

## TRAINING CALENDAR- 2024/2025

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COURSE TITLE	START DATE	END DATE	VENUE	COST (VAT EXCL)
<b>COMPREHENSIVE MARKETING PROGRAMS</b>				
Best Practices in B2B Marketing Program	18-Nov-2024	22-Nov-2024	Naivasha	Ksh89,000.00
Brand Identity and Marketing Strategy Program	10-Feb-2025	14-Feb-2025	Naivasha	Ksh89,000.00
Branding and Brand Management Mastery	28-Jul-2025	1-Aug-2025	Mombasa	Ksh87,000.00
Digital Marketing Analytics program	20-Jan-2025	24-Jan-2025	Mombasa	Ksh87,000.00
Innovative Product Leadership: The Emerging Chief Product Officer	18-Aug-2025	22-Aug-2025	Mombasa	Ksh87,000.00
Integrated Marketing Communications (IMC)	6-Jan-2025	10-Jan-2025	Mombasa	Ksh87,000.00
Marketing Analytics and Social Media policy program	13-Oct-2025	17-Oct-2025	Naivasha	Ksh89,000.00
Media Management and Brand Building for Competitive Advantage Program	5-May-2025	9-May-2025	Mombasa	Ksh87,000.00
Strategic Marketing Management	15-Sep-2025	19-Sep-2025	Mombasa	Ksh87,000.00
<b>FACILITY MANAGEMENT</b>				
Digital Facilities: Navigating the Technological Landscape	25-Nov-2024	29-Nov-2024	Mombasa	Ksh87,000.00
Efficiency Unlocked: Transforming Facilities Management	16-Dec-2024	20-Dec-2024	Kisumu	Ksh87,000.00
Electrical Equipment Maintenance, Testing & Troubleshooting	28-Oct-2024	1-Nov-2024	Mombasa	Ksh87,000.00
Ethical Excellence: Ensuring Compliance and Fair Practices in Property Management	1-Jul-2024	5-Jul-2024	Mombasa	Ksh87,000.00
Facilities Bootcamp: Intensive Training for Immediate Impact	9-Sep-2024	13-Sep-2024	Mombasa	Ksh87,000.00
Facilities Management – Policies, Strategies and Procedures	7-Apr-2025	11-Apr-2025	Mombasa	Ksh87,000.00
Facilities Management: Maintenance Best Practices	18-Aug-2025	22-Aug-2025	Mombasa	Ksh87,000.00
Facility Mastery: Mastering Facilities Excellence	8-Sep-2025	12-Sep-2025	Eldoret	Ksh88,000.00
Financial Foundations for Property Managers: Budgeting, Reporting, and Analysis	22-Jul-2024	26-Jul-2024	Kisumu	Ksh87,000.00
Green Facilities: Sustainable Solutions for Tomorrow	13-Oct-2025	17-Oct-2025	Kisumu	Ksh87,000.00
Leading the Way: Facilities Management Leadership"	20-Jan-2025	24-Jan-2025	Mombasa	Ksh87,000.00
Leasing Laws Unlocked: Navigating Legal and Ethical Property Management	7-Apr-2025	11-Apr-2025	Mombasa	Ksh87,000.00
Maintenance Planning & Scheduling (MPS)	12-Aug-2024	16-Aug-2024	Mombasa	Ksh87,000.00

