



DGMB TRAINING CALENDAR FOR THE YEAR 2023

DGMB Training Solutions Ltd is an institution that provides capacity development programs for all types of institutions through training, research, consultancy and policy advisory services. We aim 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.

The training calendar for 2023 Financial Year is presented below:

| TRAINING CALENDAR: JANUARY – DECEMBER 2023 | | DATES | VENUE | COST PER PERSON (EXCLUDING VAT) | |
|---|--|--|---------|------------------------------------|---------|
| NO | COURSE TITLE | | | ONLINE | ON-SITE |
| | January 2023 | | | | |
| 1. | Excellence in Customer Experience and Service Delivery Training | 16 th - 20 th Jan 2023 | Nairobi | 67,500 | 92,500 |
| 2. | Applying Emotional Intelligence to Inspire Higher Performance | 16 th - 20 th Jan 2023 | Nairobi | 67,500 | 92,500 |
| 3. | Strategic Finance Management Course for Directors | 23 rd – 27 th Jan 2023 | Nakuru | 67,500 | 92,500 |
| 4. | Boosting Value Through Strategic Institutional Risk Management | 23 rd – 27 th Jan 2023 | Nakuru | 67,500 | 92,500 |
| 5. | The Ultimate Game Changing Skills for Executive PA’s and Administrative Professionals Workshop | 30 th Jan– 3 rd Feb 2023 | Mombasa | 67,500 | 92,500 |
| 6. | Applying Knowledge Management to Unlock Insights | 30 th Jan– 3 rd Feb 2023 | Mombasa | 67,500 | 92,500 |
| 7. | Team Building | TBA | TBA | TBA | TBA |

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|------------|--|---|---------|--------|--------|
| | February 2023 | | | | |
| 8. | Effective Credit Control Management | 13 th – 17 th Feb 2023 | Nairobi | 67,500 | 92,500 |
| 9. | Finance for Non-Finance Directors, Managers and Professionals | 13 th – 17 th Feb 2023 | Nairobi | 67,500 | 92,500 |
| 10. | Pre-Retirement Planning Training | 20 th -24 th Feb 2023 | Nakuru | 67,500 | 92,500 |
| 11. | Leadership and Supervisory Skills Training | 20 th -24 th Feb 2023 | Nakuru | 67,500 | 92,500 |
| 12. | Effective Business Communication and Report Writing Skills | 27 th Feb – 3 rd Mar 2023 | Mombasa | 67,500 | 92,500 |
| 13. | HR Metrics and Analytics Training (IHRM CPD POINTS) | 27 th Feb – 3 rd Mar 2023 | Mombasa | 67,500 | 92,500 |
| 14. | Team Building | TBA | TBA | TBA | TBA |
| | March 2023 | | | | |
| 15. | Alcohol and Drug Abuse Training | 13 th – 17 th Mar 2023 | Nairobi | 67,500 | 92,500 |
| 16. | Gender Mainstreaming: Contextualize and Operationalizing a Gendered Approach | 13 th – 17 th Mar 2023 | Nairobi | 67,500 | 92,500 |
| 17. | Stress Management Training | 20 th -24 th Mar 2023 | Nakuru | 67,500 | 92,500 |
| 18. | Creative Communication and Time Management Skills | 20 th -24 th Mar 2023 | Nakuru | 67,500 | 92,500 |
| 19. | Defensive Driving and Basic Etiquette Skills Training for Drivers | 27 th – 31 st Mar 2023 | Mombasa | 67,500 | 92,500 |
| 20. | Excellence in Customer Experience and Service Delivery Training | 27 th – 31 st Mar 2023 | Mombasa | 67,500 | 92,500 |
| 21. | Team Building | TBA | TBA | TBA | TBA |
| | April 2023 | | | | |
| 22. | Quality Management Systems and Standards Training (Foundation) | 10 th -14 th April 2023 | Nairobi | 67,500 | 92,500 |
| 23. | Best practices in Corporate Governance, Ethics and Compliance | 10 th -14 th April 2023 | Nairobi | 67,500 | 92,500 |
| 24. | Culture, Leadership and Change Management Training | 17 th – 21 st April 2023 | Nakuru | 67,500 | 92,500 |

