

CALENDAR 2024



FEBRUARY 2024



TRAINING CALENDAR

01

AUDIENCE	COURSE SUBJECT	DATE	VENUE	DURATION
BOARD OF DIRECTORS	Effective Board Meeting Management	Jan 28th – Feb 9th Feb 12th – Feb 23rd	Kilifi Kisumu	2 Weeks
MANAGERS, SUPERVISORS & HODs	Innovation and Creativity in Leadership	Feb 5th – Feb 9th Feb 11th –Feb 23rd	Naivasha Machakos	1 Week
HUMAN RESOURCE	Human Capital Management and Organizational Development	Feb 5th – Feb 9th Feb 19th –Feb 23rd	Naivasha Nakuru	1 Week
SALES,MARKETING & PR	Influential Marketing Communications and Storytelling	Feb 12th– Feb 16th Feb 19th – Feb 23rd	Kilifi Kisumu	1 Week
ICT	Advanced Data Structures and Algorithms	Feb 5th – Feb 16th Feb 19th – March 1st	Kisumu Kilifi	2 Weeks
ACCOUNTING AND FINANCE	Advanced Corporate Accounting and Auditing	Feb 12th –Feb 16th Feb 19th – Feb 23rd	Nakuru Naivasha	1 Week
PROCUREMENT AND SUPPLY CHAIN	Procurement Performance Management and Analytics	Feb 19th – Feb 23rd Feb 26th – March 1st	Naivasha Nakuru	1 Week
P.A AND SECRETARIES	Time Management and Prioritization Techniques	Feb 5th – Feb 9th Feb 19th – Feb 23rd	Kilifi Kisumu	1 Week
OFFICE ASSISTANTS	Office Management and Administration Skills in a Volatile environment	Feb 12th – Feb 23rd Feb 26th – March 1st	Machakos Nakuru	1 Week
DRIVERS	Fuel-Efficient Driving Techniques	Feb 5th – Feb 9th Feb 11th –Feb 23rd	Naivasha Machakos	1 Week
DSA, HIV/AIDS AWARENESS COURSES	Substance Abuse and Mental Health: Interactions and Implications	Feb 19th – Feb 23rd Feb 26th – March 1st	Naivasha Nakuru	1 Week

MARCH 2024



TRAINING CALENDAR

02

AUDIENCE	COURSE SUBJECT	DATE	VENUE	DURATION
BOARD OF DIRECTORS	Understanding Cybersecurity for Board Members	Feb 26th – Mar 8th Mar 4rd – Mar 15th	Naivasha Kilifi	2 Weeks
MANAGERS, SUPERVISORS & HODs	Strategic Thinking and Visionary Leadership	Mar 4rd – Mar 15th Mar 18th – Mar 29th	Nakuru Naivasha	2 Weeks
HUMAN RESOURCE	Compliance and Legal Aspects of Human Resources	Feb 26th – Mar 1st Mar 4th – Mar 8	Nakuru Naivasha	1 Week
SALES, MARKETING & PR	Customer Experience Management and Design	Mar 11th – Mar 15th Mar 25th – Mar 29th	Kisumu Naivasha	1 Week
ICT	Internet of Things (IoT) and Smart Device Development	Mar 11th – Mar 15th Mar 25th – Mar 29th	Nairobi Nakuru	1 Week
ACCOUNTING AND FINANCE	Financial Modeling with Excel	Feb 26th – Mar 8th Mar 18th – Mar 29th	Kilifi Kisumu	2 Weeks
PROCUREMENT AND SUPPLY CHAIN	Supply Chain Sustainability and Responsible Procurement	Mar 4th – Mar 8th Mar 18th – Mar 22nd	Nakuru Kisumu	1 Week
P.A AND SECRETARIES	Project Management Fundamentals for Administrative Assistants	Mar 18th – Mar 22nd Mar 25th – Mar 29th	Machakos Kilifi	1 Week
OFFICE ASSISTANTS	Customer Service Excellence and Service Culture	Mar 4th – Mar 8th Mar 18th – Mar 22nd	Nakuru Naivasha	1 Week
DRIVERS	Route Planning and Time Management for Corporate Drivers	Mar 18th – Mar 22nd Mar 25th – Mar 29th	Kilifi Kisumu	1 Week
DSA, HIV/AIDS AWARENESS COURSES	Substance Abuse Prevention and Treatment: Strategies and Interventions	Mar 25th – Mar 29th Apr 1st – Apr 5th	Machakos Kisumu	1 Week

