



# Training Calendar 2022



"The growth and development of people is the highest calling of Leadership" - Harver S. Firestone.

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## Founded in 2010, Teams That Win is a comprehensive Management Consulting firm.

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We help organizations get their strategy, structure, and talent aligned. We assist top executives to make better decisions, convert those decisions to actions, and deliver the sustainable success they desire.

Through our team of skilled consultants, we offer consultancy in 6 main areas: Strategy, Management, Finance, Operations, ICT & HR.

Our cutting edge learning & development programs target members of staff, line managers as well as Board members challenging their growth and creativity.

## Why train with us?

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- With an experience of over 10 years and a growing interaction of 7,000 plus participants
- Seasoned and accredited professional trainers with an immense experience in diverse fields
- We are flexible: we listen and customize exclusive programs that answer the needs of our clients
- Our trainings are conducted in different counties in Kenya and special seminars across the globe
- With modern technology, we are able to host up to 1000 participants on a virtual platform (webinar)
- We customize and deliver in-house trainings when requested by a client at flexible rates
- We are NITA approved (NITA/TRN/1144)

Audience	Course Subject	Date	Venue	Duration	Fee (Kshs)
Admin personel, P.As, Secretaries	Office Management and Digitization	Jan 10th - 14th	Mombasa	1 Week	80,000
Front Office	Proficiency in Front Office Management	Jan 10th - 14th	Nairobi	1 Week	80,000
Sales & Marketing	Selling in a VUCA World	Jan 17th - 21st	Nairobi	1 Week	80,000
Supervisors & Line managers	Strategic Planning and Change Management	Jan 17th - 21st	Naivasha	1 Week	80,000
Executive Assistants & Secretaries	Management Skills for Executive Assistants	Jan 24th - 28th	Mombasa	1 Week	80,000
Supervisors & Line managers	Building and Leading Highly Performing Teams	Jan 24th - 28th	Nairobi	1 Week	80,000
Drivers	Strategic Logistics: Planning and Management program	Jan 31st - Feb 4th	Nairobi	1 Week	80,000
Marketers & Accountants	Data analytics Using M.S Excel	Jan 31st - Feb 4th	Mombasa	1 Week	80,000

Audience	Course Subject	Date	Venue	Duration	Fee (Kshs)
Drivers	Strategic Logistics: Planning and Management program	Jan 31st - Feb 4th Feb 7th - 11th	Naivasha Kilifi	1 Week	80,000
Secretaries & P.As	Management Skills for Executive Assistants	Feb 7th - 11th Feb 14th - 18th	Naivasha Kilifi	1 Week	80,000
Office Assistant	Personal Branding and office Etiquette	Feb 7th - 11th Feb 14th - 18th	Naivasha Kilifi	1 Week	80,000
Human Resource	Employee Engagement and Relations	Feb 7th - 11th Feb 14th - 18th	Nairobi Mombasa	1 Week	80,000
Accounting & Finance	Credit Evaluation and analysis	Feb 14th - 18th Feb 21st - 25th	Nairobi Mombasa	1 Week	80,000
Line Managers & HoDs	Emotional intelligence and Personal Mastery	Feb 21st - 25th Feb 28th - Mar 4th	Nairobi Mombasa	1 Week	80,000
Sales & Marketing	Sales Negotiations and Closing Skills	Feb 21st - 25th Feb 28th - Mar 4th	Nairobi Mombasa	1 Week	80,000
Procurement	Risk management in supply chain and procurement	Feb 21st - 25th Feb 28th - Mar 4th	Nairobi Mombasa	1 Week	80,000
Administration	Pre-Retirement and Pension Investment Planning	Feb 21st - 25th Feb 28th - Mar 4th	Nairobi Mombasa	1 Week	80,000

