



INTENSIVE TRAINING INSTITUTE



2024/2025 TRAINING CALENDAR



2024/2025 - TRAINING CALENDER

OFFICE MANAGEMENT

Course Code	Course	Course Dates	Venue	Cost
OF 01	Business Etiquette and protocol	23 rd -27 th Sep 2024 21 st -25 th Oct 2024 18 th -22 nd Nov 2024 2 nd -6 th Dec 2024 17 th -21 st Feb 2025 14 th -18 th April 2025 9 th -19 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 80,000
OF 02	Training for executive assistants and administrative professionals	16 th -20 th Sep 2024 7 th -11 th Oct 2024 2 nd -5 th Dec 2024 3 rd -7 th Feb 2025 24 th -28 th March 2025 5 th -9 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
OF 03	Training for Executive Secretaries	14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
OF 04	Effective report writing and minutes taking Course	2 nd -6 th Sept 2024 25 th -29 th Nov 2024 16 th -20 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 7 th -11 th April 2025 12 th -16 th May 2025 9 th -13 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1100 KSH 80,000
OF 05	Advanced Administration Skills Training Course	23 rd -27 th Sept 2024 4 th -8 th Sept 2024 7 th -10 th Oct 2024 9 th -13 th Dec 2024 27 th -31 st Jan 2025 17 th -21 st Feb 2025 10 th -14 th March 2025 14 th -18 th April 2025 5 th -9 th May 2025 2 nd -6 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
OF 06	Development Core Skills for administrators and secretaries	26 th -30 th Aug 2024 30 th Sep-4 th Oct 2024	Nairobi Mombasa	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		4 th -8 th Nov 2024 9 th -13 th Dec 2024 27 th -31 st Jan 2025 17 th -21 st Feb 2025 17 th -21 st March 2025 21 st -25 th April 2025 19 th -23 rd May 2025 9 th -13 th June 2025	Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	
OF 07	Computer based office administration and organization course	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
OF 08	Training on Report writing Skills	26 th -30 th Aug 2024 14 th -18 th Oct 2024 16 th -20 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 10 th -14 th March 2025 14 th -18 th April 2025 5 th -9 th May 2025 2 nd -6 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
OF 09	Leadership masterclass	2 nd -6 th Sept 2024 7 th -11 th Oct 2024 25 th -29 th Nov 2024 16 th -20 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th March 2025 28 th April-2 nd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
OF 10	Strategic management and Team leadership	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
OF 11	Visionary leadership	26 th -30 th Aug 2024 14 th -18 th Oct 2024 4 th -8 th Nov 2024 2 nd -6 th Dec 2024 13 th -17 th Jan 2025 24 th -28 th Feb 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai**	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		17 th -21 st March 2025 7 th -11 th April 2025 5 th -9 th May 2025 9 th -13 th June 2025	South Africa** Arusha**	
OF 12	Essentials of leadership and management	9 th -13 th Sept 2024 11 th -15 th Nov 2024 9 th -13 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 14 th -18 th April 2025 5 th -9 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
OF 13	Leadership for administrative professional	23 rd -27 th Sep 2024 7 th -11 th Oct 2024 11 th -15 th Nov 2024 2 nd -6 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
OF 14	Innovation and productivity at work place	9 th -13 th Sep 2024 25 th -29 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 24 th -28 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
OF 15	Simplification of work processes and procedures	2 nd -6 th Sep 2024 28 th Oct-1 st Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 17 th -21 st Feb 2025 10 th -14 th Mar 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
OF 16	Document Control Training Certification Course	16 th -20 th Sep 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 17 th -21 st Mar 2025 14 th -18 th April 2025 5 th -9 th May 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		23 rd -27 th June 2025		
OF 17	Electronic Document Management System (EDMS) Training	26 th -30 th Aug 2024 23 rd -27 th Sep 2024 21 st -25 th Oct 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 24 th -28 th Feb 2025 24 th -28 th March 2025 21 st -25 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
OF 18	Office Technology and Management Course	19 th -23 rd Aug 2024 23 rd -27 th Sep 2024 28 th Oct-1 st Nov 2024 9 th -13 th Dec 2024 6 th -10 th Jan 2025 3 rd -7 th Feb 2025 3 rd -7 th March 2025 7 th -11 th April 2025 5 th -9 th May 2025 2 nd -6 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
OF 19	Travel Management Training Course	9 th -13 th Sept 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 3 rd -7 th Feb 2025 31 st Mar-4 th April 2025 5 th -9 th May 2025 2 nd -6 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000

MONITORING AND EVALUATION & PROJECT MANAGEMENT COURSES

Course Code	Course	Course Dates	Venue	Cost
M&E 01	Results based monitoring and evaluation course	24 th -28 th Sept 2024 7 th -11 th Oct 2024 11 th -15 th Dec 2024 2 nd -5 th Dec 2024 6 th -10 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 9 th -13 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
M&E 02	Report writing for monitoring and evaluation course	19 th -23 rd Aug 2024 16 th -20 th Sep 2024 28 th Oct-1 st Nov 2024	Nairobi Mombasa Kisumu	USD 1500 KSH 92,000



