



COMPANY PROFILE

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1.0 INTRODUCTION

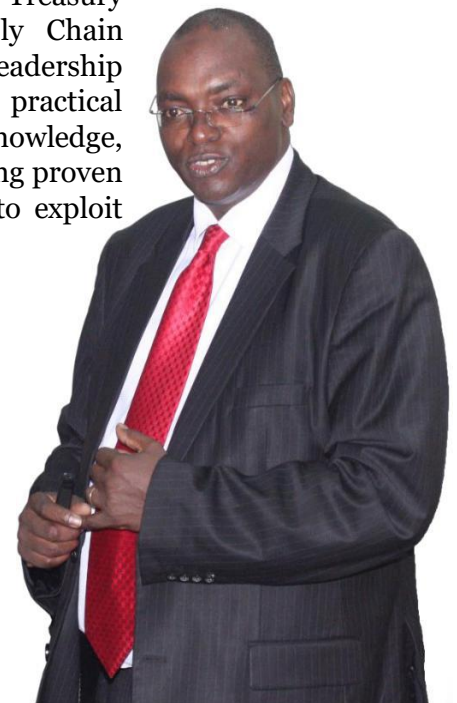
DGMB Training Solutions Ltd is a regional training and consulting firm whose clarion call is “**Learn, Internalize and Apply**”. Our target client network includes private and government sector institutions, banks and financial institutions, Non-governmental Organizations, Multi-nationals, Small & Medium 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 believe 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 sectors 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, CORE VALUES AND OBJECTIVES

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

Our Objectives

- *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*



3.0 OUR COMPETITIVE EDGE

- *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.



4.0 OUR SERVICES AND FOCUS

DGMB Training Solutions services include but not limited to training, research and strategic consultancy. Details of these activities are highlighted as follows:

AREAS OF INTEREST	SERVICES
Organizational Development and Capacity Building	<ul style="list-style-type: none">▪ Training Needs Assessment▪ Development of Training Curriculum and Content for the Programmes shared among others (See 6.0)▪ Availing Experienced Trainers▪ Carrying out impactful corporate trainings▪ Gathering feedback from trainees and forwarding recommendations to their respective organizations▪ Training report presentation▪ Follow up and coaching after the trainings.
Research	<ul style="list-style-type: none">▪ Institutional surveys- Customer Satisfaction Survey, Employee Satisfaction Survey, Work Environment Survey, Corruption Perception Survey, Alcohol and Drug Abuse Survey, etc.▪ Human Resource surveys such as Competence Needs Assessments;▪ Market Research – Brand tracking and strategy research, Consumer Behavior Surveys, Product Research, Communications Audit, Market Evaluation and Feasibility studies;
Strategy	<ul style="list-style-type: none">▪ Development of strategic plans (SP)▪ Monitoring implementation of strategic plans▪ Review of strategic plans▪ Monitoring, control and reporting on strategy related matters
Recruitment and Selection	<ul style="list-style-type: none">• Developing job descriptions for new positions• Developing advertisements• Advertising vacancies• Long listing• Conducting initial interviews on long listed candidates• Thorough background checks on shortlisted candidates• Shortlisting and submission of briefs on each candidate• Planning, organizing and coordinating interviews on shortlisted candidates with the client• Developing Personnel files for new employees
Organizational Review	<ul style="list-style-type: none">▪ Development/review and implementation of organograms▪ Organizational restructuring▪ Job evaluation, analysis and reporting▪ Job grading structure development and implementation▪ Automation of HR functions and processes using end to end HR module
Employee Assistance Services	<ul style="list-style-type: none">▪ Confidential counselling services▪ Wellness services – holistic health and fitness talks▪ Personal development counselling▪ Stress management▪ Crisis counselling



	<ul style="list-style-type: none"> ▪ Trauma counselling ▪ Dependency addiction counselling
Project Cycle management (PCM)	<ul style="list-style-type: none"> ▪ Project needs identification ▪ Participatory planning ▪ Development of project concepts ▪ Proposal development ▪ Project implementation ▪ Monitoring and evaluations ▪ Exit strategy development ▪ Training related to PCM
Team Building	<ul style="list-style-type: none"> ▪ Fun activities – indoors or outdoors ▪ Team conflict resolution moderation ▪ Purpose and goal setting moderation ▪ Personality traits assessment and reporting
Other HR Interventions	<ul style="list-style-type: none"> ▪ Change Management ▪ Training Needs Assessment ▪ Performance Management ▪ Knowledge Management ▪ Succession Management ▪ Workload Analysis ▪ Talent Management ▪ Culture Change Management



