

**DGMB TRAINING CALENDAR FOR THE FINANCIAL YEAR FROM
JANUARY TO DECEMBER 2021
NITA REGISTERED: NITA/TRN/916
IHRM ACCREDITED**

TRAINING CALENDAR: JANUARY TO DECEMBER 2021		DATES	VENUE	COST PER PERSON (EXCLUDING VAT)	
NO	COURSE TITLE			ONLINE	ON-SITE
1.	Culture, Leadership and Change Management (IHRM CPD Points)	25th – 29th Jan 2021	Mombasa	87,500	109,500
2.	HR Metrics and Analytics Training (IHRM CPD Points)	25th – 29th Jan 2021	Mombasa	87,500	109,500
3.	Disability and Gender Mainstreaming Training	25th – 29th Jan 2021	Naivasha	87,500	109,500
4.	HIV/AIDS Workplace Management Training	25th – 29th Jan 2021	Naivasha	87,500	109,500
5.	Effect of Covid-19 in making the workplace accessible to staff	25th – 29th Jan 2021	Naivasha	87,500	109,500
6.	Applying Emotional Intelligence to Inspire Higher Performance	8th – 12th Feb 2021	Naivasha	87,500	109,500
7.	Customer Care and Administrative Skills for Office Assistants, Drivers and Fleet Administrators	22nd– 26th Feb 2021	Mombasa	87,500	109,000
8.	Talent Management and Succession Planning Training (CPD Points)	22nd– 26th Feb 2021	Mombasa	87,500	109,000
9.	Employee Health and Wellness Training	22nd– 26th Feb 2021	Machakos	87,500	109,500
10.	Alcohol and Drug Abuse Training	22nd– 26th Feb 2021	Machakos	87,500	109,500
11.	Strategic Finance Management Course for Directors	1st – 5th Mar 2021	Mombasa	87,500	109,500
12.	Leadership and Supervisory Training	3rd – 5th Mar 2021	Nairobi	87,500	109,500

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13.	Customer Experience and Service Delivery Training	15th– 19th Mar 2021	Naivasha	87,500	109,500
14.	Road Safety and Etiquette Skills Training for Drivers (New NTSA Guidelines)	15th– 19th Mar 2021	Naivasha	87,500	109,500
15.	Culture, Leadership and Change Management (IHRM CPD Points)	15th– 19th Mar 2021	Mombasa	87,500	109,500
16.	Integrating Forecasting and Budgeting to Strategic Planning	22nd – 26th Mar 2021	Mombasa	87,500	109,500
17.	Forensic Accounting for the Public Sector	22nd – 26th Mar 2021	Mombasa	87,500	109,500
18.	Disability and Gender Mainstreaming Training	22nd – 26th Mar 2021	Naivasha	87,500	109,500
19.	Innovative Customer Experience & Public Relations Skills	22nd – 26th Mar 2021	Naivasha	87,500	109,500
20.	New Approaches to Records Management	22nd – 26th Mar 2021	Naivasha	87,500	109,500
21.	Pre-Retirement Planning Training	22nd – 26th Mar 2021	Nairobi	87,500	109,500
22.	Impact Covid-19 Virus on Employee Performance Management (Effective Work-from-Home approach)	22nd – 26th Mar 2021	Nairobi	87,500	109,500
23.	Leadership and Supervisory Training	14th – 16th Apr 2021	Nairobi	36,000	71,500
24.	Finance for Non-Finance Directors, Managers and Professionals	26th – 30th Apr 2021	Naivasha	87,500	109,500
25.	HIV/AIDS Counselling Training	26th – 30th Apr 2021	Machakos	87,500	109,500
26.	Disability and Gender Mainstreaming Training	26th – 30th Apr 2021	Machakos	87,500	109,500
27.	HR for Non-HR Professionals Training	26th – 30th Apr 2021	Naivasha	87,500	109,500
28.	Performance Management; Employee Coaching and Mentoring for performance	24th - 28th May 2021	Mombasa	87,500	109,500
29.	Application of Emotional Intelligence to Boost Productivity	24th - 28th May 2021	Mombasa	87,500	109,500
30.	Best Practices in Monitoring and Evaluation Training	24th - 28th May 2021	Naivasha	87,500	109,500
31.	HR Metrics and Analytics Training (IHRM CPD Points)	24th - 28th May 2021	Naivasha	87,500	109,500
32.	People and Etiquette Skills for Drivers and Transport Managers	24th - 28th May 2021	Naivasha	87,500	109,500
33.	Innovative Customer Experience and Public Relations Skills	24th - 28th May 2021	Naivasha	87,500	109,500
34.	Alcohol and Drug Abuse Training	24th – 28th May 2021	Machakos	87,500	109,500
35.	Disability and Gender Mainstreaming Training	24th - 28th May 2021	Machakos	87,500	109,500
36.	The Ultimate Game Changing Skills for Executive PA,S and Administrative Professionals Workshop	28 th June – 2nd July 2021	Naivasha	87,500	109,500

