



2024



TRAINING CALENDAR

JANUARY- DECEMBER 2024 TRAINING CALENDAR

NO.	COURSE TITLE	DURATION	DATE	VENUE	COST (VAT EXCL.)
CUSTOMER SERVICE COURSES					
1.	Providing World-Class Customer Experience, Service and Satisfaction	1 week	15 th – 20 th Jan.	Mombasa	80,000.00
		1 week	8 th – 13 th Apr.	Naivasha	80,000.00
		1 week	1 st – 6 th July	Mombasa	80,000.00
		1 week	7 th – 12 th Oct.	Kisumu	80,000.00
2.	Customer Service for the Public Sector	1 week	22 nd – 27 th Jan.	Naivasha	80,000.00
		1 week	15 th – 20 th Apr.	Nakuru	80,000.00
		1 week	8 th – 13 th July	Mombasa	80,000.00
		1 week	14 th – 19 th Oct.	Mombasa	80,000.00
3.	Measuring and Managing Customer Satisfaction	1 week	29 th Jan.-3 rd Feb.	Nairobi	80,000.00
		1 week	22 nd – 26 th Apr.	Mombasa	80,000.00
		1 week	15 th – 20 th July	Mombasa	80,000.00
		1 week	21 st – 26 th Oct.	Naivasha	80,000.00
4.	Customer Service for Pension Fund Organizations	1 week	5 th – 10 th Feb.	Mombasa	80,000.00
		1 week	22 nd – 27 th July	Naivasha	80,000.00
		1 week	28 th Oct.- 2 nd Nov.	Mombasa	80,000.00
5.	Customer Service and Public Relations	1 week	12 th – 17 th Feb.	Mombasa	80,000.00
		1 week	6 th – 11 th May	Mombasa	80,000.00
		1 week	5 th – 10 th Aug.	Nairobi	80,000.00
		1 week	4 th – 9 th Nov	Naivasha	80,000.00
6.	Protocol and International Relations Management	1 week	19 th – 24 th Feb.	Mombasa	80,000.00
		1 week	13 th – 18 th May	Mombasa	80,000.00
		1 week	12 th – 17 th Aug.	Nairobi	80,000.00
		1 week	11 th – 16 th Nov.	Naivasha	80,000.00

PA'S /SECRETARIAL SKILLS COURSES (ADMINISTRATION COURSES)

1.	Finance & Accounting for Office Administrators & Secretaries	1 week	26 th Feb.-2 nd Mar.	Mombasa	80,000.00
		1 week	29 th Apr.-4 th May	Mombasa	80,000.00
		1 week	19 th – 24 th Aug.	Naivasha	80,000.00
		1 week	18 th – 23 rd Nov.	Mombasa	80,000.00
2.	The 21 st Century Executive Assistant	1 week	4 th – 9 th March	Kisumu	80,000.00
		1 week	29 th July-3 rd Aug.	Mombasa	80,000.00
		1 week	25 th – 30 th Nov.	Mombasa	80,000.00
3.	Essential Management Skills for Administrators	1 week	11 th – 16 th March	Mombasa	80,000.00
		1 week	3 rd – 8 th June	Mombasa	80,000.00
		1 week	2 nd -7 th Sept.	Mombasa	80,000.00
		1 week	2 nd – 7 th Dec.	Mombasa	80,000.00
4.	Implementation of Modern Record Management through SharePoint and Office 365	1 week	20 th – 25 th May	Mombasa	80,000.00
		1 week	9 th – 14 th Sept.	Naivasha	80,000.00
		1 week	9 th – 14 th Dec.	Mombasa	80,000.00
5.	Office Management & Effective Administrative Skills	2 weeks	18 th – 30 th Mar.	Naivasha	165,000.00
		2 weeks	3 rd – 15 th June	Mombasa	165,000.00
		2 weeks	2 nd – 14 th Sept.	Mombasa	165,000.00
		2 weeks	2 nd – 14 th Dec.	Kisumu	165,000.00
6.	Advanced Executive Secretarial Skills	1 week	18 th – 23 rd Mar.	Mombasa	80,000.00
		1 week	26 th – 31 st Aug.	Nairobi	80,000.00
		1 week	16 th – 21 st Dec.	Mombasa	80,000.00
7.	Advanced Office Management & Effective Administration Skills	1 week	27 th May- 1 st June	Mombasa	80,000.00
		1 week	30 th Sept.-5 th Oct.	Kisumu	80,000.00
		1 week	9 th – 14 th Dec.	Mombasa	80,000.00
8.	Customer Service in Mail Management Training		21 st - 25 th Oct.	Mombasa	80,000.00