5.0 OUR CLIENTS

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

COMPANY	CONTACT PERSON	DESIGNATION
Agricultural Development Corporation	Ms. Jane Mugaruro	HR Manager
Kenya Power & Lighting Company Ltd	Ms. Catherine Gitamo	Training Manager
National Hospital Insurance Fund	Mr. Joseph Tonui	Ag. HR Director
National Hospital Insurance Fund	Ms. Wairimu Gachemi	Training & Development Manager
Kenya National Highways Authority	Mr. Elphas Choge	Head of HR
Kenya Seed Company Limited	Mr. Fred Oloibe	Managing Director
Kenya Seed Company Limited	Mr. Philip Chemwetich	Human Resource Manager
Kenya Veterinary Vaccine Production Institute	Ms. Rosaline Mwema	Human Resource Manager
Signon Freight Limited	Mr. Jefferson Kefa	Human Resource Manager
Kenya Electricity Generating Company Limited	Mr. Abraham Serem	HR Director
Kenya Electricity Generating Company Limited	Ms. Beatrice Kandie	Human Resource Manager
Eldoret Water & Sewerage Company Limited	Ms. Ruth Tuei	Human Resource Manager
Communications Authority of Kenya	Mr. Juma Kandie	Human Resource Director
Communications Authority of Kenya	Ms. Susann Nkoiboni	Human Training and Talent Management
Geothermal Development Company Ltd	Mr. Stephen Busieney	General Manager - Finance & Strategy
Nairobi City Water and Sewerage Company Limited	Ms. Monica Tuli	Director Human Resource
Horticultural Crops Development Authority	Mrs. Anne Maithya	Head of HR
County Pension Fund	Ms. Gladys Mwambingu	Senior Principal HR Officer
County Pension Fund	Ms. Latiffah Issa	Principal HR Officer
Kenya Ports Authority	Ms. Elsie Bikondo	Staff Training & Development Manager
Kenya Ports Authority	Ms. Grace Tanui	Staff Training & Development Officer - Nairobi
National Social Security Fund	Ms. Carol Okul	Human Resource Manager
Athi Water Services Board	Mr. Abraham Birgen	Human Resource Manager
National Water Conservation and Pipeline Corporation	Mr. Joseph Ojiambo	Chief Human Resoure & Admin Officer
Karuri Water and Sewerage Company	Mr. Abraham Birgen	Human Resource Manager
Kikuyu Water and Sewerage Company	Mr. Abraham Birgen	Human Resource Manager



Limuru Water and Sewerage Company	Mr. Abraham Birgen	Human Resource Manager
Thika Water and Sewerage Company	Mr. Abraham Birgen	Human Resource Manager
Moi Teaching & Referral Hospital	Ms. Anne Chemworsio	Director –HR
	M. Paul Mulwo	Training Manager
Kenya Airports Authority	Mr. Anthony Njagi	HR Director
	Ms. Lavene Esiaba	Training Manager
Kenya Trade Network Agency	Ms. Joanne Kweyu	Manager – Procurement
	Ms. Hellen Wasike	Manager – Human Resource
Kenya Urban Roads Authority	Mr. Philip Sintei	HR Training Manager
Harambee Sacco	Mr. Paul Tanui	Senior HR Officer
Avery East Africa	Ms. Salome Ndiritu	Human Resource Manager
Stima Sacco	Ms. Brenda Abwavo	HR Manager
Kenya Medical Research Institute	Prof Yeri Kombe	Director
Kenya Nuclear Electricity Board	Ms. Sophia Githuku	Human Resource
Teachers Service Commission	Mr. Francis Kirriinya	Human Resource - Training
Ukulima Cooperative Sacco	Dr. Grace Njine	Human Resource Manager
Kenya Maritime Authority	Mr. Henry Mwasaru	Human Resource Manager
Kenya Rural Roads Authority	Ms. Kathleen Chepkemai	Human Resource Officer
Kenya Rural Roads Authority	Ms. Judith Yamo	Human Resource Manager
Sphinx Pharmaceuticals	Dr. Bernard Otundo	Managing Director
National Construction Authority	Mr. Paul Kariuki	Human Resource Manager
Ministry of Agriculture, Livestock & Fisheries	Mr. Allan Mwaura	Assistant Director-HRD
Agriculture Food and Fisheries Authority	Mr. Athuman Kibwana	Human Resource Manager
Kenya Electricity Transmission Company Ltd	Ms. Regina Belio	Human Resources Manager
Rural Electrification and Renewal Energy Corporation	Ms. Fridah Manyara	Human Resources Manager
Value Diagnostics	Dr. Barnabas Bwambok	Chief Executive Officer
Post Office Savings Bank	Ms. Mary Koech	Training Manager
Centre for Mathematics, Science and Technology Education in Africa	Mr. Simon Mugoh	Manager
Konza Technopolis Development Authority	Mr. Norman Mwangi	Human Resource Manager
Githunguri Water & Sewerage Company	Mr. Abraham Birgen	Human Resource Manager
Tata Chemicals Ltd	Mr. Nicholas Mwanyalo	Human Resource Manager