Marketing Magic: Attracting and Retaining Top Tenants	9-Sep-2024	13-Sep-2024	Mombasa	Ksh87,000.00
Mastering the Lease: Strategies for Successful Property Management	3-Mar-2025	7-Mar-2025	Mombasa	Ksh87,000.00
Negotiation Ninja: Closing the Deal and Maximizing Lease Value	14-Oct-2024	18-Oct-2024	Mombasa	Ksh87,000.00
Proactive Maintenance: Strategies for Peak Performance	14-Oct-2024	18-Oct-2024	Nairobi	Ksh85,000.00
Property Pro: Comprehensive Guide to Leasing and Collection Excellence	17-Mar-2025	21-Mar-2025	Mombasa	Ksh87,000.00
Rent Collection Revolution: Maximizing Income and Minimizing Delinquencies	12-May-2025	16-May-2025	Mombasa	Ksh87,000.00
Risk and Reward: Insurance and Risk Management for Property Managers	26-Aug-2024	30-Aug-2024	Mombasa	Ksh87,000.00
Smart Facilities: Harnessing Technology for Success	23-Sep-2024	27-Sep-2024	Mombasa	Ksh87,000.00
Sustainable Operations: Managing Facilities for the Future	3-Nov-2025	7-Nov-2025	Mombasa	Ksh87,000.00
Tenant Relationships: Building Lasting Relationships and Resolving Conflicts	7-Oct-2024	11-Oct-2024	Mombasa	Ksh87,000.00
The Ultimate Facilities Manager: Comprehensive Training	15-Sep-2025	19-Sep-2025	Mombasa	Ksh87,000.00
<b>FINANCE, INSURANCE AND CREDIT COOPERATIVE PROGRAMS</b>				
Personal Financial Planning and Management Skills Training	16-Jun-2025	20-Jun-2025	Mombasa	Ksh87,000.00
Tax Governance & Compliance Training	16-Dec-2024	20-Dec-2024	Mombasa	Ksh87,000.00
Advanced Risk Management in SACCOs	21-Jul-2025	25-Jul-2025	Mombasa	Ksh87,000.00
Claims Management Pro: Efficiency and Fairness	21-Jul-2025	25-Jul-2025	Naivasha	Ksh89,000.00
Corporate Financial Management	26-Aug-2024	30-Aug-2024	Mombasa	Ksh87,000.00
Customer-Centric Insurance: Enhancing Client Relationships	5-Aug-2024	9-Aug-2024	Mombasa	Ksh87,000.00
Cybersecurity for Insurers: Protecting Data and Assets	11-Aug-2025	15-Aug-2025	Kisumu	Ksh87,000.00
Data-Driven Decisions: Leveraging Analytics in Insurance	27-Jan-2025	8-Feb-2025	Mombasa	Ksh145,000.00
Digital Transformation for SACCOs: Navigating the Future	7-Apr-2025	11-Apr-2025	Mombasa	Ksh87,000.00
	29-Sep-2025	3-Oct-2025	Mombasa	Ksh87,000.00
Effective Policy Design: Creating Value for Customers	24-Mar-2025	28-Mar-2025	Mombasa	Ksh87,000.00
Effective SACCO Governance and Compliance	28-Oct-2024	1-Nov-2024	Eldoret	Ksh88,000.00
Finance and Budgeting for Non-Finance Managers Program	11-Aug-2025	15-Aug-2025	Mombasa	Ksh87,000.00
Finance for Leaders: Strategic Insights for Top Executives	27-Jan-2025	31-Jan-2025	Mombasa	Ksh87,000.00
Finance Mastery: From Basics to Brilliance	9-Jun-2025	13-Jun-2025	Mombasa	Ksh87,000.00
Financial Analysis and Reporting	29-Sep-2025	3-Oct-2025	Mombasa	Ksh87,000.00
Financial management and auditing of donor- funded projects	16-Dec-2024	20-Dec-2024	Mombasa	Ksh87,000.00
Financial Risk Management	27-Jan-2025	31-Jan-2025	Mombasa	Ksh87,000.00
Financial Wizardry: Advanced Techniques for Financial Professionals	22-Sep-2025	26-Sep-2025	Naivasha	Ksh89,000.00
Fraud Detection and Prevention: Protecting Your Bottom Line	17-Nov-2025	21-Nov-2025	Mombasa	Ksh87,000.00
Fundamentals of Pension Management and Administration Program	30-Sep-2024	4-Oct-2024	Eldoret	Ksh88,000.00
Global Finance Explorer: Navigating International Markets	14-Oct-2024	18-Oct-2024	Kisumu	Ksh87,000.00
Insurance Innovation Lab: Embracing Digital Transformation	8-Sep-2025	12-Sep-2025	Mombasa	Ksh87,000.00
Insurance Marketing Masterclass: Building a Strong Brand	13-Oct-2025	17-Oct-2025	Mombasa	Ksh87,000.00
Investment Management	19-Aug-2024	23-Aug-2024	Mombasa	Ksh87,000.00

