



KENYA MANAGEMENT AND TRAINING CONSULTANTS

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TRAINING PROGRAMME

2024/2025

CHANGE MANAGEMENT, POLICY DECISION MAKING, PROBLEM SOLVING AND ADMINISTRATION PROGRAMME

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
1.	CHANGE MANAGEMENT, POLICY DECISION MAKING, PROBLEM SOLVING AND ADMINISTRATION PROGRAMME	EXECUTIVE / SENIOR MANAGEMENT LEVEL PARTICIPATION	1.	26TH–30TH AUGUST 2024	5 DAYS	NAIVASHA. (LAKE NAIVASHA PANORAMA PARK)
			2.	2ND – 6TH SEPTEMBER 2024	5 DAYS	MOMBASA. (BAHARI BEACH HOTEL)
			3.	7TH – 11TH OCTOBER 2024	5 DAYS	KISUMU. (SUNSET HOTEL)
			4.	11TH -15TH NOVEMBER 2024	5 DAYS	NAIVASHA. (LAKE NAIVASHA PANORAMA PARK)
			5.	23RD – 27TH DECEMBER 2024	5 DAYS	NAIROBI. (AMBASSADEUR HOTEL)
			6.	27TH – 31ST JANUARY 2025	5 DAYS	NAIVASHA. (LAKE NAIVASHA PANORAMA PARK)
			7.	3RD – 7TH FEBRUARY 2025	5 DAYS	MOMBASA. (BAHARI BEACH HOTEL)
			8.	10TH – 14TH MARCH 2025	5 DAYS	NAIVASHA. (LAKE NAIVASHA PANORAMA PARK)
			9.	12TH – 16TH MAY 2025	5 DAYS	KISUMU. (SUNSET HOTEL)
			10.	2ND – 6TH JUNE 2025	5 DAYS	MOMBASA. (BAHARI BEACH HOTEL)
			11.	14TH – 18TH JULY 2025	5 DAYS	MOMBASA. (BAHARI BEACH HOTEL)
			12.	11TH – 15TH AUGUST 2025	5 DAYS	NAIVASHA. (LAKE NAIVASHA PANORAMA PARK)
			13.	22ND – 26TH SEPTEMBER 2025	5 DAYS	NAIROBI. (AMBASSADEUR HOTEL)

PERFORMANCE AND PRODUCTIVITY MANAGEMENT

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
2.	PERFORMANCE AND PRODUCTIVITY MANAGEMENT FOR SUPERVISORS / ADMINISTRATORS	EXECUTIVE AND SENIOR MANAGEMENT LEVEL PARTICIPATION	1.	12TH – 16 TH AUGUST 2024	5 DAYS	MOMBASA
			2.	9TH – 13 TH SEPTEMBER 2024	5 DAYS	KISUMU
			3.	21ST – 25 TH OCTOBER 2024	5 DAYS	NAIROBI
			4.	4TH -8 TH NOVEMBER 2024	5 DAYS	NAKURU
			5.	16TH – 20 TH DECEMBER 2024	5 DAYS	NAIVASHA
			6.	20TH – 24TH JANUARY 2025	5 DAYS	MOMBASA
			7.	17TH – 21ST FEBRUARY 2025	5 DAYS	NAIROBI
			8.	24TH – 28TH MARCH 2025	5 DAYS	KISUMU
			9.	7TH – 11TH APRIL 2025	5 DAYS	MOMBASA
			10.	5TH – 9TH MAY 2025	5 DAYS	NAIROBI
			11.	23RD – 27TH JUNE 2025	5 DAYS	MOMBASA
			12.	14TH – 18TH JULY 2025	5 DAYS	NAIROBI
			13.	25TH – 29TH AUGUST 2025	5 DAYS	NAIVASHA
			14.	8TH – 12TH SEPTEMBER 2025	5 DAYS	NAIKURU

FINANCIAL MANAGEMENT PROGRAMME FOR FINANCE AND NON-FINANCE MANAGERS AND ACTIVITIES BASED BUDGETING.