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		9 th -13 th Dec 2024 13 th -17 th Jan 2025 24 th -28 th Feb 2025 31 st Mar-4 th April 2025 26 th -30 th May 2025 23 rd -27 th June 2025	Nakuru Naivasha Dubai** South Africa** Arusha**	
M&E 03	Mobile phone tools for monitoring and evaluation course	26 th -30 th Aug 2024 9 th -13 th Sep 2024 21 st -25 th Oct 2024 16 th -20 th Dec 2024 27 th -31 st Jan 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
M&E 04	Monitoring and evaluation for development result course	26 th -30 th Aug 2024 14 th -18 th Oct 2024 16 th -20 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 10 th -14 th March 2025 14 th -18 th April 2025 5 th -9 th May 2025 2 nd -6 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
M&E 05	Training on Participatory Monitoring and evaluation	5 th -9 th August 2024 16 th -20 th Sep 2024 7 th -11 th Oct 2024 2 nd -6 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
M&E 06	Training on Results based Monitoring and Evaluation	5 th -9 th August 2024 16 th -20 th Sep 2024 7 th -11 th Oct 2024 2 nd -6 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
M&E 07	Training on Project Monitoring and Evaluation with Data management and Analysis	16 th -20 th Sep 2024 14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
M&E 08	Training on GIS	5 th -9 th August 2024	Nairobi	USD 1500



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	monitoring and evaluation	16 th -20 th Sep 2024 7 th -11 th Oct 2024 2 nd -6 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025	Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	KSH 92,000
PM 09	Primavera Contract Management Training	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PM 10	Project Assessment and Evaluation Course	2 nd -6 th Sept 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PM 11	Decision Making in Project Management	26 th -30 th Aug 2024 14 th -18 th Oct 2024 16 th -20 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 10 th -14 th March 2025 14 th -18 th April 2025 5 th -9 th May 2025 2 nd -6 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PM 12	PRINCE2 Practitioner Course	5 th -9 th August 2024 16 th -20 th Sep 2024 7 th -11 th Oct 2024 2 nd -6 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PM 13	Certified Project Analyst Course	16 th -20 th Sep 2024 14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa**	USD 1500 KSH 92,000



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		26 th -30 th May 2025 16 th -20 th June 2025	Arusha**	
PM 14	Oil and Gas Project Management Course	5 th -9 th August 2024 16 th -20 th Sep 2024 7 th -11 th Oct 2024 2 nd -6 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PM 15	TILOS Software Training	2 nd -6 th Sept 2024 7 th -11 th Oct 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PM 16	Primavera Contract Management Training	10 th -14 th Sept 2024 7 th -11 th Oct 2024 2 nd -5 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PM 17	Construction Delay Analysis Masterclass	2 nd -6 th Sept 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PM 18	Project Management Office (PMO): Setting up, Structure, Roles and Responsibilities	10 th -14 th Sept 2024 7 th -11 th Oct 2024 2 nd -5 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PM 19	Project Management Course for Beginners	9 th -13 th Sept 2024 11 th -15 th Nov 2024	Nairobi Mombasa	USD 1500 KSH 92,000



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	and Engineers	9 th -13 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 14 th -18 th April 2025 5 th -9 th May 2025 16 th -20 th June 2025	Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	
PM 20	Project Control Course	10 th -14 th Sept 2024 7 th -11 th Oct 2024 2 nd -5 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000

PROCUREMENT SUPPLYCHAIN AND LOGISTICS

Course Code	Course	Course Dates	Venue	Cost
SCM 01	Inventory control and fleet management Course	16 th -20 th Sep 2024 14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SCM 02	Tendering procurement and negotiation skills	10 th -14 th Sept 2024 7 th -11 th Oct 2024 2 nd -5 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SCM 03	Advanced procurement skills course	24 th -29 th April 2024 20 th -24 th May 2024 10 th -14 th June 2024 22 nd -26 th July 2024 5 th -9 th Aug 2024 7 th -11 th Oct 2024 18 th -22 nd Nov 2024 2nd-5 th Dec 2024	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1100 KSH 80,000



2024/2025 - TRAINING CALENDER

SCM 04	Negotiating drafting and understanding Contracts	19 th -23 rd Aug 2024 23 rd -27 th Sep 2024 28 th Oct-1 st Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SCM 05	Training on contract management	10 th -14 th Sept 2024 7 th -11 th Oct 2024 2 nd -5 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SCM 06	Training on Procurement management	19 th -23 rd Aug 2024 23 rd -27 th Sep 2024 28 th Oct-1 st Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SCM 07	Inventory management Course	26 th -30 th Aug 2024 30 th Sep-4 th Oct 2024 11 th -15 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SCM 08	Records management and archiving in Procurement	2 nd -6 th Sept 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SCM 09	Procurement audit	22 nd -26 th July 2024	Nairobi	USD 1500