Leadership, Good Governance & Financial Management in the Public Sector Training	28-Jul-2025	1-Aug-2025	Mombasa	Ksh87,000.00
Market Expansion Strategies: Tapping into New Opportunities	13-Oct-2025	17-Oct-2025	Mombasa	Ksh87,000.00
Operational Risk Management for Microfinance Institutions Program	13-Jan-2025	17-Jan-2025	Nairobi	Ksh85,000.00
Prevention, Analysis and Detection of Corporate Fraud: Systems and Procedures	30-Dec-2024	3-Jan-2025	Mombasa	Ksh87,000.00
Public Finance Management in the Public Sector: Issues and Solutions	2-Sep-2024	6-Sep-2024	Mombasa	Ksh87,000.00
Regulatory Compliance Bootcamp: Navigating the Legal Landscape	12-Aug-2024	16-Aug-2024	Naivasha	Ksh89,000.00
Reinsurance Fundamentals: Strengthening Financial Stability	2-Sep-2024	6-Sep-2024	Kisumu	Ksh87,000.00
Risk Mastery: Advanced Techniques in Risk Management	3-Mar-2025	7-Mar-2025	Kisumu	Ksh87,000.00
SACCO Leadership Mastery: Building Strong Foundations	19-May-2025	23-May-2025	Kisumu	Ksh87,000.00
SACCO Member Engagement and Retention Strategies	19-Aug-2024	23-Aug-2024	Mombasa	Ksh87,000.00
Startup Finance: Building Strong Financial Foundations	17-Feb-2025	21-Feb-2025	Naivasha	Ksh89,000.00
Strategic Insurance Leadership: Driving Growth and Innovation	30-Dec-2024	3-Jan-2025	Mombasa	Ksh87,000.00
Sustainable Insurance Practices: Balancing Profit and Purpose	5-Aug-2024	9-Aug-2024	Mombasa	Ksh87,000.00
Underwriting Excellence: Precision and Profitability	28-Oct-2024	1-Nov-2024	Mombasa	Ksh87,000.00
<b>HUMAN RESOURCE MANAGEMENT</b>				
Compensation and Benefits	4-Aug-2025	8-Aug-2025	Kisumu	Ksh87,000.00
Employee Relations and Engagement	18-Nov-2024	22-Nov-2024	Mombasa	Ksh87,000.00
Employee Retention and Turnover Management	23-Sep-2024	27-Sep-2024	Mombasa	Ksh87,000.00
HR Policy and Legal Compliance	3-Nov-2025	7-Nov-2025	Machakos	Ksh87,000.00
International Human Resource Management	18-Aug-2025	22-Aug-2025	Machakos	Ksh87,000.00
Learning and Development	20-Jan-2025	24-Jan-2025	Naivasha	Ksh88,700.00
Management and Leadership training	24-Mar-2025	28-Mar-2025	Mombasa	Ksh87,000.00
Organizational Development and HR Management	17-Nov-2025	21-Nov-2025	Mombasa	Ksh87,000.00
People Management	27-Jan-2025	31-Jan-2025	Naivasha	Ksh89,000.00
Performance Management and Development	10-Nov-2025	14-Nov-2025	Mombasa	Ksh87,000.00
Retirement and trustee training	26-Aug-2024	30-Aug-2024	Naivasha	Ksh88,700.00
Strategic Human Resource Management	11-Aug-2025	15-Aug-2025	Mombasa	Ksh87,000.00
Talent Acquisition and Recruitment	25-Nov-2024	29-Nov-2024	Mombasa	Ksh87,000.00
<b>ICT AND DATA ANALYTICS</b>				
Advanced Data Analytics	16-Sep-2024	20-Sep-2024	Mombasa	Ksh87,000.00
Automate the Boring Stuff with Python Programming	3-Nov-2025	7-Nov-2025	Mombasa	Ksh90,000.00
Business Analytics with Excel: Elementary to Advanced	16-Dec-2024	20-Dec-2024	Mombasa	Ksh90,000.00
Data Analysis and Visualization	11-Nov-2024	15-Nov-2024	Mombasa	Ksh87,000.00
Data Analysis Training: Using Data for Business Decision-Making	9-Jun-2025	13-Jun-2025	Mombasa	Ksh87,000.00
Data Hygiene: ICT Infrastructure and Cybersecurity	6-Jan-2025	10-Jan-2025	Mombasa	Ksh95,000.00

Data Processing and Management	5-May-2025	9-May-2025	Mombasa	Ksh87,000.00
Data Science and Analytics: Key Concepts, Techniques And Real-World Applications	27-Oct-2025	31-Oct-2025	Kisumu	Ksh87,000.00
Digital Transformation and Technology Leadership	16-Jun-2025	20-Jun-2025	Machakos	Ksh87,000.00
Digital Transformation Playbook: Leverage Technology to Innovate Your Business	3-Feb-2025	15-Feb-2025	Naivasha	Ksh170,000.00
Excel Mastery Program	25-Nov-2024	29-Nov-2024	Mombasa	Ksh87,000.00
Microsoft Power BI	30-Dec-2024	3-Jan-2025	Mombasa	Ksh90,000.00
The Analyst: Excel Pivot Tables for Management Consultants & Analysts	10-Mar-2025	14-Mar-2025	Nairobi	Ksh92,000.00
Visually Effective: Microsoft Excel Data Analysis and Dashboard Reporting	7-Apr-2025	11-Apr-2025	Mombasa	Ksh87,000.00