Office of the Auditor General	Mr. Maurice Odhiambo	Deputy Director, Learning and Development
Kenya Deposit Insurance Corporation	Mr. Mohamed Doo	Deputy General Manager
Kenya Dairy Board	Ms. Margret Kibogy	Managing Director
Kenya National Bureau of Statistics	Ms. Rose Owino	Human Resource Manager
Kenya National Bureau of Statistics	Ms. Rachel Okuom	Training Manager
Tourism Regulatory Authority	Ms. Loice Serem	Human Resource Manager
Kenya Medical Supplies Agency	Ms. Margaret Nyamori	HR & Admin Assistant Manager
University of Nairobi	Mr. Peter Busienei	Chief Finance Officer
Agriculture Finance Corporation	Mr. Talam Kipkemboi	Chief Officer - Human Capital and Admin Manager
Coffee Board	Ms. Lydia Mwatete	Human Resource Manager
Kenya Development Agency Holding Ltd (KTDA)	Mr. Wilson Muthaura	Human Resource Manager
Kenya Development Agency Holding Ltd (KTDA)	Ms. Judy Ndichu	Training Manager
Postal Corporation of Kenya	Mr. John Tonui	GM - HR and Admin
Postal Corporation of Kenya	Ms. Nancy Mathenge	HR Training Manager
Mhasibu Sacco Society	Ms. Caroline Murima	Head of HR
Kenya Development Corporation	Ms. Carolyn Misoi	Deputy Director, HR
Unaitas Sacco	Mr. Nephat Murimi	Head of HR & Admin
Nairobi City County Assembly	Ms. Nancy Mutai	Principal Human Resource Officer
Nairobi City County Government	Ms. Carol Ouma	Principal Human Resource Officer
Kenya Pharmacy and Poisons Board	Ms. Ednah Menach	HR Manager
Sacco Society Regulatory Authority	Mr. Boniface Musumbi	HR Manager
Lake Victoria North Water Works	Edward Luvusi	HR
Cooperative Bank of Kenya Ltd	Mr. Sam Birech	Director – Retail Banking
Simlaw Seeds Company Ltd	Mr. Philip Arusei	Human Resource Manager
New Kenya Cooperative Creameries Ltd	Ms. Magdalene Muthoka	Human Resource Manager
New Kenya Cooperative Creameries Ltd	Ms. Cheron So	HRO Training & Development
Liaison Insurance Brokers	Mr. Tom Mulwa	Group Managing Director
Higher Education Loans Board	Ms. Irene Mwangi	Human Resource Manager
Consolidated Bank of Kenya	Ms. Jacinta Lwanga	Human Manager
Chemelil Sugar Company	Esther Ng'etuny	Training Manager