2024/2025 - TRAINING CALENDER

		16 th -20 th Sep 2024 4 th -8 th Nov 2024 2 nd -6 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	KSH 92,000
SCM 10	E-procurement	9 th -13 th Sept 2024 11 th -15 th Nov 2024 9 th -13 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 14 th -18 th April 2025 5 th -9 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SCM 11	Category management in Procurement	26 th -30 th Aug 2024 14 th -18 th Oct 2024 16 th -20 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 10 th -14 th March 2025 14 th -18 th April 2025 5 th -9 th May 2025 2 nd -6 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SCM 12	Strategic sourcing and Procurement	10 th -14 th Sept 2024 7 th -11 th Oct 2024 2 nd -5 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SCM 13	Sustainable Supply chain management	16 th -20 th Sep 2024 14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SCM 14	Maritime And Logistics Management	10 th -14 th Sept 2024 7 th -11 th Oct 2024 2 nd -5 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025	Nairobi Mombasa Kisumu Nakuru Naivasha	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Dubai** South Africa** Arusha**	
SCM 15	Demand Planning and Demand Management	19 th -23 rd Aug 2024 23 rd -27 th Sep 2024 28 th Oct-1 st Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SCM 16	Medical Procurement and Supply chain Management	2 nd -6 th Sept 2024 7 th -11 th Oct 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SCM 17	Purchasing Techniques Negotiating and Cost reduction	10 th -14 th Sept 2024 7 th -11 th Oct 2024 2 nd -5 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SCM 18	Warehouse Safety Policies and Procedures	14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SCM 19	Operations Risks Management and mitigation	2 nd -6 th Sept 2024 7 th -11 th Oct 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000



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		16 th -20 th June 2025		
SCM 20	Third Party Logistics Warehouse, Transportation and Supply chain Management	23 rd -27 th Sep 2024 7 th -11 th Oct 2024 11 th -15 th Nov 2024 2 nd -6 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SCM 21	Crisis negotiation	15 th -19 th Aug 2024 16 th -20 th Sep 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SCM 22	Contracts; reading, writing, negotiation	14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SCM 23	Mastering negotiation and dispute resolution	15 th -19 th Aug 2024 16 th -20 th Sep 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000

BANKING AND FINANCE COURSES



2024/2025 - TRAINING CALENDER

Course Code	Course	Course Dates	Venue	Cost
BF 01	Settlement systems	9 th -13 th Sept 2024 11 th -15 th Nov 2024 9 th -13 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 14 th -18 th April 2025 5 th -9 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 02	Payment systems-SWIFT/RTGS	14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 03	Anti-money laundering	9 th -13 th Sept 2024 11 th -15 th Nov 2024 9 th -13 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 14 th -18 th April 2025 5 th -9 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 04	Financial market Infrastructure Course	2 nd -6 th Sept 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 05	Fraud And Forensic Audit and Investigations Course	26 th -30 th Aug 2024 14 th -18 th Oct 2024 16 th -20 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025	Nairobi Mombasa Kisumu Nakuru Naivasha	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		10 th -14 th March 2025 14 th -18 th April 2025 5 th -9 th May 2025 2 nd -6 th June 2025	Dubai** South Africa** Arusha**	
BF 06	Fraud and Internal Control	15 th -19 th Aug 2024 16 th -20 th Sep 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 07	Agency Banking Model, Strategy and Solutions	9 th -13 th Sept 2024 11 th -15 th Nov 2024 9 th -13 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 14 th -18 th April 2025 5 th -9 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 08	Financial Markets and Instruments	23 rd -27 th Sep 2024 7 th -11 th Oct 2024 11 th -15 th Nov 2024 2 nd -6 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 09	Sukuk Funds and Bonds: Types, Issuance, Investment, Structure and Financing	16 th -20 th Sep 2024 14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 10	International Central Banking Models and Legal Framework	15 th -19 th Aug 2024 16 th -20 th Sep 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa**	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Arusha**	
BF 11	Vault Management & Cash In-Transit	10 th -14 th Sept 2024 7 th -11 th Oct 2024 2 nd -5 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 12	Cashiering and Back Office Operations	1 st -5 th April 2024 20 th -24 th May 2024 3 rd -7 th June 2024 29 th July-2 nd Aug 2024 26 th -30 th Aug 2024 14 th -18 th Oct 2024 25 th -29 th Nov 2024 16 th -20 th Dec 2024	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 13	Branch Operations Course	23 rd -27 th Sep 2024 7 th -11 th Oct 2024 11 th -15 th Nov 2024 2 nd -6 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 14	Bank Stress Testing	19 th -23 rd Aug 2024 23 rd -27 th Sep 2024 28 th Oct-1 st Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 15	National Payments and Security Settlement Systems	2 nd -6 th Sept 2024 7 th -11 th Oct 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		16 th -20 th June 2025		
BF 16	Domestic Debt Management and Analytical Tools	10 th -14 th Sept 2024 7 th -11 th Oct 2024 2 nd -5 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 17	Payments Systems: Regional Integration and Operations	16 th -20 th Sep 2024 14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 18	Foundation Course in Currency Management	19 th -23 rd Aug 2024 23 rd -27 th Sep 2024 28 th Oct-1 st Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 19	Intermediate Course in Currency Management	14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 20	Advanced Course in Currency Management	10 th -14 th Sept 2024 7 th -11 th Oct 2024 2 nd -5 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 21	Anti-Money Laundering and Combating Financial Crimes	2 nd -6 th Sept 2024 7 th -11 th Oct 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024	Nairobi Mombasa Kisumu Nakuru	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Naivasha Dubai** South Africa** Arusha**	
BF 22	Cash Management and Combating Counterfeit Currency	26 th -30 th Aug 2024 14 th -18 th Oct 2024 16 th -20 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 10 th -14 th March 2025 14 th -18 th April 2025 5 th -9 th May 2025 2 nd -6 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 23	Cyber Risks in Financial Market Infrastructure/ National Payments for Central Banks	15 th -19 th Aug 2024 16 th -20 th Sep 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 24	Financial modelling using Excel, Power BI, Tableau and more	19 th -23 rd Aug 2024 23 rd -27 th Sep 2024 28 th Oct-1 st Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 25	Training For NGO using Quick Books	10 th -14 th Sept 2024 7 th -11 th Oct 2024 2 nd -5 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 26	Training on IFRS reporting standards	19 th -23 rd Aug 2024 23 rd -27 th Sep 2024 28 th Oct-1 st Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai**	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	South Africa** Arusha**	
BF 27	Training on Financial Management	10 th -14 th Sept 2024 7 th -11 th Oct 2024 2 nd -5 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 28	Budgeting and Operational Cost Control	9th-13th Sept 2024 11th-15th Nov 2024 9th-13th Dec 2024 27th-31st Jan 2025 24th-28th Feb 2025 17th-21st March 2025 14th-18th April 2025 5th-9th May 2025 16th -20th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 29	Revenue forecasting and analysis	14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 30	Liquidity Risk Management	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 31	Forensic Auditing	2 nd -6 th Sept 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 32	Project analysis and	5 th – 9 th Aug 2024	Nairobi	USD 1500