### MANAGEMENT, SUPERVISORY, AND LEADERSHIP DEVELOPMENT

Advanced Management Mastery	3-Feb-2025	7-Feb-2025	Mombasa	Ksh87,000.00
Customer Service Excellence	14-Jul-2025	18-Jul-2025	Mombasa	Ksh87,000.00
Directors' Consortium: Company Board Members	26-May-2025	30-May-2025	Mombasa	Ksh87,000.00
Executive Leadership Excellence: Elite Executive Mastery	10-Feb-2025	14-Feb-2025	Naivasha	Ksh88,700.00
Executive Program for Nonprofit Leaders	23-Jun-2025	27-Jun-2025	Mombasa	Ksh87,000.00
Foundations of Leading Through Emotional Intelligence for Emerging Leaders Program	4-Nov-2024	8-Nov-2024	Mombasa	Ksh87,000.00
Innovation and Creativity in Leadership	25-Aug-2025	29-Aug-2025	Mombasa	Ksh87,000.00
Integrating Risk Management into Business Strategy	17-Mar-2025	21-Mar-2025	Nakuru	Ksh85,000.00
Leadership Development	15-Sep-2025	19-Sep-2025	Naivasha	Ksh89,000.00
Lean Six Sigma – Yellow Belt	7-Apr-2025	11-Apr-2025	Mombasa	Ksh87,000.00
Leverage Diversity and Inclusion for Organizational Excellence	22-Sep-2025	26-Sep-2025	Naivasha	Ksh89,000.00
Master Storytelling for Authentic Leadership	9-Sep-2024	13-Sep-2024	Mombasa	Ksh87,000.00
Operations Delivery – Planning and Control Systems	5-May-2025	9-May-2025	Mombasa	Ksh87,000.00
Operations Development – Managing Risk and Recovery	23-Jun-2025	27-Jun-2025	Mombasa	Ksh87,000.00
Quality Management Systems, Tools and Techniques Program	27-Oct-2025	31-Oct-2025	Mombasa	Ksh87,000.00
Strategic Operations Management Program	28-Oct-2024	1-Nov-2024	Mombasa	Ksh87,000.00
Supervisory Skills Development: towards Success strategies	1-Sep-2025	5-Sep-2025	Kisumu	Ksh87,000.00
Total Quality Management through Continuous Improvement Program	5-May-2025	9-May-2025	Mombasa	Ksh87,000.00

### MONITORING AND EVALUATION AND PROJECT MANAGEMENT

Advanced Monitoring and Evaluation Program	1-Dec-2025	5-Dec-2025	Mombasa	Ksh87,000.00
Agile Project Mastery: Sprint to Success	7-Apr-2025	11-Apr-2025	Mombasa	Ksh87,000.00
Best Practices In Monitoring and Evaluation Training	13-Jan-2025	17-Jan-2025	Mombasa	Ksh87,000.00
Creative Project Catalyst: Unleashing Innovation	1-Sep-2025	5-Sep-2025	Mombasa	Ksh87,000.00
Crisis Command: Project Management in Uncertain Times	30-Sep-2024	4-Oct-2024	Mombasa	Ksh87,000.00