Occidental Insurance Company	Urbanus Kioko	Head of Admin & HR
Insurance Regulatory Authority	Ms. Naomi Njoroge	HR Manager
Nyayo Tea Zones Development Corporation	Ms. William Togom	HR Manager
African Merchant Assurance Company (AMACO)	Ms. Edina Aminga	Training Manager
Weston Hotel	Michael Nzile	General Manager
Kenya Tsetse & Trypanosomiasis Eradication Council	Mr. Cyrus Muiro	Assistant Director-HRD
Kenya Agricultural & Livestock Research Organization	Benjamin Onyancha	HR Manager
Kenya Animal Resources Genetic Centre	Ms. Lucia Koskei	Assistant Director- HRD
Kenya Sugar Board	Ms. Rosebella Langi	Human Resources Manager
East African Breweries Limited	Ms. Rosalin Kihara	Learning & Development
East African Breweries Limited	Ms. Njeri Njenga	Human Resource Manager
Kenya Tourism Board	Mr. Maureen Cherwon	Human Resource Development Officer
Kenya Engineering Technology Registration Board	Ms. Alice Mutai	Human Resource Manager
Jamii Telkom	Ms. Rebecca Tallam	Human Resource Manager
Kenya Wildlife Service	Mr. John Karenju	Training and Development Manager
Maasai Flowers Kenya Ltd	Ms.Caroline Tiony	Human Resource & Administration Manager
Equator Flowers Kenya Ltd	Ms.Caroline Tiony	Human Resource & Administration Manager
Agri flora Kenya Ltd	Ms.Caroline Tiony	Human Resource & Administration Manager
Kenya Tea Packers Limited	Ms. Judy Kinyanjui	Human Resource Manager
Kenya Tea Packers Limited	Ms. Rosemary Mitei	Training & Development Officer
Kenya Pipeline Corporation	Mr. Japeth Cheserek	Training Manager Human Resource & Administration
Kenya Bureau of Standards	Ms. Melvine Ougo	Training Manager
Kenya Plant Health and Inspectorate Service	Mr. Bartonjo Cheptarus	Finance Manager
Capital Markets Authority	Mr. Andrew Muthabuku	Human Capital & Administration Manager
National Irrigation Board	Ms. Victoria Aloo	Human Resource Manager
Kenya Civil Aviation Authority	Mr. Martin Kivui	Human Resource Manager
Kenya Literature Bureau	Ms. Loice Muteti	Ag. Assist. Human Resource Manager
National Environment Trust Fund	Mr. Sam Toniok	CEO
National Environment Trust Fund	Ms. Annunciator Muoti	Human Resource & Administration Officer



Kenya Institute of Special Education	Ms. Lydia Chege	Director
Kenya Institute of Curriculum Development	Mr. Emmanuel Mulwa	Human Resource Officer
National Cereals Produce Board	Mr. James Theuri	Human Resource – Training
Commission on Revenue Allocation	Mr. William Birech	Manager Human Resource
Kenpipe Sacco Ltd	Ms. Dorine Nabwire	Human Resource Manager
Commodities Fund	Ms. Nancy Cheruiyot	Managing Trustee
Nairobi Center for International Arbitration	Mr. Dickson Toroitich	Human Resource Manager
Youth Enterprise Development Fund	Mrs. Truphena Omungala	Human Resource Manager
Women Enterprise Fund	Mr. Sammy Maiyo	Human Resource Manager
Rift Valley Water Services Board	Ms. Leah Tanui	Human Resource Manager
National Land Commission	Mr. Ben Bett	Human Resource Manager
Sports Kenya	Mr. Pius Metto	Director General
County Government of Meru	Ms. Stella Mwithali	Training Manager Human Resource & Administration
Coretec ICT	Ms. Jenniffer Akinyi	Human Resource Manager
Wanainchi Group	Mr. Tim Kajumbe	Group HR Director
CIC	Ms. Pamela Oyugi	GM HR&Admin
Belasi	Ms. Esther Wagura	HR Manager
GSK	Ms. Cathreen Bukachi	HRM
Platinum Credit	Ms. Nafisa SarKat	Head of HR
Kenya power pension fund	Ms. Vickie Mugure	Head of HR
Privatization Commission	Ms. Carol Kittur	Head of HR
Witness Protection Agency	Mr. Mwale	Head of HR
Anti-Doping Agency of Kenya	Ms. Edna Koitie	Training Officer Human Resource & Administration
Avenue Healthcare Group	Mr. Jackson Munyao	HR Business Partner
Oak Tree Centre	Ms. Irene Chepkonga	Head of HR
Air Kenya	Ms. Phyllis Wanyoike	Head of HR
Bomas of Kenya	Ms. Judy Thomas	Head of HR
Commodities Fund	Ms. Rose Ndiritu	Head of HR
Copy Cat Group	Ms. May Nyaga	Head of HR
Fibre Directorate	Ms. Josephine Kailun	Head of HR



James Finlays	Mr. Peter Biwott	Head of HR
James Finlays	Ms. Eunice Korir	Training
Hivos	Ms. Lelo Koinange	Training
The Judiciary	Dr. Elizabeth Kalei	Head of HR
Kimisitu Sacco	Mr. Lwanga Mbeche	CEO
Rivatex	Mr. Joseph Keter	Head of HR
Match Electricals	Ms. Gladys Onyere	Head of HR
MESPT	Ms. Joyce Waweru	Head of HR
Data Commission	Anne Nyokabi Nganga	Head of HR
We Effect	Samuel Rono	Head of HR
Kenya school of Revenue administration	Dr Bernard Baimwera	Dean
Sports Kenya	Frederick Mulama	HR Manager
Lake Victoria North Water Works	Edward Luvusi	HR
Kajiado County Assembly	Jemimah Kilesi	Director
National Olympic Committee of Kenya	Susan Kirimi	HR
FIDA	Rosa Maigua	HR Manager
College of Insurance	Florence Mbiyu	Executive Secretary
National Police Services Commission	Christine Rotich	Director
Kaisugu Tea	Ng'erechi	HR Manager
Sarova Hotels & Resorts Kenya	Petronilla Osborne	Group Learning and development Manager
CPF	Joseph Rono	Director Strategy\, Finance & Investment
Meru County Microfinance Corporation	Edith Kinanu	HR
Mwalimu National Sacco	Robinson Otieno	HR