An aerial photograph of a coastal city, likely Dar es Salaam, Tanzania. The image shows a mix of modern high-rise buildings, including a prominent blue and white skyscraper, and older, lower-rise urban structures. A harbor with several boats is visible on the left, adjacent to a sandy beach and a green promenade. The sky is bright blue with scattered white clouds.

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APRIL
2024



TRAINING CALENDAR

04

AUDIENCE	COURSE SUBJECT	DATE	VENUE	DURATION
BOARD OF DIRECTORS	Ethical Leadership and Corporate Social Responsibility	Apr 1st – Apr 5th Apr 15th – Apr 19th	Naivasha Nakuru	1 Week
MANAGERS, SUPERVISORS & HODs	Change Leadership in a Complex Environment	Apr 8th – Apr 12th Apr 22nd – Apr 26th	Machakos Nakuru	1 Week
HUMAN RESOURCE	Employee Benefits and Compensation Administration	Apr 1st – Apr 5th Apr 15th – Apr 19th	Kisumu Kilifi	1 Week
SALES, MARKETING & PR	Integrated Marketing and Communications Planning	Apr 15th – Apr 19th Apr 22nd – Apr 26th	Nakuru Naivasha	1 Week
ICT	Full Stack Web Development	Apr 8th – Apr 12th Apr 22nd – Apr 26th	Naivasha Nakuru	1 Week
ACCOUNTING AND FINANCE	Investment Analysis and Portfolio Management	Apr 1st – Apr 5th Apr 15th – Apr 19th	Naivasha Nakuru	1 Week
PROCUREMENT AND SUPPLY CHAIN	Global Sourcing and Procurement	Apr 8th – Apr 19th Apr 22nd- May 3rd	Kisumu Naivasha	2 Weeks
P.A AND SECRETARIES	Digital Office and Workplace Technology	Apr 8th – Apr 12th Apr 22nd – Apr 26th	Naivasha Nakuru	1 Week
OFFICE ASSISTANTS	Personal Branding and Professional Development for Administrative Assistants	Apr 1st – Apr 5th Apr 15th – Apr 19th	Kisumu Kilifi	1 Week
DRIVERS	Vehicle Maintenance and Fleet Management	Apr 15th – Apr 19th Apr 22nd – Apr 26th	Nakuru Naivasha	1 Week
DSA, HIV/AIDS AWARENESS COURSES	Substance Abuse, Trauma, and Recovery	Apr 22nd – Apr 26th Apr 29th – May 3rd	Machako Naivasha	1 Week

**MAY
2024**



TRAINING CALENDAR

05

AUDIENCE	COURSE SUBJECT	DATE	VENUE	DURATION
BOARD OF DIRECTORS	Understanding and Monitoring Organizational Culture	Apr 29th – May 3rd May 6th –May 10th	Kilifi Kisumu	1 Week
MANAGERS, SUPERVISORS & HODs	Digital Transformation and Technology Leadership	May 6th – May 10th May 20th – May 24th	Nakuru Naivasha	1 Week
HUMAN RESOURCE	Effective Employee Relations and Conflict Resolution	May 6th – May 10th May 13th – May 17th	Kisumu Kilifi	1 Week
SALES,MARKETING & PR	Marketing Analytics and Data-Driven Insights	May 20th – May 24th May 27th – May 31st	Nakuru Machakos	1 Week
ICT	Emerging Trends in ICT and Emerging Technologies	Apr 29th – May 3rd May 6th –May 10th	Kilifi Kisumu	1 Week
ACCOUNTING AND FINANCE	Financial Risk Management	May 6th – May 10th May 20th – May 24th	Kilifi Naivasha	1 Week
PROCUREMENT AND SUPPLY CHAIN	Supplier Diversity and Inclusion in Procurement.	May 20th – May 24th May 27th – May 31st	Nakuru Machakos	1 Week
P.A AND SECRETARIES	Advanced Microsoft Office Suite Techniques for Administrative Assistants	Apr 29th – May 3rd May 6th –May 10th	Kisumu Machakos	1 Week
OFFICE ASSISTANTS	Evolving Roles of the Future Office Assistant and Administrative Support Professional	May 6th – 17th May May 13th – May 24th	Naivasha Nakuru	2 Weeks
DRIVERS	Emergency and Disaster Response for Corporate Drivers	May 20th – May 24th May 27th – May 31st	Kilifi Machakos	1 Week
DSA, HIV/AIDS AWARENESS COURSES	HIV/AIDS Awareness, Prevention, and Advocacy	April 29th – May 3rd May 6th –May 10th	Kilifi Kisumu	1 Week