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37.	Road Safety and Etiquette Skills Training for Drivers	28 th June – 2nd July 2021	Naivasha	87,500	109,500
38.	Application of Emotional Intelligence to Boost Productivity	28 th June – 2nd July 2021	Mombasa	87,500	109,500
39.	Advanced Social and Digital Marketing for Relationship Management Training	28 th June – 2nd July 2021	Mombasa	87,500	109,500
40.	Best Practices in Monitoring and Evaluation	30 th Aug –3 rd Sep 2021	Mombasa	87,500	109,500
41.	Applying Knowledge Management to Unlock Insights	30 th Aug –3 rd Sep 2021	Mombasa	87,500	109,500
42.	Audit Training for Internal Auditors	30 th Aug –3 rd Sep 2021	Naivasha	87,500	109,500
43.	Finance for Non-Finance Directors, Managers and Professionals	30 th Aug –3 rd Sep 2021	Naivasha	87,500	109,500
44.	Applying Emotional Intelligence to Boost Productivity	30 th Aug –3 rd Sep 2021	Machakos	87,500	109,500
45.	Impact of COVID-19 19 Virus on Employee Health and Wellness	30 th Aug –3 rd Sep 2021	Machakos	87,500	109,500
46.	Talent Management and Succession Planning	30 th Aug –3 rd Sep 2021	Machakos	87,500	109,500
47.	Innovative Customer Experience and Public Relations Skills	27 th Sep-1 st Oct 2021	Mombasa	87,500	109,500
48.	The Ultimate Game Changings Skills for Administrative Staff	27 th Sep-1 st Oct 2021	Mombasa	87,500	109,500
49.	Executive Board Papers Writing Skills	27 th Sep-1 st Oct 2021	Naivasha	87,500	109,500
50.	Business Communication and Report Writing Skills Training	27 th Sep-1 st Oct 2021	Naivasha	87,500	109,500
51.	Talent Management and Succession Planning	27 th Sep-1 st Oct 2021	Naivasha	87,500	109,500
52.	HR Metrics and Analytics Training – (Earn CPD Points)	25 th – 29 th Oct 2021	Mombasa	87,500	109,500
53.	HR For Non-HR Managers Training	25 th – 29 th Oct 2021	Mombasa	87,500	109,500
54.	Defensive Driving and Basic Etiquette Skills Training for Drivers	25 th – 29 th Oct 2021	Naivasha	87,500	109,500
55.	New Approaches to Records Management	25 th – 29 th Oct 2021	Naivasha	87,500	109,500
56.	Alcohol and Drug Abuse Training	25 th – 29 th Oct 2021	Naivasha	87,500	109,500
57.	Finance for Non-Finance Managers, Directors and Professionals	29 th Nov-3 rd Dec 2021	Mombasa	87,500	109,500
58.	Forensic Accounting in Public Sector	29 th Nov-3 rd Dec 2021	Mombasa	87,500	109,500
59.	Applying Emotional Intelligence to Inspire Higher Performance	29 th Nov-3 rd Dec 2021	Naivasha	87,500	109,500

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60.	Culture, Leadership and Change Management	29 th Nov-3 rd Dec 2021	Naivasha	87,500	109,500
61.	Advanced HR Metrics and Analytics Training – (Earn CPD Points	29 th Nov-3 rd Dec 2021	Machakos	87,500	109,500
62.	Disability and Gender Mainstreaming Training	29 th Nov-3 rd Dec 2021	Machakos	87,500	109,500
63.	HIV/AIDS Counselling Training	29 th Nov-3 rd Dec 2021	Machakos	87,500	109,500
64.	Performance Management; Coaching & Mentoring for performance	13 th – 17 th Dec 2021	Naivasha	87,500	109,500
65.	Excellence in Customer experience Service Delivery	13 th – 17 th Dec 2021	Naivasha	87,500	109,500
66.	Defensive Driving and Basic Etiquette Skills Training for Drivers	13 th – 17 th Dec 2021	Naivasha	87,500	109,500
67.	Employee Health and Wellness Training (Effective Stress Management at work)	13 th – 17 th Dec 2021	Machakos	87,500	109,500
68.	Training of Trainers	13 th – 17 th Dec 2021	Machakos	87,500	109,500
69.	Team Building	Monthly	East Africa	TBA	TBA