PROCESS IMPROVEMENT COURSES

1.	Business Process Redesign and Re-Engineering	1 week	18 th – 23 rd March	Nairobi	80,000.00
		1 week	10 th – 15 th June	Kisumu	80,000.00
		1 week	16 th – 21 st Sept.	Mombasa	80,000.00
		1 week	16 th – 21 st Dec.	Naivasha	80,000.00
2.	Business Improvement & Quality Techniques	1 week	19 th – 24 th Feb.	Mombasa	80,000.00
		1 week	17 th – 22 nd June	Mombasa	80,000.00
		1 week	16 th – 21 st Sept.	Mombasa	80,000.00
		1 week	2 nd – 7 th Dec.	Mombasa	80,000.00
3.	Business Process Analysis & Modelling	1 week	4 th – 9 th March.	Naivasha	80,000.00
		1 week	23 rd – 28 th Sept.	Nakuru	80,000.00
		1 week	25 th – 30 th Nov.	Mombasa	80,000.00
4.	Achieving Business Process Change	1 week	15 th – 20 th Jan.	Nakuru	80,000.00
		1 week	8 th – 13 th Apr.	Mombasa	80,000.00
		1 week	1 st – 6 th July	Mombasa	80,000.00
		1 week	7 th – 12 th Oct.	Naivasha	80,000.00
5.	Lean Six Sigma White & Yellow Belts	1 week	22 nd – 27 th Jan.	Naivasha	80,000.00
		1 week	15 th – 20 th Apr.	Mombasa	80,000.00
		1 week	8 th – 13 th July	Kisumu	80,000.00
		1 week	14 th – 19 th Oct.	Mombasa	80,000.00
6.	Lean Six Sigma Green Belt	1 week	29 th Jan.-3 rd Feb.	Mombasa	80,000.00
		1 week	22 nd – 26 th Apr.	Mombasa	80,000.00
		1 week	15 th – 20 th July	Naivasha	80,000.00
		1 week	21 st – 26 th Oct.	Mombasa	80,000.00
7.	Lean Six Sigma Black Belt	1 week	5 th – 10 th Feb.	Mombasa	80,000.00
		1 week	22 nd – 27 th July	Mombasa	80,000.00
		1 week	28 th Oct.- 2 nd Nov.	Nakuru	80,000.00

LEADERSHIP & MANAGEMENT SKILLS COURSES

1.	360 Degree Leadership	1 week	12 th – 17 th Feb.	Mombasa	80,000.00
		1 week	6 th – 11 th May	Mombasa	80,000.00
		1 week	5 th – 10 th Aug.	Naivasha	80,000.00
		1 week	4 th – 9 th Nov	Mombasa	80,000.00
2.	Leadership Skills in Public Organizations	1 week	19 th – 24 th Feb.	Mombasa	80,000.00
		1 week	13 th – 18 th May	Mombasa	80,000.00
		1 week	12 th – 17 th Aug.	Naivasha	80,000.00
3.	Advanced New Manager and Leadership Techniques	1 week	26 th Feb.-2 nd Mar.	Naivasha	80,000.00
		1 week	29 th Apr.-4 th May	Kisumu	80,000.00
		1 week	19 th – 24 th Aug.	Mombasa	80,000.00
		1 week	18 th – 23 rd Nov.	Mombasa	80,000.00
4.	Enhancing the Skills of Supervisory leadership	1 week	4 th – 9 th March	Mombasa	80,000.00
		1 week	29 th July-3 rd Aug.	Mombasa	80,000.00
		1 week	25 th – 30 th Nov.	Naivasha	80,000.00
5.	Result Based and Adaptive Management	1 week	11 th – 16 th March	Mombasa	80,000.00
		1 week	3 rd – 8 th June	Mombasa	80,000.00
		1 week	2 nd -7 th Sept.	Naivasha	80,000.00
		1 week	2 nd – 7 th Dec.	Mombasa	80,000.00
6.	The Global Approach to Leading During Crisis	1 week	20 th – 25 th May	Mombasa	80,000.00
		1 week	9 th – 14 th Sept.	Naivasha	80,000.00
		1 week	9 th – 14 th Dec.	Mombasa	80,000.00
7.	Mastering People Management & Team Leadership	1 week	18 th – 30 th Mar.	Mombasa	80,000.00
		1 week	3 rd – 15 th June	Naivasha	80,000.00
		1 week	2 nd – 14 th Sept.	Mombasa	80,000.00
		1 week	2 nd – 14 th Dec.	Mombasa	80,000.00
8.	Pension Investment Through Good Governance	1 week	18 th – 23 rd Mar.	Naivasha	80,000.00
		1 week	26 th – 31 st Aug.	Mombasa	80,000.00
		1 week	16 th – 21 st Dec.	Mombasa	80,000.00
9.	Pension Administration and Management	1 week	27 th May- 1 st June	Mombasa	80,000.00