Audience	Course Subject	Date	Venue	Duration	Fee (Kshs)
Admin personel, P.As, Secretaries	Minutes and Report Writing Skills Program for Administrative Secretaries	Mar 7th - 11th Mar 14th - 18th	Nairobi Mombasa	1 Week	80,000
Office Assistant	Effective Planning and Personal Management skills	Mar 7th - 11th Mar 14th - 18th	Nairobi Mombasa	1 Week	80,000
Human Resource	Advanced Performance Management Tools	Mar 7th - 11th Mar 14th - 18th	Naivasha Kilifi	1 Week	80,000
Board of Directors	Leadership and Governance in Uncertain Environment	Mar 7th - 11th Mar 14th - 18th	Naivasha Kilifi	1 Week	80,000
Accounting & Finance	Budgeting and financial planning	Mar 14th - 18th Mar 21st - 25th	Naivasha Kilifi	1 Week	80,000
Supervisors & Line managers	Conflict management and negotiation skills	Mar 21st - 25th Mar 28th - Apr 1	Naivasha Kilifi	1 Week	80,000
Sales & Marketing	Data analytics in MS Excel for Sales and Marketing personnel	Mar 21st - Apr 1st	Mombasa	1 Week	80,000
Procurement	Warehouse and Inventory management program	Mar 21st - 25th Mar 28th - Apr 1st	Naivasha Kilifi	1 Week	80,000
Admin personel, P.As, Secretaries	Microsoft Office Excel Intermediate for Executive Secretaries & Office Admins	Mar 28th - Apr 1st Apr 4th - 6th	Nairobi Mombasa	1 Week	80,000
Drivers	Protocol, Etiquette And Road Safety Program	Mar 28th - Apr 1st Apr 4th - 8th	Nairobi Mombasa	1 Week	80,000

Audience	Course Subject	Date	Venue	Duration	Fee (Kshs)
HR & Managers	Mental health and Wellness	Mar 28th - Apr 1st Apr 4th - 8th	Nairobi Mombasa	1 Week	80,000
Drivers	Defensive Driving & First Aid Skills	Apr 4th - 8th Apr 11th - 14th	Nairobi Mombasa	1 Week	80,000
Board of Directors	Roles and Responsibilities of Board of Directors	Apr 4th - 8th Apr 11th - 14th	Naivasha Kilifi	1 Week	80,000
Human Resource	Human Resource Information Systems	Apr 4th - 8th Apr 11th - 14th	Naivasha Kilifi	1 Week	80,000
Office Assistants	Emotional intelligence for office assistant and support staff	Apr 4th - 8th Apr 11th - 14th	Naivasha Kilifi	1 Week	80,000
Admin personel, P.As, Secretaries	Best practices and Technologies in administration & office management skills	Apr 4th - 8th Apr 11th - 14th	Naivasha Kilifi	1 Week	80,000
Accounting & Finance	Debt Management training	Apr 11th - 14th Apr 19th - 22nd	Mombasa	1 Week	80,000
Supervisors & Line managers	Building a Customer Excellence culture	Apr 19th - 22nd Apr 25th - 29th	Naivasha Kilifi	1 Week	80,000
Sales & Marketing	Digital marketing strategy	Apr 25th - 29th May 9th - 13th	Nairobi Mombasa	1 Week	80,000
Procurement	Managing Tenders, Specifications and Contracts	Apr 25th - 29th May 9th - 13th	Nairobi Mombasa	1 Week	80,000

Audience	Course Subject	Date	Venue	Duration	Fee (Kshs)
Admin personel, P.As, Secretaries	Management And Leadership For Executive Secretaries And Administrative Assistants	May 9th - 13th May 16th - 20th	Nairobi Mombasa	1 Week	80,000
Office Assistants	Office Procedures and Protocols Skills	May 9th - 13th May 16th - 20th	Nairobi Mombasa	1 Week	80,000
Board of Directors	Diplomacy, Public Relations and Executive Etiquette	May 9th - 13th May 16th - 20th	Naivasha Kilifi	1 Week	80,000
HR & Managers	Talent Management and Succession Planning	May 9th - 13th May 16th - 20th	Naivasha Kilifi	1 Week	80,000
Accounting & Finance	Public Finance Management	May 16th - 20th May 23rd - 27th	Naivasha Kilifi	1 Week	80,000
Supervisors & Line managers	Effective Mentorship and Coaching	May 23rd - 27th May 30th - Jun 3rd	Naivasha Mombasa	1 Week	80,000
Sales & Marketing	Design Thinking	May 23rd - 27th May 30th - Jun 3rd	Naivasha Kilifi	1 Week	80,000
Procurement	Effective Goods and services Procurement	May 23rd - 27th May 30th - Jun 3rd	Naivasha Kilifi	1 Week	80,000

