

# Learn. Internalize. Apply



TRAINING CALENDAR: JANUARY -DECEMBER 2020		DATES	VENUE
NO	COURSE TITLE		
1.	Culture, Leadership and Change Management (IHRM 6 CPD Points)	27 <sup>th</sup> - 31 <sup>st</sup> Jan 2020	Mombasa
2.	HR Metrics and Analytics Training (IHRM 6 CPD Points)	27 <sup>th</sup> - 31 <sup>st</sup> Jan 2020	Mombasa
3.	Disability and Gender Mainstreaming Training	27 <sup>th</sup> - 31 <sup>st</sup> Jan 2020	Naivasha
4.	HIV/AIDS Workplace Management Training	27 <sup>th</sup> - 31 <sup>st</sup> Jan 2020	Naivasha
5.	Customer Experience and Service Delivery Training	3 <sup>rd</sup> – 7 <sup>th</sup> Feb 2020	Naivasha
6.	The Ultimate Game Changings Skills for Executive PA's Administrative Professionals - Advanced Level	24 <sup>th</sup> – 28 <sup>th</sup> Feb 2020	Mombasa
6.	Applying Emotional Intelligence to Inspire Higher Performance (IHRM 6 CPD Points)	24 <sup>th</sup> – 28 <sup>th</sup> Feb 2020	Mombasa
7.	Supervisory and Management Development Skills Training (IHRM 6 CPD Points)	24 <sup>th</sup> – 28 <sup>th</sup> Feb 2020	Naivasha
8.	Attaining Excellence in Office Administration and Records Management	24 <sup>th</sup> – 28 <sup>th</sup> Feb 2020	Naivasha
9.	Road Safety and Fleet Management Skills Training	24 <sup>th</sup> – 28 <sup>th</sup> Feb 2020	Naivasha
10.	Alcohol and Drug Abuse Training	24 <sup>th</sup> – 28 <sup>th</sup> Feb 2020	Machakos
11.	Pre-Retirement Planning Training	16 <sup>th</sup> - 20 <sup>th</sup> Mar 2020	Nairobi
12.	Integrating Forecasting, Strategic Planning and Budgeting	18 <sup>th</sup> -20 <sup>th</sup> Mar 2020	Nairobi
13.	Innovative Customer Experience & Public Relations Skills Training	23 <sup>rd</sup> – 27 <sup>th</sup> Mar 2020	Mombasa
14.	Practical Guide to Social Marketing & Relationship Management	23 <sup>rd</sup> – 27 <sup>th</sup> Mar 2020	Mombasa
15.	Road Safety & Etiquette Skills Training for drivers	23 <sup>rd</sup> – 27 <sup>th</sup> Mar 2020	Naivasha
16.	Boosting Business Communication and Report Writing Workshop	23 <sup>rd</sup> – 27 <sup>th</sup> Mar 2020	Naivasha
17.	Finance for Non-Finance Directors, Managers and Professionals	27 <sup>th</sup> -30 <sup>th</sup> Apr 2020	Mombasa
18.	Aligning Budgeting, Forecasting to Strategic Planning	27 <sup>th</sup> -30 <sup>th</sup> Apr 2020	Mombasa
19.	Disaster Preparedness, First Aid and Fire Drill Training	27 <sup>th</sup> -30 <sup>th</sup> Apr 2020	Naivasha
20.	People and Etiquette Skills for Drivers and Transport Managers	27 <sup>th</sup> -30 <sup>th</sup> Apr 2020	Naivasha
21.	HR for Non-HR Professionals Training	25 <sup>th</sup> - 29 <sup>th</sup> May 2020	Mombasa
22.	Supervisory and Management Development Skills	25 <sup>th</sup> - 29 <sup>th</sup> May 2020	Mombasa
23.	Performance Management; Employee Coaching, Counselling and Mentoring for performance	25 <sup>th</sup> - 29 <sup>th</sup> May 2020	Naivasha
24.	Application of Emotional Intelligence to Boost Productivity	25 <sup>th</sup> - 29 <sup>th</sup> May 2020	Naivasha
25.	Alcohol and Drug Abuse Training	22 <sup>nd</sup> – 26 <sup>th</sup> Jun 2020	Mombasa
26.	Disability and Gender Mainstreaming Training	22 <sup>nd</sup> – 26 <sup>th</sup> Jun 2020	Mombasa
27.	People and Etiquette Skills for Drivers and Transport Managers	22 <sup>nd</sup> – 26 <sup>th</sup> Jun 2020	Naivasha
28.	Innovative Customer Experience and Public Relations Skills	22 <sup>nd</sup> – 26 <sup>th</sup> Jun 2020	Naivasha