CODE NO	PROGRAMME COURSE TITLE	TARGET GROUP	YEAR-MONTH-DATES		DURATION	VENUE
3.	FINANCIAL MANAGEMENT PROGRAMME FOR FINANCE AND NON-FINANCE MANAGERS INCLUDING ACTIVITIES BASED BUDGETING.	SENIOR MIDDLE MANAGEMENT PARTICIPATION	1.	5TH – 9TH AUGUST 2024	5 DAYS	MOMBASA
			2.	9TH – 13TH SEPTEMBER 2024	5 DAYS	KISUMU
			3.	21ST – 25TH OCTOBER 2024	5 DAYS	NAIVASHA-KENYA
			4.	25TH -29TH NOVEMBER 2024	5 DAYS	NAKURU
			5.	2ND – 6TH DECEMBER 2025	5 DAYS	NAIROBI
			6.	3RD – 7TH FEBRUARY 2025	5 DAYS	MOMBASA
			7.	17TH – 21ST MARCH 2025	5 DAYS	NAIVASHA-KENYA
			8.	7TH – 11 TH APRIL 2025	5 DAYS	KISUMU
			9.	26TH – 30 TH MAY 2025	5 DAYS	NAIROBI
			10.	21ST – 25 TH JULY 2025	5 DAYS	MOMBASA
			11.	4TH – 8 TH AUGUST 2025	5 DAYS	NAIROBI
			12.	1ST –5 TH SEPTEMBER 2025	5 DAYS	MOMBASA
			13.	13TH – 17 TH OCTOBER 2025	5 DAYS	NAIROBI
			14.	3RD – 7 TH NOVEMBER 2025	5 DAYS	NAIVASHA KENYA

NATIONAL AND INTERNATIONAL PUBLIC PROCUREMENT INCORPORATING SUPPLY CHAIN MANAGEMENT (PURCHASING, WAREHOUSING, LOGISTICS AND TRANSPORT DISTRIBUTION MANAGEMENT)

CODE NO	PROGRAMME COURSE TITLE	TARGET GROUP	YEAR-MONTH-DATES		DURATION	VENUE
4.	NATIONAL AND INTERNATIONAL SUPPLY CHAIN MANAGEMENT (PROCUREMENT PURCHASING, WAREHOUSING, LOGISTICS AND TRANSPORT DISTRIBUTION MANAGEMENT)	TENDERBOARD MEMBERS SUPPLIES MANAGERS/OFFICERS HEADS OF DEPARTMENTAL UNITS. PROCUREMENT ANALYSTS	1.	12TH – 16TH AUGUST 2024	5 DAYS	NAIVASHA-KENYA
			2.	23RD – 27 TH SEPTEMBER 2024	5 DAYS	MOMBASA
			3.	7TH – 11 TH OCTOBER 2024	5 DAYS	NAIROBI
			4.	4TH -8 TH NOVEMBER 2024	5 DAYS	KISUMU
			5.	16TH – 20 TH DECEMBER 2024	5 DAYS	NAKURU-KENYA
			6.	10TH – 14 TH FEBRUARY 2025	5 DAYS	MOMBASA
			7.	3RD – 7 TH MARCH 2025	5 DAYS	NAIVASHA-KENYA
			8.	14TH – 18 TH APRIL 2025	5 DAYS	NAIROBI
			9.	26TH – 30 TH MAY 2025	5 DAYS	MOMBASA
			10.	21ST – 25 TH JULY 2025	5 DAYS	KISUMU
			11.	18TH – 22 ND AUGUST 2025	5 DAYS	NAIROBI
			12.	8TH –12 TH SEPTEMBER 2025	5 DAYS	MOMBASA
			13.	6TH – 10 TH OCTOBER 2025	5 DAYS	NAIROBI
			14.	17TH – 21 ST NOVEMBER 2025	5 DAYS	NAKURU-KENYA

HUMAN RESOURCES MANAGEMENT, DEVELOPMENT AND PLANNING

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
5.	HUMAN RESOURCES MANAGEMENT, DEVELOPMENT AND PLANNING	SENIOR/MIDDLE MANAGEMENT PARTICIPATIONS	1.	19TH – 23RD AUGUST 2024	5 DAYS	NAIROBI
			2.	2ND – 6TH SEPTEMBER 2024	5 DAYS	MOMBASA
			3.	7TH – 11TH OCTOBER 2024	5 DAYS	KISUMU
			4.	11TH -15TH NOVEMBER 2024	5 DAYS	MOMBASA
			5.	16TH – 20TH DECEMBER 2024	5 DAYS	NAIVASHA
			6.	10TH – 14TH FEBRUARY 2025	5 DAYS	NAKURU
			7.	12TH – 16TH MARCH 2025	5 DAYS	MOMBASA
			8.	11TH – 15TH AUGUST 2025	5 DAYS	NAIROBI
			9.	8TH – 12TH SEPTEMBER 2025	5 DAYS	NAIVASHA
			10.	13TH – 17TH OCTOBER 2025	5 DAYS	KISUMU
			11.	24TH – 28TH NOVEMBER 2025	5 DAYS	MOMBASA
			12.	8TH –12TH DECEMBER 2025	5 DAYS	NAIROBI