Global Project Navigator: Managing International Ventures	17-Nov-2025	21-Nov-2025	Mombasa	Ksh87,000.00
Green Project Innovator: Sustainable Project Management	16-Jun-2025	20-Jun-2025	Mombasa	Ksh87,000.00
Implementing Electronic Documents and Records Management for projects	5-Aug-2024	9-Aug-2024	Naivasha	Ksh89,000.00
Mastering Project Leadership: From Vision to Execution	14-Jul-2025	18-Jul-2025	Mombasa	Ksh87,000.00
Project Investment, Analysis and Appraisal Program	3-Nov-2025	7-Nov-2025	Kisumu	Ksh87,000.00
Project Management and Evaluation Strategies Program	12-Aug-2024	16-Aug-2024	Kisumu	Ksh87,000.00
Project Management for PAs, Secretaries and Administration Officers Program	19-Aug-2024	23-Aug-2024	Naivasha	Ksh89,000.00
Project Management Fundamentals Program	24-Feb-2025	28-Feb-2025	Mombasa	Ksh87,000.00
Project Management Skills for Non-Project Managers Training	24-Mar-2025	28-Mar-2025	Mombasa	Ksh87,000.00
Project Planning, Monitoring and Evaluation of Strategy Program	29-Jul-2024	2-Aug-2024	Nakuru	Ksh85,000.00
Projects Resource Mobilization and project Management Program	10-Mar-2025	14-Mar-2025	Mombasa	Ksh87,000.00
Result Based Project Management: Monitoring and Evaluation Program	1-Jul-2024	5-Jul-2024	Mombasa	Ksh87,000.00
Tech-Driven Project Management: Navigating the Digital Era	15-Jul-2024	19-Jul-2024	Naivasha	Ksh89,000.00
<b>PROCUREMENT PROGRAMS</b>				
Advanced Road Safety and Etiquette Skills Program	9-Jun-2025	13-Jun-2025	Mombasa	Ksh87,000.00
Advanced Defensive Driving Skills Program	13-Jan-2025	17-Jan-2025	Naivasha	Ksh89,000.00
Advanced Fleet Maintenance and Management Program	17-Nov-2025	21-Nov-2025	Mombasa	Ksh87,000.00
Advanced Negotiation Skills for Procurement Professionals	2-Dec-2024	6-Dec-2024	Naivasha	Ksh89,000.00
Best Practices in Logistics Distribution and Planning Program	8-Sep-2025	12-Sep-2025	Mombasa	Ksh87,000.00
Contract Management, Monitoring and Sustainable Procurement in an Organization Training	2-Dec-2024	6-Dec-2024	Machakos	Ksh87,000.00
Defensive Driving & First Aid Skills Training	4-Nov-2024	8-Nov-2024	Mombasa	Ksh87,000.00
Digital Transformation in Procurement	3-Nov-2025	7-Nov-2025	Mombasa	Ksh87,000.00
Distribution and Value Chain Analysis Program	12-May-2025	16-May-2025	Mombasa	Ksh87,000.00
Effective Contract Management (BIDS & Tender Management Process) Training in	30-Sep-2024	4-Oct-2024	Kisumu	Ksh87,000.00
Effective Purchasing, Tendering & Supplier Selection	4-Nov-2024	8-Nov-2024	Mombasa	Ksh87,000.00
Effective Purchasing, Tendering & Supplier Selection Program	3-Feb-2025	7-Feb-2025	Mombasa	Ksh87,000.00
Electronic Procurement: Strategies for Success Training	26-May-2025	30-May-2025	Mombasa	Ksh87,000.00
Equipment Procurement: Tactics and Strategies	11-Aug-2025	15-Aug-2025	Kisumu	Ksh87,000.00
Fleet Management & Route Planning program	26-May-2025	30-May-2025	Kisumu	Ksh87,000.00
Fundamentals of Fleet Management for Competitive Advantage Program	17-Feb-2025	21-Feb-2025	Naivasha	Ksh89,000.00
Global Procurement Analyst Program	1-Dec-2025	5-Dec-2025	Naivasha	Ksh89,000.00
Goods and Equipment Procurement Program	5-Aug-2024	9-Aug-2024	Mombasa	Ksh87,000.00
Inventory Planning and Stock Control Program	25-Aug-2025	29-Aug-2025	Mombasa	Ksh87,000.00
Inventory Planning, Monitoring and Evaluation Program	24-Feb-2025	28-Feb-2025	Nairobi	Ksh85,000.00