2024/2025 - TRAINING CALENDER

	Appraisal	21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	KSH 92,000
BF 33	Integrating budget, forecasting and Business planning	2 nd -6 th Sept 2024 7 th -11 th Oct 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 34	Financial management for donor Funded projects	2 nd -6 th Sept 2024 7 th -11 th Oct 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 35	Financing Natural Resources-Oil, Mining and Gas	19 th -23 rd Aug 2024 23 rd -27 th Sep 2024 28 th Oct-1 st Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 36	Cyber Security	10 th -14 th Sept 2024 7 th -11 th Oct 2024 2 nd -5 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 37	Block chain	2 nd -6 th Sept 2024 7 th -11 th Oct 2024 18 th -22 nd Nov 2024	Nairobi Mombasa Kisumu	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		16 th -20 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nakuru Naivasha Dubai** South Africa** Arusha**	
BF 38	Reserves Management	19 th -23 rd Aug 2024 23 rd -27 th Sep 2024 28 th Oct-1 st Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 39	Domestic Debt and Securities	9 th -13 th Sept 2024 11 th -15 th Nov 2024 9 th -13 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 14 th -18 th April 2025 5 th -9 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
BF 40	Fintech and Digital Currency	19 th -23 rd Aug 2024 23 rd -27 th Sep 2024 28 th Oct-1 st Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000

PR AND COMMUNICATION COURSES

Course Code	Course	Course Dates	Venue	Cost
PRC 01	Protocol Etiquette and events management Course	9 th -13 th Sept 2024 11 th -15 th Nov 2024 9 th -13 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025	Nairobi Mombasa Kisumu	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		17 th -21 st March 2025 14 th -18 th April 2025 5 th -9 th May 2025 16 th -20 th June 2025	Nakuru Naivasha Dubai** South Africa** Arusha**	
PRC 02	Communication for development course	15 th -19 th Aug 2024 16 th -20 th Sep 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PRC 03	Intensive communication and PR for Public Sector Course	19 th -23 rd Aug 2024 23 rd -27 th Sep 2024 28 th Oct-1 st Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PRC 04	Organization speech writing	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PRC 05	Advanced communication Skills	19 th -23 rd Aug 2024 23 rd -27 th Sep 2024 28 th Oct-1 st Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PRC 06	Telephone etiquette	2 nd -6 th Sept 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024	Nairobi Mombasa Kisumu	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nakuru Naivasha Dubai** South Africa** Arusha**	
PRC 07	Fundamental for Public Communication Course	16 th -20 th Sep 2024 14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PRC 08	Corporate social responsibility training	9th-13th Sept 2024 11th-15th Nov 2024 9th-13th Dec 2024 27th-31st Jan 2025 24th-28th Feb 2025 17th-21st March 2025 14th-18th April 2025 5th-9th May 2025 16th -20th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PRC 09	Proposal and Report writing Course	14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PRC 10	Social Media Management	16 th -20 th Sep 2024 14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PRC 11	Event and Conference Management Certification	19 th -23 rd Aug 2024 23 rd -27 th Sep 2024 28 th Oct-1 st Nov 2024 9 th -13 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		23 rd -27 th June 2025		
PRC 12	Crisis Management in Public Relations	19 th -23 rd Aug 2024 23 rd -27 th Sep 2024 28 th Oct-1 st Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PRC 13	International Protocol and Diplomacy Certification	15 th -19 th Aug 2024 16 th -20 th Sep 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PRC 14	Public Relations (PR) Campaign: Plan, Strategies and Evaluation	9 th -13 th Sept 2024 11 th -15 th Nov 2024 9 th -13 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 14 th -18 th April 2025 5 th -9 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PRC 15	Protocol and Etiquette Certification Course	19 th -23 rd Aug 2024 23 rd -27 th Sep 2024 28 th Oct-1 st Nov 2024 9 th -13 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000

DATA ANALYSIS COURSES

Course Code	Course	Course Dates	Venue	Cost
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2024/2025 - TRAINING CALENDER