SECRETARIAL MANAGEMENT PROGRAMME FOR SECRETARIES, EXECUTIVE SECRETARIES, PERSONAL ASSISTANTS (PA'S) AND ADMINISTRATORS

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
6.	SECRETARIAL MANAGEMENT PROGRAMME FOR SECRETARIES, EXECUTIVE SECRETARIES, PERSONAL ASSISTANTS (PA'S) AND ADMINISTRATORS NOTE: This programme can also be extended to two weeks if requested.	MIDDLE AND SENIOR LEVEL MANAGEMENT	1.	26TH – 30TH AUGUST 2024	5 DAYS	NAIVASHA
			2.	2ND– 6TH SEPTEMBER 2024	5 DAYS	MOMBASA
			3.	14TH – 18TH OCTOBER 2024	5 DAYS	NAIROBI
			4.	18TH -22ND NOVEMBER 2024	5 DAYS	KISUMU
			5.	2ND – 6TH DECEMBER 2024	5 DAYS	MOMBASA
			6.	3RD – 7TH FEBRUARY 2025	5 DAYS	KISUMU
			7.	10TH – 14TH MARCH 2025	5 DAYS	NAIVASHA-KENYA
			8.	22TH – 25TH APRIL 2025	5 DAYS	NAIROBI
			9.	12TH – 16TH MAY 2025	5 DAYS	MOMBASA
			10.	21ST – 25TH JULY 2025	5 DAYS	NAKURU
			11.	11TH – 15TH AUGUST 2025	5 DAYS	KISUMU
			12.	8TH –12TH SEPTEMBER 2025	5 DAYS	KISUMU
			13.	13TH – 17TH OCTOBER 2025	5 DAYS	KISUMU
			14.	17TH – 21ST NOVEMBER 2025	5 DAYS	NAIROBI. (PANARI HOTEL)

INVENTORY/STOCK CONTROL MANAGEMENT, WAREHOUSING, LOGISTICS AND DISTRIBUTIONS MANAGEMENT INCLUDING DISPOSAL OF STORES/ASSETS

CODE NO	PROGRAMME COURSE TITLE	TARGET GROUP	YEAR-MONTH-DATES		DURATION	VENUE
7.	INVENTORY/STOCK CONTROL MANAGEMENT, WAREHOUSING, LOGISTICS AND DISTRIBUTIONS MANAGEMENT INCLUDING DISPOSAL OF STORES/ASSETS	SENIOR/MIDDLE MANAGEMENT PARTICIPATION	1	26TH – 30TH AUGUST 2024	5 DAYS	NAIROBI
			2	9TH – 13TH SEPTEMBER 2024	5 DAYS	MOMBASA
			3	14TH – 18TH OCTOBER 2024	5 DAYS	KISUMU
			4	4TH -8TH NOVEMBER 2024	5 DAYS	NAIROBI
			5	16TH – 20TH DECEMBER 2024	5 DAYS	MOMBASA
			6	3RD – 7TH FEBRUARY 2025	5 DAYS	NAKURU
			7	10TH – 14TH MARCH 2025	5 DAYS	KISUMU
			8	21ST – 25TH APRIL 2025	5 DAYS	NAIVASHA-KENYA
			9	5TH – 9TH MAY 2025	5 DAYS	MOMBASA
			10	21ST – 25TH JULY 2025	5 DAYS	NAIROBI
			11	25TH – 29TH AUGUST 2025	5 DAYS	NAIVASHA-KENYA
			12	18TH –12TH SEPTEMBER 2025	5 DAYS	NAKURU
			13	13TH – 17TH OCTOBER 2025	5 DAYS	MOMBASA
			14	17TH – 21ST NOVEMBER 2025	5 DAYS	KISUMU

ELECTRONICS/DIGITAL RECORDS MANAGEMENT AND INFORMATION TECHNOLOGY- (ALL TYPES OF RECORDS) INCLUDING OFFICE MANAGEMENT.