6.0 OUR TRAINING PROGRAMMES

We do offer the following programs:

CODE	PROGRAMME TITLE
OA	Office Administration Courses
OA01	Effective Business Communication & Report Writing Skills Workshop
OA02	The Ultimate Game Changing Skills for Executive PA, S and Administrative Professionals Workshop
OA03	Business Etiquette and Office Protocol Training
OA04	Electronic Document Management System (EDMS) Training
OA05	Executive Secretary Skills Training Course
OA06	Electronic Records, Document, Archives and Information Management Training Course
OA07	Board Paper writing skills training
CS	Customer Service Courses
CS01	Excellence in Customer Experience and Service Delivery Training
CS02	Customer Relationship Management (CRM) Training Course
CS03	Sales and Customer Service Training Course
CS04	Customer Retention and Loyalty Training
CS05	Customer Complaints Handling and Management Training Course
CS06	Customer Service and Communication skills Training Course
CS07	Innovative Customer Experience & Public Relations Skills
HRM	Human Resource Management Courses
HRM01	HR Metrics and Analytics Training
HRM02	Talent Management and Succession Planning Training
HRM03	HR for Non-HR Professionals Training
HRM04	Performance Management; Employee Coaching and Mentoring for performance
HRM05	Recruitment, Interview and Selection Training Course
HRM06	Developing Corporate and Organisational Culture Training Program



HRMo7	Job Analysis and Job Evaluation Training Course
HRMo8	Strategic Human Resource Management Course
HRMo9	Industrial and Labour Relations & Labour and Trade Union Training Course
HRM10	Compensation and Benefits Management Training Course
HRM11	Training Needs Analysis (TNA) Course
HRM12	Career Development and Succession Planning Training Course
HRM13	Knowledge Management Training Course

LM Leadership and Management Courses

LMo1	Culture, Leadership and Change Management Training Course
LMo2	Advanced Supervisory Management Skills Training Course
LMo3	Coaching Skills for Managers and Supervisors Training Course
LMo4	Executive Leadership Development Program
LMo5	Strategic Leadership for Senior Managers Course
LMo6	Senior Management Development Training Course
LMo7	People Management Skills Training Course
LMo8	Corporate Social Responsibility (CSR) Training Course
LMo9	Leadership, Communication and Interpersonal Skills Training Course for Managers
LM10	Creative Problem Solving and Decision Making Training
LM11	Emotional Intelligence (EQ) Training for Leaders and Managers

SP Strategy and Strategic Planning Courses

SPo1	Feasibility Study Course: Preparation, Analysis and Evaluation
SPo2	Strategic Thinking and Planning Training Course
SPo3	Enterprise Resource Planning (ERP) Training Course
SPo4	Business Continuity Management Course
SPo5	Balanced Scorecard (BSC) Training Course
SPo6	Business Process Reengineering (BPR) Course



SPo7	Business Process Analysis and Modelling Training Course
SPo8	Strategic Planning Training Course
SPo9	Advanced Strategic Management Course
SP10	Corporate Strategy and Value Innovation Training Course
SP11	The Complete Business Plan Writing and Development Training Course

PD Personal & Professional Development Courses

PD01	Applying Emotional Intelligence to inspire Higher Performance
PD02	Train the Trainer (TOT) Course
PD03	Professional Business and Corporate Etiquette Training Course
PD04	Personal Development and Productivity Training Course
PD05	Defensive Driving and People Etiquette Skills for Drivers
PD06	Interpersonal Communication and People Skills Training Course
PD07	Effective Presentation Skills Training Course
PD08	Stress Management and Stress Reduction Training Course
PD09	Work-Life Balance Training Program
PD10	Advanced Negotiation Skills Course
PD11	Creativity and Innovation Training Course
PD12	Entrepreneurship Skills Training Course
PD13	Time Management Skills Training Course
PD14	Soft Landing After Retirement Training