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|------------|---|--|---------|--------|--------|
| 25. | Applying Emotional Intelligence to Inspire Higher Performance | 17 th – 21 st April 2023 | Nakuru | 67,500 | 92,500 |
| 26. | HIV/AIDS Counselling Training | 24 th – 28 th April 2023 | Mombasa | 67,500 | 92,500 |
| 27. | Tenets of Occupational Health and Safety | 24 th – 28 th April 2023 | Mombasa | 67,500 | 92,500 |
| 28. | Team Building | TBA | TBA | TBA | TBA |
| | May 2023 | | | | |
| 29. | Practical Guide to Social Marketing & Relationship Management | 15 th – 19 th May 2023 | Nairobi | 67,500 | 92,500 |
| 30. | Effective Credit Control Management | 15 th – 19 th May 2023 | Nairobi | 67,500 | 92,500 |
| 31. | Effective Presentation Skills Training | 22 nd – 26 th May 2023 | Nakuru | 67,500 | 92,500 |
| 32. | Training of Trainers Course (TOT) | 22 nd – 26 th May 2023 | Nakuru | 67,500 | 92,500 |
| 33. | Adoption and Implementation of International Financial Reporting Standards (IFRS) | 29 th May – 2 nd Jun 2023 | Mombasa | 67,500 | 92,500 |
| 34. | Treasury Management for Modern Organization | 29 th May - 2 nd Jun 2023 | Mombasa | 67,500 | 92,500 |
| 35. | Team Building | TBA | TBA | TBA | TBA |
| | June 2023 | | | | |
| 36. | Fraud Detection and Prevention | 13 th – 17 th Jun 2023 | Nairobi | 67,500 | 92,500 |
| 37. | Forensic Accounting for the Public Sector | 13 th – 17 th Jun 2023 | Nairobi | 67,500 | 92,500 |
| 38. | Business Etiquette and Office Protocol Training | 20 th -24 th Jun 2023 | Nakuru | 67,500 | 92,500 |
| 39. | Writing Effective Policies and Procedures | 20 th -24 th Jun 2023 | Nakuru | 67,500 | 92,500 |
| 40. | Managerial and Professional Competencies | 27 th Jun – 1 st July 2023 | Mombasa | 67,500 | 92,500 |
| 41. | Board Governance Induction | 27 th Jun – 1 st July 2023 | Mombasa | 67,500 | 92,500 |
| 42. | Team Building | TBA | TBA | TBA | TBA |
| 43. | July 2023 | | | | |
| 44. | Best Practices in Monitoring and Evaluation | 10 th – 14 th Jul 2023 | Nairobi | 67,500 | 92,500 |
| 45. | Project Development and Management Course | 10 th – 14 th Jul 2023 | Nairobi | 67,500 | 92,500 |
| 46. | The Ultimate Game Changing Skills for Executive PA's | 17 th – 21 st Jul 2023 | Nakuru | 67,500 | |

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| | and Administrative Professionals Workshop | | | | 92,500 |
| 47. | Performance Management; Employee Coaching and Mentoring for Performance | 17 th – 21 st Jul 2023 | Nakuru | 67,500 | 92,500 |
| 48. | Excellence in Customer Experience and Service Delivery | 24 th – 28 th Jul 2023 | Mombasa | 67,500 | 92,500 |
| 49. | Applying Emotional Intelligence to Inspire Higher Performance | 24 th – 28 th Jul 2023 | Mombasa | 67,500 | 92,500 |
| 50. | Team Building | TBA | TBA | TBA | TBA |
| 51. | August 2023 | | | | |
| 52. | Effective Business Communication and Report Writing Skills | 14 th - 18 th Aug 2023 | Nairobi | 67,500 | 92,500 |
| 53. | Finance for Non-Finance Directors, Managers and Professionals | 14 th - 18 th Aug 2023 | Nairobi | 67,500 | 92,500 |
| 54. | Innovative Records Management And Archiving Training Course | 21 st – 25 th Aug 2023 | Nakuru | 67,500 | 92,500 |
| 55. | Agile Asset Management Training | 21 st – 25 th Aug 2023 | Nakuru | 67,500 | 92,500 |
| 56. | Leadership and Supervisory Skills Training | 28 th Aug- 1 st Sep 2023 | Mombasa | 67,500 | 92,500 |
| 57. | HR Metrics and Analytics Training (IHRM CPD POINTS) | 28 th Aug- 1 st Sep 2023 | Mombasa | 67,500 | 92,500 |
| 58. | Team Building | TBA | TBA | TBA | TBA |
| 59. | September 2023 | | | | |
| 60. | Archives Management and Workflow Techniques Training Course | 11 th - 15 th Sep 2023 | Nakuru | 67,500 | 92,500 |
| 61. | Excellence in Customer Experience and Service Delivery Training | 11 th - 15 th Sep 2023 | Nakuru | 67,500 | 92,500 |
| 62. | Executive Board Papers Writing Skills | 18 th – 22 nd Sep 2023 | Nairobi | 67,500 | 92,500 |
| 63. | Talent Management and Succession Planning | 18 th – 22 nd Sep 2023 | Nairobi | 67,500 | 92,500 |
| 64. | Gender Mainstreaming: Contextualize and Operationalizing a Gendered Approach | 25 th – 29 th Sep 2023 | Mombasa | 67,500 | 92,500 |
| 65. | Alcohol and Drug Abuse Training | 25 th – 29 th Sep 2023 | Mombasa | 67,500 | 92,500 |
| 66. | Team Building | TBA | TBA | TBA | TBA |