**JUNE
2024**



TRAINING CALENDAR

06

AUDIENCE	COURSE SUBJECT	DATE	VENUE	DURATION
BOARD OF DIRECTORS	Board Evaluation and Performance Assessment	Jun 3rd – Jun 7th Jun 17th – Jun 21st	Machakos Kilifi	1 Week
MANAGERS, SUPERVISORS & HODs	Transformational Leadership and Organizational Culture	Jun 10th – Jun 14th Jun 24th – Jun 28th	Kisumu Naivasha	1 Week
HUMAN RESOURCE	Talent Acquisition and Onboarding Best Practices	Jun 17th – Jun 21st Jun 24th – Jun 28th	Nakuru Nairobi	1 Week
SALES, MARKETING & PR	Content Marketing and Thought Leadership	Jun 17th – Jun 21st Jun 24th – Jun 28th	Nakuru Naivasha	1 Week
ICT	Artificial Intelligence and Machine Learning	Jun 3rd – Jun 7th Jun 17th – Jun 21st	Machakos Kilifi	1 Week
ACCOUNTING AND FINANCE	International Financial Reporting Standards (IFRS)	Jun 17th – Jun 21st Jun 24th – Jun 28th	Nakuru Naivasha	1 Week
PROCUREMENT AND SUPPLY CHAIN	Strategic Sourcing and Supplier Segmentation	Jun 3rd – Jun 7th Jun 17th – Jun 21st	Machakos Kilifi	1 Week
P.A AND SECRETARIES	Minutes and Report Writing Skills Program for Administrative Secretaries	Jun 10th – Jun 14th Jun 24th – Jun 28th	Kisumu Naivasha	1 Week
OFFICE ASSISTANTS	Records and Document Management Best Practices	Jun 3rd- Jun 7th Jun 24th – Jun 28th	Kisumu Naivasha	1 Week
DRIVERS	Defensive Driving in Urban Environments	Jun 10th – Jun 14th Jun 17th – Jun 21st	Nairobi Kilifi	1 Week
DSA, HIV/AIDS AWARENESS COURSES	HIV/AIDS in the Workplace: Policies, Procedures, and Best Practices	Apr 22nd – Apr 26th Apr 29th – May 3rd	Machako Naivasha	1 Week