Audience	Course Subject	Date	Venue	Duration	Fee (Kshs)
Drivers	Advanced Road safety and etiquette skills	May 30th - Jun 3rd Jun 6th - 10th	Naivasha Kilifi	1 Week	80,000
Front Office Staff	Customer Centricity and Service Culture	Jun 6th - 10th Jun 13th - 17th	Naivasha Kilifi	1 Week	80,000
IT Personnel	Advanced ICT application for office management	Jun 6th - 10th Jun 13th - 17th	Naivasha Mombasa	1 Week	80,000
Office Assistants	Effective Time management and Communication Skills	Jun 6th - 10th Jun 13th - 17th	Naivasha Kilifi	1 Week	80,000
Human Resource	Microsoft Office Excel for HR Professionals	Jun 6th - 17th	Mombasa	2 Weeks	160,000
Accounting & Finance	Financial Analysis, planning and Control	Jun 13th - 17th Jun 20th - 24th	Nairobi Mombasa	1 Week	80,000
Supervisors & Line managers	Interpersonal Relations and Communication Skills	Jun 20th - 24th Jun 27th - Jul 1st	Nairobi Mombasa	1 Week	80,000
Board of Directors	Introduction to Executive Strategic Planning	Jun 6th - 10th Jun 13th - 17th	Nairobi Mombasa	1 Week	80,000
Sales & Marketing	Emerging B2B marketing trends	Jun 20th - 24th Jun 27th - Jul 1st	Nairobi Mombasa	1 Week	80,000
Procurement	Public Procurement Principles and Regulations	Jun 20th - 24th Jun 27th - Jul 1st	Nairobi Mombasa	1 Week	80,000



Audience	Course Subject	Date	Venue	Duration	Fee (Kshs)
Admin personel, P.As, Secretaries	Evolving Roles of the future P.A and Administrative Assistant	Jul 4th - 8th Jun 11th - 15th	Nairobi Mombasa	1 Week	80,000
Board of Directors	Understanding Finance at Board Level	Jul 4th - 8th Jul 11th - 15th	Naivasha Kilifi	1 Week	80,000
Accounting & Finance	Effective Budget Preparation Course	Jul 11th - 15th Jul 18th - 22nd	Naivasha Kilifi	1 Week	80,000
IT Personnel	Computer Networking	Jul 11th - 15th Jul 18th - 22nd	Nairobi Mombasa	1 Week	80,000
Management	Pre-Retirement and Pension Investment Planning	Jul 11th - 22nd	Mombasa	2 Weeks	160,000
Human Resource	Selection, Recruitment & Interviewing Skills	Jul 11th - 15th Jul 18th - 22nd	Naivasha Kilifi	1 Week	80,000
Supervisors & Line managers	Leadership and Performance Management	Jul 18th - 22nd Jul 25th - 29th	Naivasha Kilifi	1 Week	80,000
Sales & Marketing	Customer Management and Retention Strategies	Jul 18th - 22nd Jul 25th - 29th	Naivasha Kilifi	1 Week	80,000
Procurement	Public Procurement Audit Procedures	Jul 25th - 29th Aug 1st - 5th	Naivasha Kilifi	1 Week	80,000

Audience	Course Subject	Date	Venue	Duration	Fee (Kshs)
Admin personel, P.As, Secretaries	Office Management and Administration Skills in a Volatile environment	Aug 1st - 5th Aug 8th - 12th	Naivasha Kilifi	1 Week	80,000
Board of Directors	Peak Performing and Effective Board	Aug 1st - 5th Aug 8th - 12th	Nairobi Mombasa	1 Week	80,000
Accounting & Finance	Microsoft Office Excel – Advanced for finance & accounts	Aug 8th - 12th Aug 15th - 19th	Mombasa Mombasa	2 Weeks	160,000
Young Managers	Effective Leadership skills for young managers	Aug 15th - 19th Aug 22nd - 26th	Nairobi Mombasa	1 Week	80,000
Sales & Marketing	Brand Management and Product Positioning	Aug 22nd - 26th Aug 29th - Sep 2nd	Nairobi Mombasa	1 Week	80,000
IT Personnel	Digital and cyber security	Aug 8th - 12th Aug 15th - 19th	Naivasha Kilifi	1 Week	80,000
Procurement	Supply Chain and Logistics in Emerging Markets	Aug 22nd - 26th Aug 29th - Sep 2nd	Nairobi Mombasa	1 Week	80,000