Logistics and Distribution Management Program	14-Oct-2024	18-Oct-2024	Mombasa	Ksh87,000.00
Logistics Commodity and Supply chain Management	25-Aug-2025	29-Aug-2025	Naivasha	Ksh89,000.00
Modern Approach to procurement: A Strategy perspective	30-Sep-2024	4-Oct-2024	Mombasa	Ksh87,000.00
National and International procurement for Donor Funded projects	23-Jun-2025	27-Jun-2025	Mombasa	Ksh87,000.00
Procurement & Contracts Management Program- Module II	10-Feb-2025	14-Feb-2025	Mombasa	Ksh87,000.00
Procurement and Supply Chain Management best practices for store and Procurement Staff	24-Mar-2025	28-Mar-2025	Mombasa	Ksh87,000.00
Procurement and Supply Chain Risk Management	24-Nov-2025	28-Nov-2025	Naivasha	Ksh89,000.00
Procurement Best Practices Program	30-Jun-2025	4-Jul-2025	Mombasa	Ksh87,000.00
Procurement Investigation, Audit & Compliance in the Public Sector Training	1-Sep-2025	5-Sep-2025	Mombasa	Ksh87,000.00
Procurement Management for World Bank Funded Projects Training	20-Jan-2025	24-Jan-2025	Kisumu	Ksh87,000.00
Procurement Monitoring and Evaluation Program	2-Dec-2024	6-Dec-2024	Naivasha	Ksh89,000.00
Procurement Process Optimization for Competitive Edge Program	23-Sep-2024	27-Sep-2024	Mombasa	Ksh87,000.00
Procurement Project Management	14-Oct-2024	18-Oct-2024	Mombasa	Ksh87,000.00
Procurement Strategy and E- Procurement Tools Training	9-Sep-2024	13-Sep-2024	Mombasa	Ksh87,000.00
Procurement, Negotiation and Contract Management Program	16-Sep-2024	20-Sep-2024	Mombasa	Ksh87,000.00
Projects Procurement and Management Program	12-Aug-2024	16-Aug-2024	Mombasa	Ksh87,000.00
Public Procurement & Assets Disposal ACT 2015	6-Jan-2025	10-Jan-2025	Mombasa	Ksh87,000.00
Public Procurement Audit Program	24-Nov-2025	28-Nov-2025	Naivasha	Ksh89,000.00
Public Procurement Principles and Regulations Program	24-Nov-2025	28-Nov-2025	Eldoret	Ksh88,000.00
Regional and Global Procurement Best Practices Program	24-Feb-2025	28-Feb-2025	Mombasa	Ksh87,000.00
Road Safety and Traffic Management Program	22-Jul-2024	26-Jul-2024	Mombasa	Ksh87,000.00
Road traffic and safety Management for Executive Drivers Program	19-May-2025	23-May-2025	Mombasa	Ksh87,000.00
Stores and Inventory Control Management Program	22-Sep-2025	26-Sep-2025	Mombasa	Ksh87,000.00
Strategic Logistics: Planning and Management Program	21-Jul-2025	25-Jul-2025	Mombasa	Ksh87,000.00
Strategic Procurement and Supplier Management	23-Jun-2025	27-Jun-2025	Mombasa	Ksh87,000.00
Supply Chain and Logistics in Emerging Markets	10-Mar-2025	14-Mar-2025	Machakos	Ksh87,000.00
Supply Chain Best Practices Program	19-Aug-2024	23-Aug-2024	Mombasa	Ksh87,000.00
Supply Chain Risk Management Program	10-Nov-2025	14-Nov-2025	Mombasa	Ksh87,000.00
Sustainable and Ethical Procurement	21-Jul-2025	25-Jul-2025	Mombasa	Ksh87,000.00
Tender Design and Contract Management in the Public and Private Sectors	17-Mar-2025	21-Mar-2025	Mombasa	Ksh87,000.00
Tendering, Procuring and Negotiation Skills Program	12-May-2025	16-May-2025	Mombasa	Ksh87,000.00
The Essentials of Contracting and Contract Negotiation Program	23-Sep-2024	27-Sep-2024	Naivasha	Ksh89,000.00
Transport Management and Fleet Operations	22-Sep-2025	26-Sep-2025	Mombasa	Ksh87,000.00
Value Chain Analysis, Strategy, Development & Planning Program	17-Mar-2025	21-Mar-2025	Mombasa	Ksh87,000.00
Warehouse Operations- Planning and Management Program	1-Dec-2025	5-Dec-2025	Mombasa	Ksh87,000.00