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**JULY
2024**



TRAINING CALENDAR

08

AUDIENCE	COURSE SUBJECT	DATE	VENUE	DURATION
BOARD OF DIRECTORS	Board Diversity and Inclusion	Jul 1st - Jul 5th Jul 15th - Jul 19th	Nakuru Naivasha	1 Week
MANAGERS, SUPERVISORS & HODs	Building and Sustaining High-Performance Organizations	Jul 8th - Jul 12th Jul 22nd - Jul 26th	Machakos Kisumu	1 Week
HUMAN RESOURCE	Diversity, Equity and Inclusion in the Workplace	Jul 1st - Jul 5th Jul 29th -Aug 2nd	Nakuru Naivasha	1 Week
SALES,MARKETING & PR	Marketing Automation and Lead Generation	Jul 8th - Jul 19th Jul 15th - Jul 26th	Kisumu Kilifi	2 Weeks
ICT	Data Science and Big Data Analytics	Jul 8th - Jul 12th Jul 22nd - Jul 26th	Nairobi Kisumu	1 Week
ACCOUNTING AND FINANCE	Financial Reporting and Statement Analysis	Jul 1st - Jul 5th Jul 15th - Jul 19th	Nairobi Naivasha	1 Week
PROCUREMENT AND SUPPLY CHAIN	Contract Negotiations and Supplier Management	Jul 1st - Jul 5th Jul 29th -Aug 2nd	Nakuru Kisumu	1 Week
P.A AND SECRETARIES	Advanced Calendar and Scheduling Techniques	Jul 15th - Jul 19th Jul 22nd - Jul 26th	Naivasha Kilifi	1 Week
OFFICE ASSISTANTS	Minute and Report Writing Skills Program for Administrative Secretaries	Jul 8th - Jul 12th Jul 15th - Jul 19th	Kisumu Naivasha	1 Week
DRIVERS	Customer Service and Communication Skills for Drivers	Jul 8th - Jul 19th Jul 15th - Jul 26th	Nakuru Naivasha	2 Weeks
DSA, HIV/AIDS AWARENESS COURSES	DSA and Harm Reduction: Approaches and Best Practices	Jul 1st -Jul 5th Jul 15th - Jul 19th	Nakuru Naivasha	1 Week

AUGUST 2024



TRAINING CALENDAR

09

AUDIENCE	COURSE SUBJECT	DATE	VENUE	DURATION
BOARD OF DIRECTORS	Mergers, Acquisitions and Corporate Restructuring for Board Members	Jul 29th - Aug 2nd Aug 5th - Aug 9th	Kisumu Naivasha	1 Week
MANAGERS, SUPERVISORS & HODs	Business Acumen and Financial Literacy for Leaders	Aug 12th - Aug 16th Aug 19th - Aug 23rd	Nakuru Nairobi	1 Week
HUMAN RESOURCE	Advanced Talent Management and Succession Planning	Aug 12th - Aug 16th Aug 19th - Aug 23rd	Machakos Kilifi	1 Week
SALES, MARKETING & PR	Social Media Marketing and Digital Advertising	Aug 19th - Aug 23rd Aug 26th - Aug 30th	Nairobi Kilifi	1 Week
ICT	Cybersecurity and Information Risk Management	Jul 29th - Aug 2nd Aug 26th - Aug 30th	Nairobi Kilifi	1 Week
ACCOUNTING AND FINANCE	Behavioral Finance and Investor Psychology	Aug 12th - Aug 16th Aug 26th - Aug 30th	Naivasha Nakuru	1 Week
PROCUREMENT AND SUPPLY CHAIN	Digital Transformation in Procurement and Supply Chain	Aug 5th - Aug 16th Aug 19th - Aug 30th	Naivasha Nakuru	2 Weeks
P.A AND SECRETARIES	Business Writing and Email Etiquette	Jul 29th - Aug 2nd Aug 5th - Aug 9th	Kilifi Nairobi	1 Week
OFFICE ASSISTANTS	Communication and Interpersonal Skills for Office Assistants	Aug 12th - Aug 16th Aug 19th - Aug 23rd	Machakos Kilifi	1 Week
DRIVERS	Digital Navigation and Mapping Techniques for Drivers	Aug 19th - Aug 23rd Aug 26th - Aug 30th	Nairobi Kilifi	1 Week
DSA, HIV/AIDS AWARENESS COURSES	Managing Substance Abuse in the Workplace	Aug 12th - Aug 16th Aug 19th - Aug 23rd	Machako Kilifi	1 Week