Audience	Course Subject	Date	Venue	Duration	Fee (Kshs)
Board of Directors	Orientation & Synergy Building for incoming Board of Directors	Sep 5th - 9th Sep 12th - 16th	Naivasha Kilifi	1 Week	80,000
Admin personel, P.As, Secretaries	Emotional Intelligence and wellness program for P.As & Office Admins	Sep 5th - 9th Sep 12th - 15th	Nairobi Mombasa	1 Week	80,000
IT Personnel	Basic Python Programing	Sep 5th - 16th	Mombasa	2 Weeks	160,000
Supervisors & Line managers	Executive Coaching and PR skills	Sep 19th - 23rd Sep 26th - 30th	Naivasha Kilifi	1 Week	80,000
Sales & Marketing	Reviving Dormant Accounts	Sep 19th - 23rd Sep 26th - 30th	Naivasha Kilifi	1 Week	80,000
Procurement	Current Public Procurement & Assets Disposal ACT	Sep 26th - 30th Oct 3rd - 7th	Naivasha Kilifi	1 Week	80,000

Audience	Course Subject	Date	Venue	Duration	Fee (Kshs)
Admin personel, P.As, Secretaries	Public Relations & Interpersonal Skills	Oct 3rd - 7th Oct 11th - 14th	Naivasha Kilifi	1 Week	80,000
Supervisors & Line managers	Managing Inclusion and Diversity	Oct 17th - 21st Oct 24th - 28th	Nairobi Mombasa	1 Week	80,000
Board of Directors	Building Synergy and cohesiveness at Board level	Oct 3rd - 7th Oct 11th - 14th	Kisumu Kilifi	1 Week	80,000
Sales & Marketing	Defining and Growing your sales pipeline	Oct 24th - 28th Oct 31st - Nov 4th	Nairobi Mombasa	1 Week	80,000
Security	Customer service for security personnel	Oct 3rd - 7th Oct 11th - 14th	Naivasha Kilifi	1 Week	80,000
Drivers	Planning and Organizational strategies	Oct 24th - 28th Oct 31st - Nov 4th	Nairobi Mombasa	1 Week	80,000
IT Personnel	JavaScript for beginners	Oct 11th - 21st	Nairobi	2 Weeks	160,000
Procurement	Inventory Planning and Stock Control	Oct 24th - 28th Oct 31st - Nov 4th	Nairobi Mombasa	1 Week	80,000

Audience	Course Subject	Date	Venue	Duration	Fee (Kshs)
Front Office	Reception and Telephone Etiquette Skills	Oct 3rd - 7th Oct 11th - 14th	Nairobi Mombasa	1 Week	80,000
Security	Supervisory skills for security professionals	Oct 17th - 21st Oct 24th - 28th	Nairobi Mombasa	1 Week	80,000
Procurement	Logistics and Distribution Management	Oct 3rd - 7th Oct 11th - 14th	Naivasha Kilifi	1 Week	80,000
Board of Directors	Speech writing, Public Speaking and Presentation Skills	Oct 24th - 28th Oct 31st - Nov 4th	Nairobi Mombasa	1 Week	80,000
Drivers	Road Safety and Traffic Management Program	Oct 3rd - 7th Oct 11th - 14th	Nairobi Mombasa	1 Week	80,000
Supervisors & Line managers	360 Degree Leadership evaluation	Oct 24th - 28th Oct 31st - Nov 4th	Naivasha Kilifi	1 Week	80,000
Open	Pre-Retirement and Pension Investment Planning	Oct 11th - 21st	Naivasha Kilifi	1 Week	80,000
Procurement	Tender Document Preparation for Procurement of Goods & Services	Oct 24th - 28th Oct 31st - Nov 4th	Nairobi Mombasa	1 Week	80,000

Audience	Course Subject	Date	Venue	Duration	Fee (Kshs)
Admin personel, P.As, Secretaries	Best Practices and Technologies in Document and Records Management	Dec 5th - 9th Dec 13th - 16th	Naivasha Kilifi	1 Week	80,000
Sales & Marketing	Strategic Brand Management	Dec 5th - 9th Dec 13th - 16th	Naivasha Kilifi	1 Week	80,000
Procurement	Microsoft Office Excel Intermediate for Supply chain and Procurement officers	Dec 5th - 16th	Mombasa	2 Weeks	160,000
Supervisors & Line managers	Leading in a VUCA world	Dec 13th - 16th Dec 18th - 23rd	Nairobi Mombasa	1 Week	80,000
Drivers	Communication, Grooming and Etiquette	Dec 19th - 23rd Dec 13th - 16th	Naivasha Kilifi	1 Week	80,000

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