DA 01	Data visualization by Power BI	14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
DA 02	SPSS statistics Course	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
DA 03	Data management and analysis for qualitative data using NVIVO	26 th -30 th Aug 2024 9 th -13 th Sep 2024 21 st -25 th Oct 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
DA 04	Data management and statistical analysis using STATA	2 nd -6 th Sept 2024 7 th -11 th Oct 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
DA 05	Statistical analysis using R	26 th -30 th Aug 2024 9 th -13 th Sep 2024 21 st -25 th Oct 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa**	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Arusha**	
DA 06	Data visualization using Tableau	15 th -19 th Aug 2024 16 th -20 th Sep 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
DA 07	Data Capture, Collection and Analysis Course	19 th -23 rd Aug 2024 23 rd -27 th Sep 2024 28 th Oct-1 st Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
DA 08	Data and Information Governance Certification Course	16 th -20 th Sep 2024 14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
DA 09	Masterclass in Data Management	9 th -13 th Sept 2024 11 th -15 th Nov 2024 9 th -13 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 14 th -18 th April 2025 5 th -9 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
DA 10	Business Intelligence Analyst and Data Science Certification Course	26 th -30 th Aug 2024 14 th -18 th Oct 2024 16 th -20 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 10 th -14 th March 2025 14 th -18 th April 2025 5 th -9 th May 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		2 nd -6 th June 2025		
DA 11	Advanced Data Analysis and Dashboard Reporting	9th-13th Sept 2024 11th-15th Nov 2024 9th-13th Dec 2024 27th-31st Jan 2025 24th-28th Feb 2025 17th-21st March 2025 14th-18th April 2025 5th-9th May 2025 16th -20th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
DA 12	Data Analysis Training Certification Course	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
DA 13	Data Protection and Freedom of Information (FOI) Certification Course	2 nd -6 th Sept 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
DA 14	Data Analytics with Python Training Course	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
DA 15	Infographics Design and Reporting	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
DA 16	Data mining and Analysis using SPSS	30 th Sep-4 th Oct 2024 11 th -15 th Nov 2024 21 st -25 th Oct 2024	Nairobi Mombasa Kisumu	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nakuru Naivasha Dubai** South Africa** Arusha**	
DA 17	Data analytics for Managerial Decision Making	14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
DA 18	Mathematical Modelling for Data Analysis	9 th -13 th Sept 2024 11 th -15 th Nov 2024 9 th -13 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 14 th -18 th April 2025 5 th -9 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
DA 19	Sales Analytics Using Power BI	16 th -20 th Sep 2024 14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
DA 20	Data Analytics for Financial Analysts using Python Course	2 nd -6 th Sept 2024 7 th -11 th Oct 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
DA 21	Big Data Analytics	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa**	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		12 th -16 th May 2025 23 rd -27 th June 2025	Arusha**	
DA 22	Fundamentals of Predictive Analytics Course	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
DA 23	Business Analytics Using Excel	26 th -30 th Aug 2024 9 th -13 th Sep 2024 21 st -25 th Oct 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000

REAL ESTATE

Course Code	Course	Course Dates	Venue	Cost
RE 01	Building and Facilities management course	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
RE 02	Environmental Health Safety Course	9 th -13 th Sept 2024 11 th -15 th Nov 2024 9 th -13 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025	Nairobi Mombasa Kisumu Nakuru Naivasha	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		17 th -21 st March 2025 14 th -18 th April 2025 5 th -9 th May 2025 16 th -20 th June 2025	Dubai** South Africa** Arusha**	
RE 03	Essential of Security in facilities management	2 nd -6 th Sept 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
RE 04	Real estate sales Course	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
RE 05	Facility Planning and Design Management Course	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
RE 06	Financial management in Facilities	23 rd -27 th Sep 2024 7 th -11 th Oct 2024 11 th -15 th Nov 2024 2 nd -6 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
RE 07	Advanced Project Management Certification	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa**	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		12 th -16 th May 2025 23 rd -27 th June 2025	Arusha**	

SECURITY TRAINING COURSES

Course Code	Course	Course Dates	Venue	Cost
SEC 01	Cctv camera surveillance system training	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SEC 02	Security management and asset protection course	9th-13th Sept 2024 11th-15th Nov 2024 9th-13th Dec 2024 27th-31st Jan 2025 24th-28th Feb 2025 17th-21st March 2025 14th-18th April 2025 5th-9th May 2025 16th -20th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SEC 03	Effective modern security management and operation	23 rd -27 th Sep 2024 7 th -11 th Oct 2024 11 th -15 th Nov 2024 2 nd -6 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

SEC 04	Strategic crisis management and incorporating security in emergencies	5 th -9 th August 2024 16 th -20 th Sep 2024 7 th -11 th Oct 2024 2 nd -6 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SEC 05	Security officer leadership programme	9 th -13 th Sept 2024 11 th -15 th Nov 2024 9 th -13 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 14 th -18 th April 2025 5 th -9 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SEC 06	Access control and physical security	14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
SEC 07	Developing practical skills and techniques for security officers	2 nd -6 th Sept 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000