SEPTEMBER 2024



TRAINING CALENDAR

10

AUDIENCE	COURSE SUBJECT	DATE	VENUE	DURATION
BOARD OF DIRECTORS	Board Leadership: From Board Basics to Boardroom Excellence	Sep 2nd – Sep 6th Sep 16th – Sep 20th	Nairobi Kilifi	1 Week
MANAGERS, SUPERVISORS & HODs	Cross-functional Collaboration and Partnership Building	Sep 9th – Sep 13th Sep 16th – Sep 20th	Machakos Nairobi	1 Week
HUMAN RESOURCE	Employee Health, Safety, and Wellness Programs	Sep 2nd – Sep 6th Sep 23rd – Sep 27th	Naivasha Machakos	1 Week
SALES, MARKETING & PR	Product Launch and Go-to-Market Strategies	Sep 16th – Sep 20th Sep 23rd – Sep 27th	Nakuru Naivasha	1 Week
ICT	Advanced Database Design and Management	Sep 9th – Sep 13th Sep 23rd – Sep 27th	Nairobi Kilifi	1 Week
ACCOUNTING AND FINANCE	Treasury Management and Cash Flow Optimization	Sep 2nd – Sep 6th Sep 16th – Sep 20th	Machakos Kilifi	1 Week
PROCUREMENT AND SUPPLY CHAIN	Demand Planning and Forecasting for Supply Chain	Sep 30th – Oct 4th Sep 16th – Sep 20th	Nairobi Kilifi	1 Week
P.A AND SECRETARIES	Technology Trends in Administrative Support	Sep 2nd – Sep 6th Sep 23rd – Sep 27th	Naivasha Machakos	1 Week
OFFICE ASSISTANTS	Event Management and Logistics Planning	Sep 16th – Sep 20th Sep 23rd – Sep 27th	Kilifi Naivasha	1 Week
DRIVERS	Health and Wellness for Corporate Drivers	Sep 30th – Oct 11th Sep 16th – Sep 27th	Nairobi Kilifi	2 Weeks
DSA, HIV/AIDS AWARENESS COURSES	The Neurobiology of Substance Abuse and Addiction	Sep 9th – Sep 13th Sep 23rd – Sep 27th	Machako Kilifi	1 Week



2nd – 6th
December

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OCTOBER 2024



TRAINING CALENDAR

12

AUDIENCE	COURSE SUBJECT	DATE	VENUE	DURATION
BOARD OF DIRECTORS	Navigating Complex Legal and Regulatory Issues for Board Members	Sep 30th - Oct 4th Oct 7th - Oct 11th	Kilifi Naivasha	1 Week
MANAGERS, SUPERVISORS & HODs	Co-Active Leadership: Building Effective and Engaging Relationships	Oct 7th - Oct 11th Oct 21st - Oct 25th	Naivasha Naivasha	1 Week
HUMAN RESOURCE	Change Management and Organizational Transformation	Oct 7th - Oct 11th Oct 28th - Nov 1st	Machakos Kilifi	1 Week
SALES, MARKETING & PR	Channel Management and Partner Relationships	Oct 7th - Oct 18th Oct 14th - Oct 25th	Nairobi Nakuru	2 Weeks
ICT	Network and Information Security	Oct 21st - Oct 25th Oct 28th - Nov 1st	Nakuru Naivasha	1 Week
ACCOUNTING AND FINANCE	Advanced Taxation for Finance Professionals	Oct 7th - Oct 11th Oct 28th - Nov 1st	Machakos Kilifi	1 Week
PROCUREMENT AND SUPPLY CHAIN	Global Trade and Import/Export Regulations	Sep 30th - Oct 4th Oct 7th - Oct 11th	Kilifi Naivasha	1 Week
P.A AND SECRETARIES	Delegation and Team Management Skills	Oct 21st - Oct 25th Oct 28th - Nov 1st	Naivasha Nakuru	1 Week
OFFICE ASSISTANTS	Office Management and Digitization	Oct 21st - Oct 25th Oct 28th - Nov 1st	Nakuru Naivasha	1 Week
DRIVERS	Diversity and Inclusion Training for Corporate Drivers	Sep 30th - Oct 4th Oct 7th - Oct 11th	Nairobi Naivasha	1 Week
DSA, HIV/AIDS AWARENESS COURSES	HIV/AIDS Education, Outreach, and Activism.	Sep 30th - Oct 4th Oct 7th - Oct 11th	Kilifi Naivasha	1 Week