CW Communication and Writing Skills Courses

CW01	Public Speaking and Presentation Skills Training Course
CW02	Business Communication Skills Training Course
CW03	Advanced Business Writing Skills Training Course
CW04	Report Writing Training Course
CW05	Creative Communication and Time Management Skills



CWo6	Board Paper Writing Skills
SM	Sales and Marketing Courses
SMo1	Sales Management Training Course
SMo2	Business Development Manager Training Course
SMo3	Brand Management Training Course
SMo4	Marketing Strategy and Planning Training Course
SMo5	Internet and Social Media Marketing Training Course
SMo6	Marketing Communications and Media Planning Training Course
SMo7	Product Management Training Course
SMo8	Market Research and Intelligence Training Course
SMo9	Practical Guide to Social Marketing & Relationship Management
QCRM	Quality Control & Risk Management Courses
QCRMo1	Risk Management Training Course
QCRMo2	Enterprise Risk Management Training Course
QCRMo3	Quality Risk Management Training
QCRMo4	ISO 9001 Lead Auditor Course
QCRMo5	Root Cause Analysis Training Course
AF	Accounting and Finance Training Courses
AFo1	Advanced Financial Statement Analysis Course
AFo2	Cash Flow Management, Analysis, Modelling and Forecasting Course
AFo3	Advance Budgeting and Forecasting
AFo4	Cost Estimation, Budgeting and Cost Control Course
AFo5	Financial Risk Management Course
AFo6	Finance for Non-Finance Managers Course
AFo7	IFRS (International Financial Reporting Standards) Course
AFo8	Understanding Finance for Strategic Decision Making



AF09	Integrated Financial Management Information System (IFMIS) Training
AF10	Forensic Accounting and Auditing Course
AF11	Budgeting and Forecasting Process, Tools and Techniques
AF12	Financial Planning and Analysis (FP&A) Course
AF13	Public Financial Management and Administration Training
AF14	Debt Management Course
AF15	Anti-Money Laundering (AML) Compliance Course
AF16	Public Sector Accounting Course
AF17	Credit Management and Debt Collection Course
AF18	Treasury Management for Modern Organization Training
AF19	Investment Management to Magnify Returns Training
HSE	Health, Safety and Environment Courses
HSE01	Occupational Health and Safety Management Training Course
HSE02	Environmental Management System (EMS) Training Course
HSE03	Workplace Health and Safety Training Course
HSE04	Safety Leadership and Safety Culture Training Course
HSE05	HIV/AIDS Workplace Management Training
HSE06	Employee Health and Wellness Training
HSE07	Alcohol and Drug Abuse Training
HSE08	Disability and gender mainstreaming
PLS	Procurement, Logistics and Supply Chain Management Courses
PLS01	Purchasing and Supply Management Course
PLS02	Advanced Warehouse Management Course
PLS03	Inventory and Stock Control Specialist
PLS04	Logistics Management and Operations Course
PLS05	Negotiation Skills for Purchasing Professionals
PLS06	Purchasing, Logistics Operations, Inventory & Supply Chain Management



PLSo7	Supplier Relationship Management Course
PLSo8	Successful Fleet and Transport Management
PLSo9	Effective Purchasing, Tendering & Supplier Selection Process
PM	Project Management Courses
PMo1	Agile Project Management Course
PMo2	Advanced Negotiation Skills for Project Managers
PMo3	PRINCE2 Practitioner Course
PMo4	Project Planning and Control
PMo5	Project Assessment and Evaluation Course
PMo6	Project Monitoring and Evaluation (M&E) Course
PMo7	Project Quality Management Training
PMo8	Project Risk Management Training
ACG	Audit, Compliance and Governance Courses
ACGo1	Anti-Corruption and Anti-Bribery Compliance
ACGo2	Fraud Detection, Investigation Audit and Corrective Action in Government Accounting
ACGo3	Corporate Governance Code, Principles, Models, Policies and Best Practices
ACGo4	Corporate Governance Training for Board Members & Directors
ACGo5	Anti-Corruption and Anti-Bribery Compliance
ACGo6	Anti-Money Laundering (AML) Training Course for Board of Directors & Senior Management
ACGo7	Corporate Compliance, Audit, Monitoring and Risk Management Course
ACGo8	Financial Crime, Fraud Risk Management and Prevention of Economic Crime
BDC	Board of Directors and Committees Courses
BDCo1	Executive Leadership & Governance Programme
BDCo2	Board Induction Training Course
BDCo3	Maximizing the Effectiveness of the Board of Directors