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| 67. | October 2023 | | | | |
| 68. | Aligning Budgeting and Forecasting to Strategic Planning | 9 th - 13 th Oct 2023 | Nairobi | 67,500 | 92,500 |
| 69. | Public Procurement and Contract Management Course | 9 th - 13 th Oct 2023 | Nairobi | 67,500 | 92,500 |
| 70. | Culture, Leadership and Change Management Training | 16 th – 20 th Oct 2023 | Nakuru | 67,500 | 92,500 |
| 71. | Applying Emotional Intelligence to Inspire Higher Performance | 16 th – 20 th Oct 2023 | Nakuru | 67,500 | 92,500 |
| 72. | HIV/AIDS Counselling Training | 23 rd – 27 th Oct 2023 | Mombasa | 67,500 | 92,500 |
| 73. | Tenets of Occupational Health and Safety | 23 rd – 27 th Oct 2023 | Mombasa | 67,500 | 92,500 |
| 74. | Team Building | TBA | TBA | TBA | TBA |
| 75. | November 2023 | | | | |
| 76. | Modern Record Management Skills Training | 13 th – 17 th Nov 2023 | Nairobi | 67,500 | 92,500 |
| 77. | Training of Trainers Course (TOT) | 13 th – 17 th Nov 2023 | Nairobi | 67,500 | 92,500 |
| 78. | Practical Guide to Social Marketing & Relationship Management | 20 th – 24 th Nov 2023 | Nakuru | 67,500 | 92,500 |
| 79. | Effective Office Administration and Customer Experience Training | 20 th – 24 th Nov 2023 | Nakuru | 67,500 | 92,500 |
| 80. | Effective Credit Control Management | 27 th Nov - 1 st Dec 2023 | Mombasa | 67,500 | 92,500 |
| 81. | Best Practices in Audit Design and Planning Training | 27 th Nov - 1 st Dec 2023 | Mombasa | 67,500 | 92,500 |
| 82. | Team Building | TBA | TBA | TBA | TBA |
| 83. | December 2023 | | | | |
| 84. | HR for Non-HR Professionals Training | 4 th – 8 th Dec 2023 | Nairobi | 67,500 | 92,500 |
| 85. | Leading a lean Organization | 4 th – 8 th Dec 2023 | Nairobi | 67,500 | 92,500 |
| 86. | Application of ICT in Finance | 11 th – 15 th Dec 2023 | Nakuru | 67,500 | 92,500 |
| 87. | Investment Management to Magnify Returns | 11 th – 15 th Dec 2023 | Nakuru | 67,500 | 92,500 |
| 88. | Team Building | TBA | TBA | TBA | TBA |

CONTACT DETAILS

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TBA stands for “To be announced”

IN-HOUSE PREFERRED COURSES:

The charges for the In-House preferred courses will be dictated by:

- ✓ The number of days for training
- ✓ The number of participants to be trained
- ✓ The location for the training