NOVEMBER 2024



TRAINING CALENDAR

13

AUDIENCE	COURSE SUBJECT	DATE	VENUE	DURATION
BOARD OF DIRECTORS	Crisis Management and Business Continuity Planning	Oct 28th – Nov 1st Nov 4th – Nov 8th	Nairobi Nakuru	1 Week
MANAGERS, SUPERVISORS & HODs	Managing for Results: Aligning Goals, Priorities, and Performance	Nov 11th – Nov 15th Nov 18th – Nov 22nd	Kisumu Nakuru	1 Week
HUMAN RESOURCE	Human Resource Analytics and Data Visualization	Nov 18th – Nov 22nd Nov 25th – Nov 29th	Kilifi Machakos	1 Week
SALES, MARKETING & PR	Pricing Strategy and Revenue Optimization	Nov 11th – Nov 15th Nov 18th – Nov 22nd	Kisumu Nakuru	1 Week
ICT	Enterprise Architecture and IT Strategy	Oct 28th – Nov 1st Nov 4th – Nov 8th	Nairobi Nakuru	1 Week
ACCOUNTING AND FINANCE	Corporate Financial Strategy and Decision Making	Nov 4th – Nov 8th Nov 18th – Nov 22nd	Nakuru Nakuru	1 Week
PROCUREMENT AND SUPPLY CHAIN	Advanced Warehouse and Inventory Optimization	Nov 11th – Nov 15th Nov 18th – Nov 22nd	Kisumu Nakuru	1 Week
P.A AND SECRETARIES	Executive Support in a Virtual Environment	Nov 11th – Nov 15th Nov 18th – Nov 22nd	Kilifi Nakuru	1 Week
OFFICE ASSISTANTS	Stress Management and Workplace Wellness	Oct 28th – Nov 1st Nov 4th – Nov 8th	Kisumu Machakos	1 Week
DRIVERS	Hazard Identification and Risk Assessment for Corporate Drivers	Nov 18th – Nov 22nd Nov 25th – Nov 29th	Kilifi Machakos	1 Week
DSA, HIV/AIDS AWARENESS COURSES	HIV/AIDS and Mental Health: Understanding and Addressing the Connections	Nov 4th – Nov 8th Nov 18th – Nov 22nd	Naivasha Nakuru	1 Week

DECEMBER 2024



TRAINING CALENDAR

14

AUDIENCE	COURSE SUBJECT	DATE	VENUE	DURATION
BOARD OF DIRECTORS	Risk Management and Internal Controls for Board Members	Dec 2nd – Dec 6th Dec 9th – Dec 13th	Kilifi Naivasha	1 Week
MANAGERS, SUPERVISORS & HODs	Ethical Leadership and Corporate Responsibility	Dec 9th – Dec 13th Dec 16th – Dec 20th	Nakuru Kilifi	1 Week
HUMAN RESOURCE	Human Resources Management in a Global Context	Dec 16th – Dec 20th Dec 23rd – Dec 27th	Nakuru Kilifi	1 Week
SALES, MARKETING & PR	Public Relations and Media Relations for Business Success	Dec 2nd – Dec 6th Dec 9th – Dec 13th	Machakos Nakuru	1 Week
ICT	Advanced Data Structures and Algorithms	Dec 16th – Dec 20th Dec 23rd – Dec 27th	Nakuru Kilifi	1 Week
ACCOUNTING AND FINANCE	Corporate Financial Planning and Analysis	Dec 2nd – Dec 6th Dec 9th – Dec 13th	Kilifi Naivasha	1 Week
PROCUREMENT AND SUPPLY CHAIN	Procurement Transformation and Change Management	Dec 16th – Dec 20th Dec 23rd – Dec 27th	Nakuru Kilifi	1 Week
P.A AND SECRETARIES	Building and Maintaining Strong Working Relationships with Stakeholders	Dec 2nd – Dec 6th Dec 16th – Dec 20th	Kilifi Naivasha	1 Week
OFFICE ASSISTANTS	Advanced Microsoft Office and Productivity Tools	Dec 2nd – Dec 6th Dec 9th – Dec 13th	Kilifi Naivasha	1 Week
DRIVERS	Accident Investigation and Reporting for Corporate Drivers	Dec 2nd – Dec 6th Dec 16th – Dec 20th	Kilifi Naivasha	1 Week
DSA, HIV/AIDS AWARENESS COURSES	The Epidemic of Opioid Addiction: Causes, Consequences, and Solutions	Dec 2nd – Dec 6th Dec 9th – Dec 13th	Kilifi Naivasha	1 Week



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