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
8.	ELECTRONICS/DIGITAL RECORDS MANAGEMENT AND INFORMATION TECHNOLOGY- (ALL TYPES OF RECORDS) INCLUDING OFFICE MANAGEMENT. (This programme can also be extended for two weeks if requested. Provided a quorum of 3 participants is realized)	SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATIONS	1.	19TH – 23RD AUGUST 2024	5 DAYS	NAIROBI
			2.	2ND – 6TH SEPTEMBER 2024	5 DAYS	MOMBASA
			3.	14TH – 18TH OCTOBER 2024	5 DAYS	KISUMU
			4.	18TH -22ND NOVEMBER 2024	5 DAYS	NAKURU - KENYA
			5.	2ND – 6TH DECEMBER 2024	5 DAYS	MOMBASA
			6.	27TH – 31ST JANUARY 2025	5 DAYS	NAIVASHA-KENYA
			7.	17TH – 21ST FEBRUARY 2025	5 DAYS	NAIROBI
			8.	3RD – 7TH MARCH 2025	5 DAYS	MOMBASA
			9.	14TH – 18TH APRIL 2025	5 DAYS	KISUMU
			10.	5TH – 9TH MAY 2025	5 DAYS	NAIROBI
			11.	21ST – 25TH JULY 2025	5 DAYS	MOMBASA
			12.	4TH – 8TH AUGUST 2025	5 DAYS	NAIROBI
			13.	15TH – 19TH SEPTEMBER 2025	5 days	NAIVASHA

SUPERVISORY MANAGEMENT PROGRAMME FOR SUPERVISORS AND ADMINISTRATORS PLUS HEAD OF DEPARTMENTAL UNITS

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
9.	SUPERVISORY MANAGEMENT PROGRAMME FOR SUPERVISORS AND ADMINISTRATORS PLUS HEAD OF DEPARTMENTAL UNITS	SENIOR /MIDDLE MANAGEMENT LEVEL PARTICIPATION	1.	26TH – 30TH AUGUST 2024	5 DAYS	MOMBASA
			2.	9TH – 13TH SEPTEMBER 2024	5 DAYS	KISUMU
			3.	14TH – 18TH OCTOBER 2024	5 DAYS	NAIROBI
			4.	18TH -22ND NOVEMBER 2024	5 DAYS	NAKURU
			5.	2ND – 6TH DECEMBER 2024	5 DAYS	NAIVASHA
			6.	3RD – 7TH FEBRUARY 2025	5 DAYS	MOMBASA
			7.	10TH – 14TH MARCH 2025	5 DAYS	NAIROBI
			8.	21ST – 25TH APRIL 2025	5 DAYS	KISUMU
			9.	19TH – 23RD MAY 2025	5 DAYS	MOMBASA
			10.	23RD – 27TH JUNE 2025	5 DAYS	NAIROBI
			11.	11TH – 15TH AUGUST 2025	5 DAYS	MOMBASA
			12.	15TH – 19TH SEPTEMBER 2025	5 DAYS	NAIROBI
			13.	27TH – 32ST OCTOBER 2025	5 DAYS	NAIVASHA

CUSTOMER CARE/SERVICE- PUBLIC RELATIONS-HUMAN RELATIONS AND THE INTER PERSONAL RELATIONS MANAGEMENT PROGRAMMES

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
10.	CUSTOMER CARE/SERVICE- PUBLIC RELATIONS-HUMAN RELATIONS AND THE INTER PERSONAL RELATIONS MANAGEMENT PROGRAMMES	SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION	1.	5TH – 9TH AUGUST 2024	5 DAYS	NAIROBI
			2.	9TH – 13TH SEPTEMBER 2024	5 DAYS	MOMBASA
			3.	14TH – 18TH OCTOBER 2024	5 DAYS	KISUMU
			4.	25TH -29TH NOVEMBER 2024	5 DAYS	NAIROBI
			5.	16TH – 20TH DECEMBER 2024	5 DAYS	KISUMU
			6.	3RD – 7 TH FEBRUARY 2025	5 DAYS	NAIVASHA
			7.	10 – 14 TH MARCH 2025	5 DAYS	NAKURU
			8.	5TH – 9 TH MAY 2025	5 DAYS	MOMBASA
			9.	23RD – 27TH JUNE 2025	5 DAYS	NAIROBI
			10.	21ST– 25TH JULY 2025	5 DAYS	MOMBASA
			11.	4TH – 8 TH AUGUST 2025	5 DAYS	NAIROBI
			12.	15TH – 19TH SEPTEMBER 2025	5 DAYS	KISUMU
			13.	13TH – 17TH OCTOBER 2025	5 DAYS	NAIVASHA