## PUBLIC RELATIONS, BUSINESS DEVELOPMENT, CUSTOMER SERVICE, AND COMMUNICATION SKILLS

Advanced Customer Experience Best Practices Program	3-Mar-2025	7-Mar-2025	Kisumu	Ksh87,000.00
Effective Communication and Office Management Skills for Support Staff Program	10-Nov-2025	14-Nov-2025	Kisumu	Ksh87,000.00
Advanced Communication Strategy Program for Front Office Professionals	27-Oct-2025	31-Oct-2025	Mombasa	Ksh87,000.00
Advanced Customer Delight Program	4-Aug-2025	8-Aug-2025	Mombasa	Ksh87,000.00
Advanced Customer Service Management & PR Course	10-Feb-2025	14-Feb-2025	Mombasa	Ksh87,000.00
Advanced Customer Service Management Course	26-Aug-2024	30-Aug-2024	Mombasa	Ksh87,000.00
Advanced Public Relations and Communication Skills Program	30-Sep-2024	4-Oct-2024	Mombasa	Ksh87,000.00
Advanced Public Relations and People Skills Program	16-Sep-2024	20-Sep-2024	Mombasa	Ksh87,000.00
Advanced Public Relations and Peoples Skills Program	12-May-2025	16-May-2025	Mombasa	Ksh87,000.00
Advanced Public Speaking & Speech Writing Skills Program	2-Sep-2024	6-Sep-2024	Mombasa	Ksh87,000.00
Advanced Public Speaking and Presentation Skills Course	19-May-2025	23-May-2025	Kisumu	Ksh87,000.00
Analytical Customer Relationship Management Program	26-May-2025	30-May-2025	Mombasa	Ksh87,000.00
Beyond Customer Service: Building a Customer Centric Organization	3-Feb-2025	7-Feb-2025	Mombasa	Ksh87,000.00
Brand Management and Customer Service Fundamentals Training	29-Sep-2025	3-Oct-2025	Mombasa	Ksh87,000.00
Certificate in Sign Language and Interpretation Skills Course	24-Nov-2025	6-Dec-2025	Mombasa	Ksh140,000.00
Client Service Manager Program	30-Jun-2025	4-Jul-2025	Mombasa	Ksh87,000.00
Communication & Planning Skills for Administration Staff Program	1-Sep-2025	5-Sep-2025	Mombasa	Ksh87,000.00
Communication And Planning Skills For Office Administrators Program	30-Dec-2024	3-Jan-2025	Kisumu	Ksh87,000.00
Conflict and Resolution Management Program for Front Office Professionals	28-Jul-2025	1-Aug-2025	Kisumu	Ksh87,000.00
Corporate Communication and Crisis Management Program	18-Aug-2025	22-Aug-2025	Naivasha	Ksh89,000.00
Customer Care Course for Support Staff Program	1-Dec-2025	5-Dec-2025	Nairobi	Ksh85,000.00
Customer Experience & Delight for Front office Professionals	27-Oct-2025	31-Oct-2025	Mombasa	Ksh87,000.00
Customer Experience Management Blueprint for Competitive Advantage	13-Jan-2025	17-Jan-2025	Mombasa	Ksh87,000.00
Customer Service & Corporate Brand Management Training	4-Aug-2025	8-Aug-2025	Mombasa	Ksh87,000.00
Customer Service Certification Program	16-Sep-2024	20-Sep-2024	Naivasha	Ksh89,000.00
Influence and Negotiation Strategies Program	10-Mar-2025	14-Mar-2025	Mombasa	Ksh87,000.00
Managing Quality Customer Service for Frontline Staff Program	28-Oct-2024	1-Nov-2024	Mombasa	Ksh87,000.00
Managing Risk and Reputation in a Complex World	14-Oct-2024	18-Oct-2024	Kisumu	Ksh87,000.00
PR and Strategic Communication Skills Training	10-Feb-2025	14-Feb-2025	Kisumu	Ksh87,000.00
Protocol, Etiquette and Public Relations Management Program	15-Sep-2025	19-Sep-2025	Naivasha	Ksh89,000.00
Public Relations & Media Skills Program	23-Sep-2024	27-Sep-2024	Kisumu	Ksh87,000.00
Public Relations and Corporate Communication Program	2-Dec-2024	6-Dec-2024	Mombasa	Ksh87,000.00
Public Relations and Customer Service Management Program	9-Jun-2025	13-Jun-2025	Mombasa	Ksh87,000.00
Public Relations and Marketing Management for Excellence Program	14-Jul-2025	18-Jul-2025	Kisumu	Ksh87,000.00

Public Relations and Strategic Communication Skills for Customer Care	10-Nov-2025	14-Nov-2025	Mombasa	Ksh87,000.00
Public Relations Planning, and Public Speaking Training	24-Mar-2025	28-Mar-2025	Mombasa	Ksh87,000.00
Qualitative Customer Care, and Team Leadership Customer Care Professionals	17-Mar-2025	21-Mar-2025	Kisumu	Ksh87,000.00
Strategic Communication Skills and PR Program	2-Sep-2024	6-Sep-2024	Mombasa	Ksh87,000.00
Strategic Leadership & Effective Supervisory Skills Program	9-Jun-2025	13-Jun-2025	Mombasa	Ksh87,000.00
The Strategic Chief Sustainability Officer Program	29-Sep-2025	3-Oct-2025	Eldoret	Ksh88,000.00
<b>RECORDS MANAGEMENT</b>				
Admin Mastery: The Strategic Administrator	3-Feb-2025	7-Feb-2025	Naivasha	Ksh88,700.00
Advanced Electronic Document and Records Management Systems Training	18-Nov-2024	22-Nov-2024	Kisumu	Ksh87,000.00
Advanced Management and Leadership for Executive Secretaries Program	30-Jun-2025	4-Jul-2025	Naivasha	Ksh89,000.00
Best Practices in Electronic Records Management Program	28-Oct-2024	1-Nov-2024	Naivasha	Ksh89,000.00
Compliance Champs: Navigating Legalities in Records Management	22-Sep-2025	26-Sep-2025	Kisumu	Ksh87,000.00
Corporate IT and Qualitative Public Relations for Executive Secretaries and Personal Assistants	17-Mar-2025	21-Mar-2025	Mombasa	Ksh87,000.00
Developing Core Skills for Senior Administrators and Secretaries In The 21st Century Training	24-Nov-2025	28-Nov-2025	Mombasa	Ksh87,000.00
Eco-Friendly Records: Sustainable Management Practices	20-Jan-2025	24-Jan-2025	Kisumu	Ksh87,000.00
Effective Report writing and Computerized Presentation Skills	2-Sep-2024	6-Sep-2024	Naivasha	Ksh89,000.00
Effective Report Writing, Minute Writing & Presentation Skills For Secretaries And PA's program	16-Jun-2025	20-Jun-2025	Mombasa	Ksh87,000.00
Effective Service Delivery, Speech Writing and Speech making for Senior PAS	15-Sep-2025	19-Sep-2025	Eldoret	Ksh88,000.00
Efficient Exec: Streamlining Secretarial Functions	9-Sep-2024	13-Sep-2024	Nairobi	Ksh85,000.00
Essentials of Records & Information Management Program	26-Aug-2024	30-Aug-2024	Mombasa	Ksh87,000.00
Executive Administration Skills for PAs and Secretaries Program	11-Nov-2024	15-Nov-2024	Mombasa	Ksh87,000.00
International standards in records management Training	10-Mar-2025	14-Mar-2025	Mombasa	Ksh87,000.00
Management and Business Skills for Personal Assistants and Senior Secretaries	30-Dec-2024	3-Jan-2025	Mombasa	Ksh87,000.00
Management Development and Performance Enhancement Skills for Executive Secretaries and Administrators in the Public Sectors	19-May-2025	23-May-2025	Mombasa	Ksh87,000.00
Managing E-Records in Organization Training	28-Jul-2025	1-Aug-2025	Mombasa	Ksh87,000.00
Mastering Digital Archives: From Paper to Cloud	13-Oct-2025	17-Oct-2025	Kisumu	Ksh87,000.00
Office Dynamo: Enhancing Productivity and Efficiency	5-May-2025	9-May-2025	Mombasa	Ksh87,000.00
PA Perfection: Holistic Skills for the Modern Executive Assistant	9-Sep-2024	13-Sep-2024	Mombasa	Ksh87,000.00
Protocol Procedures and Diplomatic Etiquette Training	12-Aug-2024	16-Aug-2024	Kisumu	Ksh87,000.00
Protocol, Ethics & Etiquette Management for Executive Secretaries and Administration Assistants Program	24-Feb-2025	28-Feb-2025	Mombasa	Ksh87,000.00