BDCo4	Corporate Governance Training
BDCo5	Finance for Non-Finance Directors Course
BDCo6	Strategy, Audit & Risk Oversight Workshop
BDCo7	Strategic Planning Course for Board Members
BDCo8	Cyber Hygiene and the Data Protection Regulations for Directors
BDCo9	Audit Committee Training
PSM	Public Sector Management Courses
PSMo1	Corporate Governance, Business Ethics and Social Responsibility in the Public Services
PSMo2	E-Government and E-Governance: Digital Government in Public Service Course
PSMo3	Governance and Leadership in Public Sector Management Course
PSMo4	Alternative Dispute Resolution (ADR), Legal Mediation and Arbitration Certificate Course
PSMo5	Performance Management System in Government and Accountability of Public Officers
PSMo6	Policy Development and Analysis in Public Sector
PSMo7	Public Administration, Policy Analysis and Governance Course
PSMo8	Government and Organizational Transparency in Information, Communication and Business
HD	Humanitarian Development Courses
HD01	Fundraising and Grants Management Training Course
HD02	Monitoring and Evaluation of Humanitarian Programme and Projects Training Course
HD03	Grant and Proposal Writing Training Course
HD04	Grants Management Training Course
HD05	Child Protection in Emergencies (CPiE) Training Course
HD06	International Human Rights and Humanitarian Law Course
HD07	Impact Evaluation of Projects and Programmes Training Course
DM	Data Management & Business Intelligence Courses
DMo1	Big Data Analytics and Management Course
DMo2	Data Analysis Training



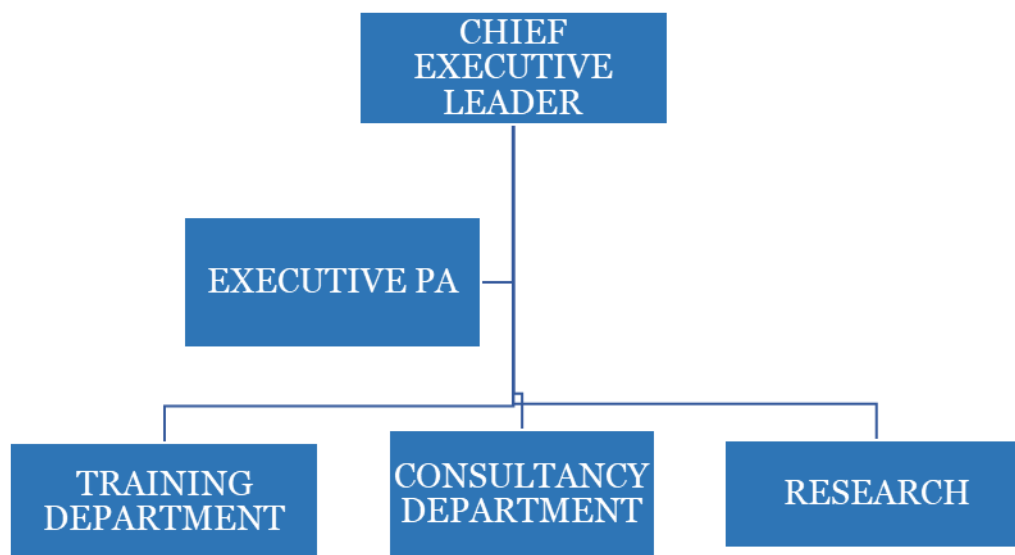
DMo3	Data Capture, Collection and Analysis Course
DMo4	Data Protection and Freedom of Information (FOI) Training
DMo5	Data and Information Governance Course
DMo6	Business Intelligence Analyst and Data Science Course
DMo7	Enterprise Content Management Training
ICT&AI	Information and Communication Technology and Artificial Intelligence Courses
ICT&AIo1	Advanced Excel Training
ICT&AIo2	Technical Support Fundamentals Course
ICT&AIo3	The Bits and the Bytes of Computer Networking
ICT&AIo4	IT Security: Defense against the digital dark arts Course
ICT&AIo5	Cyber security Management and Prevention Course
ICT&AIo6	Digital marketing Training
ICT&AIo7	CISCO networking course
ICT&AIo8	Artificial Intelligence Demystified
ICT&AIo9	Artificial Intelligence cloud and edge implementations course
BII	Banking, Investment & Insurance Courses
BIIo1	Currency Management (Risk, Strategy & Asset Management)
BIIo2	Fraud and Risk Management System in Banking Sector
BIIo3	Agency Banking Model, Strategy and Solutions
BIIo4	Loan Structuring, Pricing and Leveraged Acquisition Finance
BIIo5	Bank Modelling and Valuation Program
BIIo6	Banking Arbitration, Disputes Resolution and Contracts
BIIo7	Credit Risk Evaluation, Modelling and Management
BIIo8	International Central Banking Models and Legal Framework
BIIo9	Pension Fund Risk Management and Risk Associated with Pension Schemes
BIIo10	Investment Portfolio Management Course