FANANCIAL RISKS/DEBT MANAGEMENT AND CREDIT CONTROL PROGRAMME

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
11.	FANANCIAL RISKS/DEBT MANAGEMENT AND CREDIT CONTROL PROGRAMME	SENIOR/MIDDLE MANAGEMENT	1.	19TH – 23TH AUGUST 2024	5 DAYS	NAIVASHA
			2.	9TH – 13 TH SEPTEMBER 2024	5 DAYS	MOMBASA
			3.	14TH – 18 TH OCTOBER 2024	5 DAYS	NAIROBI
			4.	18TH -22 ND NOVEMBER 2024	5 DAYS	KISUMU
			5.	16TH – 20 TH DECEMBER 2024	5 DAYS	NAKURU
			6.	3RD – 7 TH FEBRUARY 2025	5 DAYS	NAIROBI
			7.	10TH – 14TH MARCH 2025	5 DAYS	MOMBASA
			8.	5TH – 9TH MAY 2025	5 DAYS	NAIVASHA
			9.	11TH – 15TH AUGUST 2025	5 DAYS	NAIROBI
			10.	22ND – 26TH SEPTEMBER 2025	5 DAYS	MOMBASA
			11.	13TH – 17TH OCTOBER 2025	5 DAYS	NAIROBI
			12.	3RD – 7TH NOVEMBER 2025	5 DAYS	MOMBASA
			13.	1ST – 5TH DECEMBER 2025	5 DAYS	NAIROBI

PROJECT/CONTRACT MANAGEMENT AND ACTIVITIES BASED BUDGETING, FINANCE, PLANNING, MONITORING AND EVALUATION PROGRAMME

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
12.	PROJECT/CONTRACT MANAGEMENT AND ACTIVITIES BASED BUDGETING, FINANCE, PLANNING, MONITORING AND EVALUATION PROGRAMME	SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION	1.	19TH – 23 RD AUGUST 2024	5 DAYS	NAIVASHA
			2.	2ND – 6 TH SEPTEMBER 2024	5 DAYS	MOMBASA
			3.	14TH – 18 TH OCTOBER 2024	5 DAYS	NAIROBI
			4.	25TH -29 TH NOVEMBER 2024	5 DAYS	KISUMU
			5.	2ND – 6 TH DECEMBER 2024	5 DAYS	NAIROBI
			6.	20TH – 24 TH JANUARY 2025	5 DAYS	MOMBASA
			7.	24TH – 28 TH FEBRUARY 2025	5 DAYS	NAKURU
			8.	10TH – 14 TH MARCH 2025	5 DAYS	NAIVASHA
			9.	21ST – 25 TH APRIL 2025	5 DAYS	MOMBASA
			10.	23RD – 27 TH JUNE 2025	5 DAYS	NAIVASHA
			11.	21ST– 25 TH JULY 2025	5 DAYS	MOMBASA
			12.	11TH – 15 TH AUGUST 2025	5 DAYS	NAIROBI
			13.	15TH – 19 TH SEPTEMBER 2025	5 DAYS	KISUMU
			14.	13TH – 17 TH OCTOBER 2025	5 DAYS	NAIROBI

DEFENSIVE DRIVING, PREVENTIVE MAINTENANCE AND ROAD SAFETY MANAGEMENT SKILLS DEVELOPMENT PROGRAMME FOR DRIVERS.

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
13.	DEFENSIVE DRIVING, PREVENTIVE MAINTENANCE AND ROAD SAFETY MANAGEMENT SKILLS DEVELOPMENT PROGRAMME FOR DRIVERS. (ATTITUDE AND BEHAVIORAL CHANGE)	DRIVERS OF ALL GRADES	1.	21ST – 25TH AUGUST 2024	5 DAYS	NAIVASHA
			2.	18TH – 22ND SEPTEMBER 2024	5 DAYS	MOMBASA
			3.	23 RD – 27TH OCTOBER 2024	5 DAYS	NAIROBI
			4.	13TH -17TH NOVEMBER 2024	5 DAYS	KISUMU
			5.	5TH – 9TH FEBRUARY 2025	5 DAYS	MOMBASA
			6.	18TH – 22ND MARCH 2025	5 DAYS	NAIVASHA
			7.	13RD – 17TH MAY 2025	5 DAYS	NAIROBI
			8.	22ND – 26TH JULY 2025	5 DAYS	NAKURU
			9.	5TH – 9TH AUGUST 2025	5 DAYS	MOMBASA
			10.	16TH – 20TH SEPTEMBER 2025	5 DAYS	NAIROBI
			11.	14TH – 18TH OCTOBER 2025	5 DAYS	KISUMU
			12.	11TH – 15TH NOVEMBER 2025	5 DAYS	KISUMU (SUNSET HOTEL)