Records Disaster Management Program	12-May-2025	16-May-2025	Mombasa	Ksh87,000.00
Records Reboot: Innovations and Emerging Technologies	4-Aug-2025	8-Aug-2025	Mombasa	Ksh87,000.00
Records Rescue: Disaster Recovery and Business Continuity	14-Jul-2025	18-Jul-2025	Mombasa	Ksh87,000.00
Records Revamp: Modernizing Your Information Systems	18-Aug-2025	22-Aug-2025	Mombasa	Ksh87,000.00
Secretarial Success: The Ultimate Admin Toolkit	17-Feb-2025	21-Feb-2025	Eldoret	Ksh88,000.00
The Records Guru: Advanced Techniques and Best Practices	29-Sep-2025	3-Oct-2025	Mombasa	Ksh87,000.00
The Records Pro: End-to-End Lifecycle Management	18-Nov-2024	22-Nov-2024	Mombasa	Ksh87,000.00
Ultimate Admin: Comprehensive Skills for the Modern Office	1-Dec-2025	5-Dec-2025	Mombasa	Ksh87,000.00
<b>SECURITY MANAGEMENT PROGRAMS</b>				
Advanced Penetration Testing: Red Team Operations	17-Nov-2025	21-Nov-2025	Mombasa	Ksh87,000.00
Advanced Threat Detection: Proactive Measures for Security Agencies	27-Jan-2025	31-Jan-2025	Mombasa	Ksh87,000.00
Border Security and Immigration Control: Safeguarding National Frontiers	16-Sep-2024	20-Sep-2024	Mombasa	Ksh87,000.00
Counterterrorism Strategies: Protecting National Security	11-Nov-2024	15-Nov-2024	Mombasa	Ksh87,000.00
Cybercrime Investigations: Techniques and Tools for Security Agencies	11-Nov-2024	15-Nov-2024	Nairobi	Ksh85,000.00
Elite Security Operations: Tactical and Strategic Excellence	30-Jun-2025	4-Jul-2025	Kisumu	Ksh87,000.00
Intelligence Gathering and Analysis: Enhancing Operational Capabilities	24-Feb-2025	28-Feb-2025	Mombasa	Ksh87,000.00
Physical Security Operations: Protecting Critical Infrastructure	19-Aug-2024	23-Aug-2024	Mombasa	Ksh87,000.00
Security Agency Leadership: Building Effective Teams and Strategies	25-Aug-2025	29-Aug-2025	Mombasa	Ksh87,000.00
Security Leadership: Strategies for Executives	5-Aug-2024	9-Aug-2024	Mombasa	Ksh87,000.00
Security Operations Center (SOC) Fundamentals: Building a Cyber Defense Hub	11-Aug-2025	15-Aug-2025	Mombasa	Ksh87,000.00