NSM	National Security Management Courses
NSM01	Counter Terrorism Training for Law Enforcement Officers
NSM02	Security Threat, Risk and Vulnerability Assessment Course
NSM03	Preventing and Countering Violent Extremism (PVE & CVE) Program
NSM04	Security Risk Assessment and Management Training
NSM05	Security Threat, Risk and Vulnerability Assessment Course
NSM06	Preventing and Countering Violent Extremism (PVE & CVE) Program
NSM07	Security Management and Asset Protection Training



7.0 ORGANIZATIONAL CHART



TRAINING ACTIVITIES	CONSULTING ACTIVITIES	RESEARCH ACTIVITIES
Plan, Design and implement training programmes	Management consultancy	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 PROPOSED METHODOLOGY AND WORK PLAN

At DGMB, we have spent a couple of years developing and refining our training approach. 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. In addition, our consultants conduct supervised group discussions, exercises and role plays. The training approach is based on the principles of adult learning. Our methodology has several features that will ensure you experience a robust and relevant program; one that strengthens team dynamics and helps our clients deliver improved results. Some of the highlights of our unique approach are:

- ***Reduced Emphasis on Formal Training***

We base our course designs on the 70:20:10 paradigms. Research indicates that about 70% of what adults learn is through on-the-job experience, 20% through social learning, and 10% through formal training. We present information in ways that engage participants and generate plenty of discussion and sharing of experiences. We also provide individual and group assignments that encourage participants to integrate new concepts into their daily work.

- ***Practical and Relevant Content***

In assessing and designing course offerings, we remember Hermann Ebbinghaus' famous 'forgetting curve' that shows we forget 50% of learned material within one hour unless it is put into practice. Our needs analysis and instructional design practices produce engaging, real-world learning materials, customized so that participants relate fully with the content.

- ***Employing the Wisdom of Renowned Management Thinkers***

We employ the wisdom of renowned academics and authors on business and management like Henry Mintzberg who believes that:

- ✓ Management should emphasize teamwork, rather than rely on heroic individualism.
- ✓ Effective staff are reflective in the context of taking action.
- ✓ Management development works best as social learning in small groups.

- ***Research-supported Methods***

Our training delivery is always informed by research on adult learning principles and by our experience as organizational development consultants, instructional designers and facilitators. Consequently, we include plenty of opportunities for learners to apply key concepts, using scenarios and simulations, personal action plans, accountability partners, and other techniques. These methods ensure participants retain what they have learned, apply what they have learned quickly, refine their approach, and internalize learning for long-term use.

- ***Uncommon Focus***

Few training firms follow good design principles consistently because it takes time, sustained focus and clarity. Compared to other strategies and methodologies, DGMB training will:

- ✓ Help you build strong internal communities.
- ✓ Help staff learn more rapidly.
- ✓ Build in lasting change through reflection.



9.0 MANAGEMENT AND SUPPORT STAFF

NAME	POSITION	TASKS
Mr. David Kemei	Chief Executive Leader	Executive Support/Lead Consultant
Mr. George Mwangi	Team Leader	Coordinate Team Logistics
Ms. Liz Matimu	Team Leader	Designing training programme and preparing training materials
Ms. Rebecca Chepkorir	Training Manager	Provide Logistics Support

At DGMB Training Solution we attach great value to the concept of teamwork. To us, teamwork means deploying our team to work with our clients to solve complex problems and meet difficult challenges. We see our relationship as a partnership with you, a partnership that our entire team is committed to building. Beyond the individuals you have met, is an immense pool of talent and knowledge within DGMB Training Solution from which you and your teams can draw. As a result, our teams comprise our best resources and we believe you will recognize these teams as not only leaders within our firm and the industry, but as skilled quality consultants committed to helping you realize your organization objectives. Essential to our ability to deliver a high-quality, cost-effective service, is the central review of all our services.



10.0 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.

11.0 CUSTOMISED TRAINING

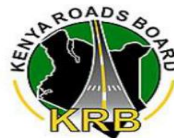
If you have other capacity building needs, DGMB Training Solutions Limited is more than happy to offer customized in-house training solutions. Contact us now to discuss how you can benefit from our tailor-made training.



12.0 OUR PARTNERS



Kenya Agricultural & Livestock Research Organization



13.0 CONTACT DETAILS

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