance Fund.* 

"The course was a real eye opener. Keep it up!" - Caroline N. Mahasi - Teachers Service Commission.

"The course was very educative, interesting and an eye opener. Keep up the good work! Kudos" - *Josephine N. Muli – National Hospital Insurance Fund.* 

"The topics were well structured and easy to follow especially with the reading materials. The facilitators made subjects easy to understand for first-timers with use of examples and interactive discussions. It was an enjoyable learning experience!" - *Winnie Gikonyo – Kenya Re- insurance Company*.

"Training was impressive and articulately presented. It is a good recipe for change management in any strategically guided organization" - Isaac Chepsiror - Local Authorities Pension Trust Fund (Laptrust).

"The course has been timely and value adding when compared to in-house seminars normally designed for corporate organisations. The resource persons are very effective and to the point. Thanks" - *Geoffrey Simwa – Kenya Veterinary Vaccine Production Institute (Kevevapi)*.

"The course is very important to managers, planners and accountants, etc. It provides good guidance in running the organization. Kudos to DGMB team. I enjoyed all the sessions" - *Molline Otieno – Siginon Freight Ltd*.

"The course was very well planned and the materials provided were very informative and can be used for future reference. Keep it up". - *Angela Kiarie - National Hospital Insurance Fund*.

## 12.0 DURATION

Our open training courses take a minimum of three and a maximum of five days. However, our in-house courses depend on the training needs of our clients.

### 12.1 CUSTOMISED TRAINING

If you have other capacity building needs, DGMB Training Solutions Limited is more than happy to offer customized in-house training solutions. Contact us now to discuss how you can benefit from our tailor-made training.

































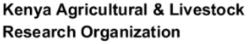
























































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