HUMAN RESOURCES AND IT

Course Code	Course	Course Dates	Venue	Cost
HRIT 01	Integrating performance and progress	2 nd -6 th Sept 2024 7 th -11 th Oct 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 6 th -10 th Jan 2025	Nairobi Mombasa Kisumu	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nakuru Naivasha Dubai** South Africa** Arusha**	
HRIT 02	Effective performance measurement systems	5 th -9 th August 2024 16 th -20 th Sep 2024 7 th -11 th Oct 2024 2 nd -6 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HRIT 03	The management transitions	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HRIT 04	Hr skills for Hr administrators	16 th -20 th Sep 2024 14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HRIT 05	Lean performance and People capacity development	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HRIT 06	Training design & development for learning success	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa**	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		12 th -16 th May 2025 23 rd -27 th June 2025	Arusha**	
HRIT 07	Leading strategic HR transformation	19 th -23 rd Aug 2024 23 rd -27 th Sep 2024 28 th Oct-1 st Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HRIT 08	Masterclass in HR strategy	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HRIT 09	HR metrics and analytics	2 nd -6 th Sept 2024 7 th -11 th Oct 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HRIT 10	HR essentials for effective management	16 th -20 th Sep 2024 14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HRIT 11	Team works and people development	22 nd -26 th Aug 2024 26 th -30 th Aug 2024 30 th Sep-4 th Oct 2024 9 th -13 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

HRIT 12	Leading with ethics and compliance	2 nd -6 th Sept 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HRIT 13	IT project management	14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HRIT 14	Cyber security and enterprise resilience	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HRIT 15	Information security management	23 rd -27 th Sep 2024 7 th -11 th Oct 2024 11 th -15 th Nov 2024 2 nd -6 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HRIT 16	Emerging trends in digital marketing	9 th -13 th Sept 2024 11 th -15 th Nov 2024 9 th -13 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 14 th -18 th April 2025 5 th -9 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HRIT 17	Human Resource KPIs and Metrics	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024	Nairobi Mombasa Kisumu	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nakuru Naivasha Dubai** South Africa** Arusha**	
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PENSION COURSES

Course Code	Course	Course Dates	Venue	Cost
PEN 01	Pensions, Governance & Regulation	9 th -13 th Sept 2024 11 th -15 th Nov 2024 9 th -13 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 14 th -18 th April 2025 5 th -9 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PEN 02	Pre-retirement	16 th -20 th Sep 2024 14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PEN 03	Pension Risk Management, Reporting and Governance	22 nd -26 th Aug 2024 26 th -30 th Aug 2024 30 th Sep-4 th Oct 2024 9 th -13 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PEN 04	Pension Fund Asset-Liability Management,	2 nd -6 th Sept 2024 18 th -22 nd Nov 2024	Nairobi Mombasa	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

	Tools & Modelling	16 th -20 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	
PEN 05	Portfolio Rebalancing, Asset Allocation and risk management	14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PEN 06	Pensions Funding Policies	22 nd -26 th Aug 2024 26 th -30 th Aug 2024 30 th Sep-4 th Oct 2024 9 th -13 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PEN 07	Pensions Fund and Its Parties: trustees, sponsors, actuaries, consultants & investment managers	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PEN 08	Asset Allocation, Capital Structure and Financial Risk	26 th -30 th Aug 2024 14 th -18 th Oct 2024 16 th -20 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 10 th -14 th March 2025 14 th -18 th April 2025 5 th -9 th May 2025 2 nd -6 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PEN 09	Financial Mechanisms & Pension Plan Design; Different types of Pension Schemes	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai**	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	South Africa** Arusha**	
PEN 10	Costs of Funding Pension Schemes; Pension Fund Deficit, Sovereign Debt & Default Risk	26 th -30 th Aug 2024 9 th -13 th Sep 2024 21 st -25 th Oct 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PEN 11	Longevity, Dependency Rations, Real & Nominal Returns	22 nd -26 th Aug 2024 26 th -30 th Aug 2024 30 th Sep-4 th Oct 2024 9 th -13 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PEN 12	Portfolio Rebalancing, Asset Allocation and risk management	22 nd -26 th Aug 2024 26 th -30 th Aug 2024 30 th Sep-4 th Oct 2024 9 th -13 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PEN 13	Governance and Management of Pension Schemes	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PEN 14	Risk and Internal Controls in Audit & Accounting	16 th -20 th Sep 2024 14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa**	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		26 th -30 th May 2025 16 th -20 th June 2025	Arusha**	
PEN 15	Sources of Wealth in Pensions Funds; creating value in Pension Funds	16 th -20 th Sep 2024 14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000