## Learn. Internalize. Apply



29.	Soft Landing After Retirement Training	22 <sup>nd</sup> – 26 <sup>th</sup> Jun 2020	Nairobi
30.	Aligning Budgeting, Forecasting to Strategic Planning	27 <sup>th</sup> -31 <sup>st</sup> July 2020	Naivasha
31.	Best Practices in Audit Design and Planning Training	27 <sup>th</sup> -31 <sup>st</sup> July 2020	Naivasha
32.	Effective Contract Management Training	27 <sup>th</sup> -31 <sup>st</sup> July 2020	Mombasa
33.	Boosting Value Through Strategic Institutional Risk Management	27 <sup>th</sup> -31 <sup>st</sup> July 2020	Mombasa
34.	Practical Guide to Social Marketing & Relationship Management	24 <sup>th</sup> – 28 <sup>th</sup> Aug 2020	Naivasha
35.	Culture, Leadership and Change Management	24 <sup>th</sup> – 28 <sup>th</sup> Aug 2020	Naivasha
36.	Project Management –Monitoring and Evaluation	24 <sup>th</sup> – 28 <sup>th</sup> Aug 2020	Mombasa
37.	Applying Knowledge Management to Unlock Insights	24 <sup>th</sup> – 28 <sup>th</sup> Aug 2020	Mombasa
38.	Applying Emotional Intelligence to Boost Productivity	28 <sup>th</sup> Sep – 2 <sup>nd</sup> Oct 2020	Naivasha
39.	Talent Management and Succession Planning	28 <sup>th</sup> Sep – 2 <sup>nd</sup> Oct 2020	Naivasha
40.	Innovative Customer Experience and Public Relations Skills Training	28 <sup>th</sup> Sep – 2 <sup>nd</sup> Oct 2020	Mombasa
41.	The Ultimate Game Changers Skills for Executive PA's Administrative Professionals - Advanced Level	28 <sup>th</sup> Sep – 2 <sup>nd</sup> Oct 2020	Mombasa
42.	Business Communication and Report Writing Skills Training	26 <sup>th</sup> – 30 <sup>th</sup> Oct 2020	Naivasha
43.	Integrity, Ethics and Corruption Prevention Training	26 <sup>th</sup> – 30 <sup>th</sup> Oct 2020	Naivasha
44.	Defensive Driving and Basic Etiquette Skills Training for Drivers	26 <sup>th</sup> – 30 <sup>th</sup> Oct 2020	Nairobi
45.	Finance for Non-Finance Managers, Directors and Professionals	26 <sup>th</sup> – 30 <sup>th</sup> Oct 2020	Mombasa
46.	Aligning Budgeting, Forecasting to Strategic Planning	26 <sup>th</sup> – 30 <sup>th</sup> Oct 2020	Mombasa
47.	New Approaches to Records Management	26 <sup>th</sup> – 30 <sup>th</sup> Oct 2020	Nairobi
48.	Excellence in Customer Experience and Service Delivery	23 <sup>rd</sup> – 27 <sup>th</sup> Nov 2020	Naivasha
49.	HR Metrics and Analytics Training – (Earn CPD Points)	23 <sup>rd</sup> – 27 <sup>th</sup> Nov 2020	Naivasha
50.	Applying Emotional Intelligence to Inspire Higher Performance	23 <sup>rd</sup> – 27 <sup>th</sup> Nov 2020	Mombasa
51.	Culture, Leadership and Change Management	23 <sup>rd</sup> – 27 <sup>th</sup> Nov 2020	Mombasa
52.	Performance Management; Employee Coaching, Counselling and Mentoring for performance	7 <sup>th</sup> – 11 <sup>th</sup> Dec 2020	Mombasa
53.	Excellence in Customer experience Service Delivery	7 <sup>th</sup> – 11 <sup>th</sup> Dec 2020	Mombasa
54.	Alcohol & Drug Abuse Training	7 <sup>th</sup> – 11 <sup>th</sup> Dec 2020	Kisumu
55.	Disability and Gender Mainstreaming Training	7 <sup>th</sup> – 11 <sup>th</sup> Dec 2020	Kisumu
56.	<b>Team Building</b>	<b>Every Month</b>	

*DGMB Training Solutions; NITA Certified – IHRM CPD Points - ICPAK CPD Points  
Talk to us for Customized (In-House Training Programs), Surveys, Research, Strategic Plan  
Development and other HR capacity building consultancy Services*