FLEET AND TRANSPORT MANAGEMENT FOR FLEET AND TRANSPORT MANAGEMENT OFFICERS INCLUDING CONTROL OF LOGISTICS FORWARDING

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
14.	FLEET AND TRANSPORT MANAGEMENT FOR FLEET AND TRANSPORT MANAGEMENT OFFICERS INCLUDING CONTROL OF LOGISTICS FORWARDING	SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION	1.	25TH – 30TH AUGUST 2024	5 DAYS	NAIVASHA
			2.	2ND – 6TH SEPTEMBER 2024	5 DAYS	MOMBASA
			3.	7TH – 11TH OCTOBER 2024	5 DAYS	NAIROBI
			4.	4TH -8 TH NOVEMBER 2024	5 DAYS	KISUMU
			5.	10TH – 14 TH FEBRUARY 2025	5 DAYS	MOMBASA
			6.	3RD – 7 TH MARCH 2025	5 DAYS	KISUMU
			7.	7TH – 11 TH APRIL 2025	5 DAYS	NAIVASHA-KENYA
			8.	19TH – 23 RD MAY 2025	5 DAYS	NAIROBI
			9.	14TH – 18 TH JULY 2025	5 DAYS	MOMBASA
			10.	11TH – 15 TH AUGUST 2025	5 DAYS	NAKURU
			11.	22ND – 26 TH SEPTEMBER 2025	5 DAYS	KISUMU
			12.	27TH – 31 ST OCTPOBER 2025	5 DAYS	KISUMU (SUNSET HOTEL)

TRAINING FOR RETIREES – (PREPARATION FOR EARLY RETIREMENT) AND FINCIAL MANAGEMENT AFTER RETIREMENT PLUS FAMILY CONFLICT

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
15	TRAINING FOR RETIREES – (PREPARATION FOR EARLY RETIREMENT) AND FINCIAL MANAGEMENT AFTER RETIREMENT PLUS FAMILY CONFLICT NOTE: ORGANIZATIONS CAN ALSO SET THEIR OWN CALENDER DATES AND VENUE FOR THIS PROGRAMME	ALL CATEGORIES OF THE STAFF	1.	7TH – 9TH AUGUST 2024	3 DAYS	NAIROBI
			2.	9TH – 11TH SEPTMEBER 2024	3 DAYS	MOMBASA
			3.	16TH – 18TH OCTOBER 2024	3 DAYS	NAIROBI
			4.	4TH -6TH NOVEMBER 2024	3 DAYS	KISUMU
			5.	2ND – 4TH DECEMBER 2024	3 DAYS	NAIROBI
			6.	29TH – 31ST JANUARY 2025	3 DAYS	NAIVASHA
			7.	5TH – 7TH FEBRUARY 2025	3 DAYS	MOMBASA
			8.	5TH – 7TH MARCH 2025	3 DAYS	NAKURU
			9.	2ND – 4TH APRIL 2025	3 DAYS	MOMBASA
			10.	5TH – 7TH MAY 2025	3 DAYS	NAIROBI
			11.	2ND – 4TH JUNE 2025	3 DAYS	MOMBASA
			12.	2ND – 4TH JULY 2025	3 DAYS	NAIROBI
			13.	4TH – 6TH AUGUST 2025	3 DAYS	KISUMU
			14.	1ST – 3RD SEPTEMBER 2025	3 DAYS	NAIROBI

ORGANIZATIONAL TEAM BUILDING AND TEAM ACTIVITIES INVOLVEMENT

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
16.	ORGANIZATIONAL TEAM BUILDING AND TEAM ACTIVITIES INVOLVEMENT I.FORMING UP A TEAM II.MAINTAINING THE TEAM III.DEVELOPING THE TEAM	ALL STAFF IN THE ORGANIZATION	1.	28TH – 30TH AUGUST 2024	3 DAYS	SAGANA LODGE
			2.	2ND – 4TH SEPTEMBER 2024	3 DAYS	MOMBASA
			3.	23RD – 25TH OCTOBER 2024	3 DAYS	KISUMU
			4.	13TH -15TH NOVEMBER 2024	3 DAYS	SAGANA LODGE
			5.	18TH – 20TH DECEMBER 2024	3 DAYS	NAIVASHA- KENYA
			6.	3RD – 5TH FEBRUARY 2025	3 DAYS	NAKURU- KENYA
			7.	26TH – 28TH MARCH 2025	3 DAYS	MOMBASA
			8.	16TH – 18TH APRIL 2025	3 DAYS	SAVANALODGE
			9.	5TH – 7TH MAY 2025	3 DAYS	MOMBASA
			10.	4TH – 6TH JUNE 2025	3 DAYS	KISUMU
			11.	14TH – 16TH JULY 2025	3 DAYS	NAIROBI