PARLIAMENTARY COURSES

Course Code	Course	Course Dates	Venue	Cost
PAR 01	Parliamentary Administration	16 th -20 th Sep 2024 14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PAR 02	Advanced Skills for Executive Secretaries	26 th -30 th Aug 2024 9 th -13 th Sep 2024 21 st -25 th Oct 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PAR 03	Public Administration & Compliance Management	14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025	Nairobi Mombasa Kisumu Nakuru Naivasha	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Dubai** South Africa** Arusha**	
PAR 04	Writing Skills for Public Relations & Handling Media Interview	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PAR 05	Advanced Planning & Strategic Management	22 nd -26 th Aug 2024 26 th -30 th Aug 2024 30 th Sep-4 th Oct 2024 9 th -13 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PAR 06	NGO Leadership & Management	26 th -30 th Aug 2024 30 th Sep-4 th Oct 2024 21 st -25 th Oct 2024 11 th -15 th Nov 2024 16 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PAR 08	Corporate Intelligence Management	26 th -30 th Aug 2024 9 th -13 th Sep 2024 21 st -25 th Oct 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PAR 09	Strategic Leadership & Modern Management	23 rd -27 th Sep 2024 7 th -11 th Oct 2024 11 th -15 th Nov 2024 2 nd -6 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai**	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	South Africa** Arusha**	
PAR 10	Legislation & Stages of Bill through Parliament	9 th -13 th Sept 2024 11 th -15 th Nov 2024 9 th -13 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 14 th -18 th April 2025 5 th -9 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PAR 11	Structure and Core Functions of Parliament	16 th -20 th Sep 2024 4 th -8 th Nov 2024 16 th -20 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PAR 12	Scheduling Parliamentary Business	26 th -30 th Aug 2024 9 th -13 th Sep 2024 21 st -25 th Oct 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PAR 13	Support Services in Parliaments	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PAR 14	Transparency, Participation and Outreach	2 nd -6 th Sept 2024 7 th -11 th Oct 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa**	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Arusha**	
PAR 15	Parliamentary Debates & Court	26 th -30 th Aug 2024 30 th Sep-4 th Oct 2024 18 th -22 nd Nov 2024 9 th -13 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PAR 16	Sources of Wealth in Pensions Funds; creating value in Pension Funds	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PAR 17	Parliamentary Committees Organization	22 nd -26 th Aug 2024 26 th -30 th Aug 2024 30 th Sep-4 th Oct 2024 9 th -13 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PAR 18	Setting up and conducting an inquiry	14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1100 KSH 80,000
PAR 19	Legislative Committees	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PAR 20	Criticisms & Impact of	26 th -30 th Aug 2024	Nairobi	USD 1500



2024/2025 - TRAINING CALENDER

	Parliamentary Committees	14 th -18 th Oct 2024 16 th -20 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 10 th -14 th March 2025 14 th -18 th April 2025 5 th -9 th May 2025 2 nd -6 th June 2025	Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	KSH 92,000
PAR 21	Work and Structure of Parliaments	9 th -13 th Sept 2024 11 th -15 th Nov 2024 9 th -13 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 14 th -18 th April 2025 5 th -9 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PAR 22	Governance Regulation, Auditing and Accountability	16 th -20 th Sep 2024 14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PAR 23	Policy Design, Evaluation, Review and Continuous Improvement	26 th -30 th Aug 2024 9 th -13 th Sep 2024 21 st -25 th Oct 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PAR 24	Public Relations & Information Security Management	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
PAR 25	Public Administration & Compliance Management	26 th -30 th Aug 2024 9 th -13 th Sep 2024 21 st -25 th Oct 2024 4 th -8 th Nov 2024	Nairobi Mombasa Kisumu Nakuru	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Naivasha Dubai** South Africa** Arusha**	
PAR 26	Writing Skills for Public Relations & Handling Media Interview	23 rd -27 th Sep 2024 7 th -11 th Oct 2024 11 th -15 th Nov 2024 2 nd -6 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000

HEALTHCARE & HEALTH MANAGEMENT COURSES

Course Code	Course	Course Dates	Venue	Cost
HHM 01	Risk Management in the Laboratory	26 th -30 th Aug 2024 9 th -13 th Sep 2024 21 st -25 th Oct 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HHM 02	Radiation Safety	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HHM 03	Hazardous Waste Management and	16 th -20 th Sep 2024 4 th -8 th Nov 2024	Nairobi Mombasa	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

	Disposal	9 th -13 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	
HHM 04	Diseases Surveillance and Reporting	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HHM 05	Installation, Use and Management of OPENHDS and ODK	9 th -13 th Sept 2024 11 th -15 th Nov 2024 9 th -13 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 14 th -18 th April 2025 5 th -9 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HHM 06	Mapping Nutrition Preparedness in Emergency	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HHM 07	Introduction to Health System Management Training	26 th -30 th Aug 2024 14 th -18 th Oct 2024 16 th -20 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 10 th -14 th March 2025 14 th -18 th April 2025 5 th -9 th May 2025 2 nd -6 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HHM 08	Strategic Management In The Health Care Sector	2 nd -6 th Sept 2024 18 th -22 nd Nov 2024 9 th -13 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa**	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		19 th -23 rd May 2025 16 th -20 th June 2025	Arusha**	
HHM 09	Installation, use and Maintenance of DHIS2	14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HHM 10	Financial Management in The Health Sector	2 nd -6 th Sept 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HHM 11	Laboratory Testing and Management	26 th -30 th Aug 2024 9 th -13 th Sep 2024 21 st -25 th Oct 2024 16 th -20 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HHM 12	Budgeting and Budgeting Principles in the Health Sector	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HHM 13	Art of Advanced Communication for Healthcare Professionals	26 th -30 th Aug 2024 9 th -13 th Sep 2024 21 st -25 th Oct 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HHM 14	Advanced Health and	26 th -30 th Aug 2024	Nairobi	USD 1500



2024/2025 - TRAINING CALENDER

	Safety for Healthcare Professionals	9 th -13 th Sep 2024 21 st -25 th Oct 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	KSH 92,000
HHM 15	Food Safety Management	16 th -20 th Sep 2024 4 th -8 th Nov 2024 16 th -20 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HHM 16	Healthcare Procurement and Supply chain Management	2 nd -6 th Sept 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HHM 17	Leadership and Management in Health Sector	10 th -14 th Sept 2024 7 th -11 th Oct 2024 2 nd -5 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HHM 18	Healthcare Strategy Ad Innovation	19 th -23 rd Aug 2024 23 rd -27 th Sep 2024 28 th Oct-1 st Nov 2024 9 th -13 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HHM 19	Healthcare Management and Operations	2 nd -6 th Sept 2024 7 th -11 th Oct 2024	Nairobi Mombasa	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		18 th -22 nd Nov 2024 16 th -20 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	
HHM 20	Operations and Value management in healthcare	26 th -30 th Aug 2024 9 th -13 th Sep 2024 21 st -25 th Oct 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HHM 21	Hospitals and Health Systems of the Future	23 rd -27 th Sep 2024 7 th -11 th Oct 2024 11 th -15 th Nov 2024 2 nd -6 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HHM 22	Occupational Health Safety	22 nd -26 th Aug 2024 26 th -30 th Aug 2024 30 th Sep-4 th Oct 2024 9 th -13 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000

