

<b>TRAINING CALENDAR: JULY 2018 - JUNE 2019</b>		<b>DATES</b>	<b>VENUE</b>
<b>NO</b>	<b>COURSE TITLE</b>		
1.	Practical Guide to Social Marketing and Relationship Management	30 <sup>th</sup> July- 3 <sup>rd</sup> Aug 2018	Naivasha
2.	Road Safety and Etiquette	30 <sup>th</sup> July- 3 <sup>rd</sup> Aug 2018	Naivasha
3.	Best Practices in Corporate Governance, Ethics & Compliance	30 <sup>th</sup> July- 3 <sup>rd</sup> Aug 2018	Mombasa
4.	Applying Knowledge Management to Unlock Insights in your Organisation	30 <sup>th</sup> July- 3 <sup>rd</sup> Aug 2018	Mombasa
5.	Finance for Non-Finance Professionals	27 <sup>th</sup> - 31 <sup>st</sup> Aug 2018	Mombasa
6.	Best Practices in Corporate Governance, Ethics and Compliance	27 <sup>th</sup> - 31 <sup>st</sup> Aug 2018	Nairobi
7.	Building Successful, Cohesive and Productive Teams	29 <sup>th</sup> - 31 <sup>st</sup> Aug 2018	Nairobi
8.	Cash flow and Working Capital Management	29 <sup>th</sup> - 31 <sup>st</sup> Aug 2018	Mombasa
9.	HR for Non-HR Professionals	24 <sup>th</sup> - 28 <sup>th</sup> Sept 2018	Mombasa
10.	Attaining Excellence in Office Administration and Records Management	24 <sup>th</sup> - 28 <sup>th</sup> Sept 2018	Mombasa
11.	Adaptive Report Writing Skills	26 <sup>th</sup> - 28 <sup>th</sup> Sept 2018	Nairobi
12.	Soft Landing after Retirement	26 <sup>th</sup> - 28 <sup>th</sup> Sept 2018	Nairobi
13.	Aligning Budgeting and Forecasting to Strategic planning	29 <sup>th</sup> Oct - 2 <sup>nd</sup> Nov 2018	Mombasa
14.	Adoption of International Financial Reporting Standards (IFRS)	31 <sup>st</sup> Oct - 2 <sup>nd</sup> Nov 2018	Nairobi
15.	Best Practices in Tax Planning and Management	31 <sup>st</sup> Oct - 2 <sup>nd</sup> Nov 2018	Nairobi
16.	Road Safety and Etiquette	29 <sup>th</sup> Oct - 2 <sup>nd</sup> Nov 2018	Mombasa
17.	Boosting Value Through Strategic Institutional Risk Management	19 <sup>th</sup> - 23 <sup>rd</sup> Nov 2018	Mombasa
18.	Executing Proactive Credit Collection Strategies	21 <sup>st</sup> - 23 <sup>rd</sup> Nov 2018	Nairobi
19.	Tenets of Occupational Health and Safety	21 <sup>st</sup> - 23 <sup>rd</sup> Nov 2018	Nairobi
20.	Supervisory and Management Development Skills	19 <sup>th</sup> - 23 <sup>rd</sup> Nov 2018	Mombasa
21.	Procurement Process and Compliance under the New Act	5 <sup>th</sup> - 7 <sup>th</sup> Dec 2018	Nairobi

<b>22.</b>	Culture, Leadership and Change Management	3 <sup>rd</sup> - 7 <sup>th</sup> Dec 2018	Mombasa
<b>23.</b>	Modern Tools in Monitoring and Evaluation	3 <sup>rd</sup> - 7 <sup>th</sup> Dec 2018	Mombasa
<b>25.</b>	Best Practices in Customer Care & Public Relations	28 <sup>th</sup> Jan - 1 <sup>st</sup> Feb 2019	Naivasha
<b>26.</b>	Emotional Intelligence at Workplace	30 <sup>th</sup> Jan – 1 <sup>st</sup> Feb 2019	Nairobi
<b>27.</b>	Road Safety and Etiquette	28 <sup>th</sup> Jan-1 <sup>st</sup> Feb 2019	Naivasha
<b>28.</b>	Application of ICT in Finance	30 <sup>th</sup> Jan-1 <sup>st</sup> Feb 2019	Nairobi
<b>29.</b>	Finance for Non- Finance Professionals	25 <sup>th</sup> Feb – 1 <sup>st</sup> Mar 2019	Mombasa
<b>30.</b>	Attaining Excellence in Office Administration and Records Management	25 <sup>th</sup> Feb – 1 <sup>st</sup> Mar 2019	Mombasa
<b>31.</b>	Talent Management and Succession Planning	27 <sup>th</sup> Feb – 1 <sup>st</sup> Mar 2019	Nairobi
<b>32.</b>	Applying Knowledge Management to Unlock Insights in your Organisation	27 <sup>th</sup> Feb – 1 <sup>st</sup> Mar 2019	Nairobi
<b>33.</b>	HR for Non- HR Managers	25 <sup>th</sup> - 29 <sup>th</sup> Mar 2019	Mombasa
<b>34.</b>	Principles and Practices of Effective Contract Management	27 <sup>th</sup> -29 <sup>th</sup> Mar 2019	Nairobi
<b>35.</b>	Supervisory and Management Development Skills	25 <sup>th</sup> - 29 <sup>th</sup> Mar 2019	Mombasa
<b>36.</b>	Soft Landing after Retirement	27 <sup>th</sup> -29 <sup>th</sup> Mar 2019	Nairobi
<b>37.</b>	Road Safety & Etiquette Skills Training for Drivers	23 <sup>rd</sup> - 26 <sup>th</sup> Apr 2019	Naivasha
<b>38.</b>	Creative Communication & Time Management Skills Workshop	23 <sup>rd</sup> - 26 <sup>th</sup> Apr 2019	Mombasa
<b>39.</b>	Innovative Customer Experience & Public Relations Skills Training	23 <sup>rd</sup> - 26 <sup>th</sup> Apr 2019	Mombasa
<b>40.</b>	Aligning Budgeting, Forecasting to Strategic Planning	24 <sup>th</sup> – 26 <sup>th</sup> Apr 2019	Nairobi
<b>41.</b>	Tenets of Excellent Report Writing Workshop	24 <sup>th</sup> – 26 <sup>th</sup> Apr 2019	Nairobi
<b>42.</b>	Boosting Value Through Strategic Institutional Risk Management	29 <sup>th</sup> - 31 <sup>st</sup> May 2019	Nairobi
<b>43.</b>	Culture, Leadership and Change Management	27 <sup>th</sup> - 31 <sup>st</sup> May 2019	Mombasa
<b>44.</b>	Executing Proactive Credit Collection Strategies	29 <sup>th</sup> - 31 <sup>st</sup> May 2019	Nairobi
<b>45.</b>	Application of Emotional Intelligence to Boost Productivity	27 <sup>th</sup> - 31 <sup>st</sup> May 2019	Mombasa

Learn. Internalize. Apply



<b>46.</b>	Best Practices in Strategic Procurement and Compliance	24 <sup>th</sup> - 28 <sup>th</sup> June 2019	Naivasha
<b>47.</b>	Best Practices in Audit Design and Planning	24 <sup>th</sup> - 28 <sup>th</sup> June 2019	Naivasha
<b>48.</b>	HR for Non-HR Professionals	26 <sup>th</sup> - 28 <sup>th</sup> June 2019	Nairobi
<b>49</b>	Supervisory and Management Development Skills	26 <sup>th</sup> - 28 <sup>th</sup> June 2019	Nairobi
<b>50.</b>	Team Building	Every Month	