CORPERATE GOVERNANCE AND THE INTEGRITY, LEADERSHIP MANAGEMENT AND GROUP EMPOWERMENT INCLUDING CONFLICT MANAGEMENT AND RESOLUTION

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
17.	CORPERATE GOVERNANCE AND THE INTEGRITY, LEADERSHIP MANAGEMENT AND GROUP EMPOWERMENT INCLUDING CONFLICT MANAGEMENT AND RESOLUTION	SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION	1.	26TH – 25TH AUGUST 2024	5 DAYS	NAIROBI
			2.	9TH – 13TH SEPTEMBER 2024	5 DAYS	MOMBASA
			3.	21ST – 25TH OCTOBER 2024	5 DAYS	KISUMU
			4.	4TH -4TH NOVEMBER 2024	5 DAYS	NAKURU - KENYA
			5.	16TH – 20TH DECEMBER 2024	5 DAYS	NAIROBI
			6.	3RD – 7TH FEBRUARY 2025	5 DAYS	NAIVSHA - KENYA
			7.	24TH – 28TH MARCH 2025	5 DAYS	MOMBASA
			8.	14TH – 18TH APRIL 2025	5 DAYS	NAIROBI
			9.	19TH – 23RD MAY 2025	5 DAYS	MOMBASA
			10.	23TH – 27TH JUNE 2024	5 DAYS	KISUMU
			11.	21ST – 25TH JULY 2024	5 DAYS	NAIROBI

PROFIECIENCY/EFFICIENCY COURSE FOR CLERICAL OFFICERS IN ACCOUNTS SUPPLIES, GENERAL OFFICE SERVICES AND PERSONNEL UNITS.

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
18.	PROFIECIENCY/EFFICIENCY COURSE FOR CLERICAL OFFICERS IN ACCOUNTS SUPPLIES, GENERAL OFFICE SERVICES AND PERSONNEL UNITS. NOTE: This programme is also designed for officers who are due for proficiency and efficiency examinations set by the government – both central government, county government and parastatals. Clerical officers from private sectors can also benefit out of the programme.	CLERICAL OFFICERS	1.	5TH – 16TH AUGUST 2024	2 WEEKS	NAIROBI
			2.	2ND – 13TH SEPTEMBER 2024	2 WEEKS	MOMBASA
			3.	7TH – 18TH OCTOBER 2024	2 WEEKS	KISUMU
			4.	4TH -15TH NOVEMBER 2024	2 WEEKS	NAKURU- KENYA
			5.	3RD – 14TH FEBRUARY 2025	2 WEEKS	NAIVASHA - KENYA
			6.	3RD – 14TH MARCH 2025	2 WEEKS	MOMBASA
			7.	7TH – 18TH APRIL 2025	2 WEEKS	NAIROBI
			8.	5TH – 16TH MAY 2025	2 WEEKS	MOMBASA
			9.	14TH – 25TH JULY 2025	2 WEEKS	NAIROBI
			10	4TH – 15TH AUGUST 2025	2 WEEKS	KISUMU

SALES AND MARKETING MANAGEMENT PROGRAMME INCLUDING BUSINESS PLANNING and LONG/SHORT TERM FORECASTING.

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
19.	SALES AND MARKETING MANAGEMENT PROGRAMME INCLUDING BUSINESS PLANNING and LONG/SHORT TERM FORECASTING.	SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION	1.	5TH – 9TH AUGUST 2024	5 DAYS	NAIROBI
			2.	16TH – 20TH SEPTEMBER 2024	5 DAYS	MOMBASA
			3.	14TH – 18TH OCTOBER 2024	5 DAYS	KISUMU
			4.	18TH -22ND NOVEMBER 2025	5 DAYS	NAIROBI
			5.	16TH – 20TH DECEMBER 2025	5 DAYS	NAKURU
			6.	17TH – 21ST FEBRUARY 2025	5 DAYS	NAIVASHA-KENYA
			7.	17TH – 21ST MARCH 2025	5 DAYS	MOMBASA
			8.	7TH – 11TH APRIL 2025	5 DAYS	NAIROBI
			9.	12TH – 16TH MAY 2025	5 DAYS	MOMBASA
			10.	21ST – 25TH JULY 2025	5 DAYS	KISUMU
			11.	18TH – 22ND AUGUST 2025	5 DAYS	NAIROBI

INTERNATIONAL/LOCAL TRADE PROCESS.