HOTEL AND CATERING COURSES

Course Code	Course	Course Dates	Venue	Cost
HC 01	Professional Certificate in Hotel	26 th -30 th Aug 2024 14 th -18 th Oct 2024 16 th -20 th Dec 2024	Nairobi	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

	and Catering Management	27 th -31 st Jan 2025 24 th -28 th Feb 2025 10 th -14 th March 2025 14 th -18 th April 2025 5 th -9 th May 2025 2 nd -6 th June 2025	Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	
HC 02	Hospitality Management	14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HC 03	Hotel Revenue Management	26 th -30 th Aug 2024 9 th -13 th Sep 2024 21 st -25 th Oct 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HC 04	Hotel Operational Analysis	26 th -30 th Aug 2024 9 th -13 th Sep 2024 21 st -25 th Oct 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HC 05	Hotel Investments Analysis and Financing	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

HC 06	Hospitality Management, Food Safety and Hygiene	23 rd -27 th Sep 2024 7 th -11 th Oct 2024 11 th -15 th Nov 2024 2 nd -6 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025 14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HC 07	Restaurant and Hospitality Safety and Compliance Course	2 nd -6 th Sept 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HC 08	Food Packaging, Branding & Marketing Course	9 th -13 th Sept 2024 11 th -15 th Nov 2024 9 th -13 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 14 th -18 th April 2025 5 th -9 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HC 09	Food and Beverage Control	20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HC 10	Food Safety and Hygiene for Supervisors in Catering Course	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HC 11	Proper House keeping	14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024	Nairobi Mombasa Kisumu	USD 1500 KSH 92,000



2024/2025 - TRAINING CALENDER

		13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nakuru Naivasha Dubai** South Africa** Arusha**	
HC 12	Foodborne Illness and Food Hygiene	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HC 13	Food Safety Management	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HC 14	Quality Customer care & Etiquette	26 th -30 th Aug 2024 9 th -13 th Sep 2024 21 st -25 th Oct 2024 4 th -8 th Nov 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HC 15	Kitchen Management Techniques.	5 th – 9 th Aug 2024 21 st -25 th Oct 2024 9 th -13 th Dec 2024 20 th -24 th Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 7 th -11 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HC 16	Food and Beverage Service Skills	23 rd -27 th Sep 2024 7 th -11 th Oct 2024 11 th -15 th Nov 2024 2 nd -6 th Dec 2024 6 th -10 th Jan 2025 10 th -14 th Feb 2025 24 th -28 th March 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa**	USD 1500 KSH 92,000

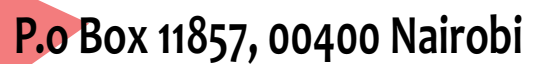


2024/2025 - TRAINING CALENDER

		14 th -18 th April 2025 19 th -23 rd May 2025 16 th -20 th June 2025	Arusha**	
HC 17	Front Office& Guest Relations	26 th -30 th Aug 2024 14 th -18 th Oct 2024 16 th -20 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 10 th -14 th March 2025 14 th -18 th April 2025 5 th -9 th May 2025 2 nd -6 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HC 18	Health Cuisine and Fine Dining	14 th -18 th Oct 2024 11 th -15 th Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 10 th -14 th March 2025 21 st -25 th April 2025 26 th -30 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HC 19	Mass Food Preparation & Presentation	9 th -13 th Sept 2024 11 th -15 th Nov 2024 9 th -13 th Dec 2024 27 th -31 st Jan 2025 24 th -28 th Feb 2025 17 th -21 st March 2025 14 th -18 th April 2025 5 th -9 th May 2025 16 th -20 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000
HC 20	Housekeeping and Laundry Techniques	2 nd -6 th Sept 2024 18 th -22 nd Nov 2024 16 th -20 th Dec 2024 13 th -17 th Jan 2025 3 rd -7 th Feb 2025 10 th -14 th March 2025 21 st -25 th April 2025 12 th -16 th May 2025 23 rd -27 th June 2025	Nairobi Mombasa Kisumu Nakuru Naivasha Dubai** South Africa** Arusha**	USD 1500 KSH 92,000

Notes;

1. Our Courses are **1- 2 weeks** based on intensity and can be extended up to **3 weeks** depending on the participants request.
2. **Small Discount** can be provided based on the number of days and number of pax.
3. **Tailor made** programs are available upon request as well as **study tour** or a blend of training and visit programme.
4. **Dubai,South Africa&Arusha **** The programmes will be available from the said venue as from **1st Jan 2025** and the **costs** will be communicated in due course.



A diagram showing a blackboard with a red box and red lines. The blackboard is a large black rectangle. A red box is drawn on the blackboard, and red lines are drawn on the blackboard.