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
20	INTERNATIONAL/LOCAL TRADE PROCESS. (IMPORT/EXPORT MANAGEMENT AND PROCEDURES PLUS CLEARING AND FORWARDING PROCESS).	SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION	1.	19TH – 23 RD AUGUST 2024	5 DAYS	MOMBASA
			2.	2ND – 6 TH SEPTEMBER 2024	5 DAYS	KISUMU
			3.	14TH – 18 TH OCTOBER 2024	5 DAYS	NAKURU
			4.	18TH -22 ND NOVEMBER 2024	5 DAYS	NAIROBI
			5.	2ND – 6 TH DECEMBER 2024	5 DAYS	MOMBASA
			6.	24TH – 28 TH FEBRUARY 2025	5 DAYS	MOMBASA
			7.	3RD – 7 TH MARCH 2025	5 DAYS	NAIROBI
			8.	14TH – 18 TH APRIL 2025	5 DAYS	MOMBASA
			9.	19TH – 23 RD MAY 2025	5 DAYS	KISUMU

**STRATEGIC MANAGEMENT PLANNING AND DEVELOPMENT, TOTAL
QUALITY MANAGEMENT (T.Q.M), TOTAL QUALITY EXCELLENCE (T.Q.E)
PLUS ORGANIZATIONAL BALANCE SCORE CARD (A MEASURE OF
ORGANIZATION'S PERFORMANCE).**

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
21.	STRATEGIC MANAGEMENT PLANNING AND DEVELOPMENT, TOTAL QUALITY MANAGEMENT (T.Q.M), TOTAL QUALITY EXCELLENCE (T.Q.E) PLUS ORGANIZATIONAL BALANCE SCORE CARD (A MEASURE OF ORGANIZATION'S PERFORMANCE).	SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION	1.	28TH – 30TH AUGUST 2024	3 DAYS	NAIROBI
			2.	11TH – 13TH SEPTEMBER 2024	3 DAYS	MOMBASA
			3.	28TH – 30TH OCTOBER 2024	3 DAYS	KISUMU
			4.	4TH -6TH NOVEMBER 2024	3 DAYS	NAKURU
			5.	5TH – 7TH FEBRUARY 2025	3 DAYS	MOMBASA
			6.	5TH – 7TH MARCH 2025	3 DAYS	MOMBASA
			7.	21ST – 23RD MAY 2025	3 DAYS	NAIROBI
			8.	6TH – 8 TH AUGUST 2025	3 DAYS	KISUMU

PRODUCTION/MANUFACTURING PLANNING AND CONTROL PLUS MATERIALS REQUIREMENTS PLANNING (MRP) AND WORK SCHEDULING

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
22.	PRODUCTION/MANUFACTURING PLANNING AND CONTROL PLUS MATERIALS REQUIREMENTS PLANNING (MRP) AND WORK SCHEDULING	SUPERVISORS AND TECHNICAL OFFICERS WORKING IN PRODUCTION MANUFACTURING ORGANIZATIONS	1.	12TH – 16TH AUGUST 2024	5 DAYS	NAIROBI
			2.	16TH – 20TH SEPTEMBER 2024	5 DAYS	MOMBASA
			3.	21ST– 25TH OCTOBER 2024	5 DAYS	NAKURU
			4.	18TH -22ND NOVEMBER 2024	5 DAYS	KISUMU
			5.	16TH – 20TH DECEMBER 2024	5 DAYS	MOMBASA
			6.	17TH – 21ST FEBRUARY 2025	5 DAYS	KISUMU
			7.	10TH – 14TH MARCH 2025	5 DAYS	NAIROBI

STRESS MANAGEMENT, DRUG ABUSE CONTROL AND MANAGEMENT OF PEOPLE WITH HIV/AIDS AND SUCH RELATED CASES

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
23	STRESS MANAGEMENT, DRUG ABUSE CONTROL AND MANAGEMENT OF PEOPLE WITH HIV/AIDS AND SUCH RELATED CASES	ALL CATEGORIES OF PEOPLE WITHIN THE ORGANIZATION	1.	22ND – 28TH AUGUST 2024	3 DAYS	NAIROBI
			2.	4TH – 6 TH SEPTEMBER 2024	3 DAYS	MOMBASA
			3.	2ND – 4 TH OCTOBER 2024	3 DAYS	KISUMU
			4.	6TH -8 TH NOVEMBER 2024	3 DAYS	NAIROBI
			5.	5TH – 7 TH FEBRUARY 2025	3 DAYS	MOMBASA
			6.	5TH – 7 TH MARCH 2025	3 DAYS	NAIROBI
			7.	16TH – 18TH APRIL 2025	3 DAYS	NAIROBI
			8.	21ST – 23RD MAY 2025	3 DAYS	MOMBASA
			9.	6TH – 8TH AUGUST 2025	3 DAYS	KISUMU