		1 week	30 th Sept.-5 th Oct.	Kisumu	80,000.00
		1 week	9 th – 14 th Dec	Mombasa	80,000.00
10.	Pension Administration, Governance & Best Practices	1 week	18 th – 23 rd March	Mombasa	80,000.00
		1 week	10 th – 15 th June	Nakuru	80,000.00
		1 week	16 th – 21 st Sept.	Mombasa	80,000.00
		1 week	16 th – 21 st Dec.	Mombasa	80,000.00
PROJECT MANAGEMENT					
1.	Managing Metrics & KPI's in Projects	1 week	19 th – 24 th Feb.	Mombasa	80,000.00
		1 week	17 th – 22 nd June	Naivasha	80,000.00
		1 week	16 th – 21 st Sept.	Mombasa	80,000.00
		1 week	2 nd – 7 th Dec.	Mombasa	80,000.00
2.	The Advanced Skills for Project Managers	1 week	4 th – 9 th March.	Mombasa	80,000.00
		1 week	23 rd – 28 th Sept.	Nakuru	80,000.00
		1 week	25 th – 30 th Nov.	Mombasa	80,000.00
3.	Monitoring & Evaluation for Contracts Implementation and Project Closure	10 Days	18 th – 30 th Mar.	Mombasa	165,000.00
		10 Days	3 rd – 15 th June	Mombasa	165,000.00
		10 Days	2 nd – 14 th Sept.	Kampala	165,000.00
		10 Days	2 nd – 14 th Dec.	Mombasa	165,000.00
4.	Effective Project Coordination & Management	1 week	15 th – 20 th Jan.	Mombasa	80,000.00
		1 week	8 th – 13 th Apr.	Mombasa	80,000.00
		1 week	1 st – 6 th July	Kampala	80,000.00
		1 week	7 th – 12 th Oct.	Mombasa	80,000.00
5.	Monitoring & Evaluation	1 week	22 nd – 27 th Jan.	Mombasa	80,000.00
		1 week	15 th – 20 th Apr.	Naivasha	80,000.00
		1 week	8 th – 13 th July	Mombasa	80,000.00
		1 week	14 th – 19 th Oct.	Mombasa	80,000.00
6.	Project Scheduling & Cost Planning Skills	1 week	29 th Jan.-3 rd Feb.	Nairobi	80,000.00
		1 week	22 nd – 26 th Apr.	Mombasa	80,000.00
		1 week	15 th – 20 th July	Mombasa	80,000.00
		1 week	21 st – 26 th Oct.	Mombasa	80,000.00

7.	Contract & Project Risk Management & Compliance	1 week 1 week 1 week 1 week	12 th – 17 th Feb. 6 th – 11 th May 5 th – 10 th Aug. 4 th – 9 th Nov	Mombasa Mombasa Naivasha Mombasa	80,000.00 80,000.00 80,000.00 80,000.00
FINANCE, ACCOUNTING & BUDGETING COURSES					
1.	Accounting & Budgeting for Public Sector	1 week 1 week 1 week 1 week	19 th – 24 th Feb. 13 th – 18 th May 12 th – 17 th Aug. 11 th – 16 th Nov.	Mombasa Mombasa Naivasha Mombasa	80,000.00 80,000.00 80,000.00 80,000.00
2.	Accounting, Decision Making & Financial Communication	1 week 1 week 1 week 1 week	26 th Feb.-2 nd Mar. 29 th Apr.-4 th May 19 th – 24 th Aug. 18 th – 23 rd Nov.	Mombasa Mombasa Mombasa Naivasha	80,000.00 80,000.00 80,000.00 80,000.00
3.	Credit and Risk Issues	1 week 1 week 1 week	4 th – 9 th March 29 th July-3 rd Aug. 25 th – 30 th Nov.	Mombasa Naivasha Kisumu	80,000.00 80,000.00 80,000.00
4.	Effective Budget Preparation Skills	1 week 1 week 1 week 1 week	11 th – 16 th March 3 rd – 8 th June 2 nd -7 th Sept. 2 nd – 7 th Dec.	Mombasa Nairobi Mombasa Mombasa	80,000.00 80,000.00 80,000.00 80,000.00
5.	Essentials of Budgeting & Cost Control Training	1 week 1 week 1 week	20 th – 25 th May 9 th – 14 th Sept. 9 th – 14 th Dec.	Naivasha Mombasa Mombasa	80,000.00 80,000.00 80,000.00
6.	Financial Management and Reporting for the Public Sector	1 week 1 week 1 week	18 th – 23 rd Mar. 26 th – 31 st Aug. 16 th – 21 st Dec.	Mombasa Nakuru Mombasa	80,000.00 80,000.00 80,000.00
7.	Corporate Financial Planning, Budgeting & Control	1 week 1 week 1 week	27 th May- 1 st June 30 th Sept.-5 th Oct. 9 th – 14 th Dec.	Mombasa Nakuru Mombasa	80,000.00 80,000.00 80,000.00

CROSS CUTTING AND MAINSTREAMING COURSES

1.	Gender & Disability Mainstreaming	1 week	18 th – 23 rd March	Naivasha	80,000.00
		1 week	10 th – 15 th June	Nakuru	80,000.00
		1 week	16 th – 21 st Sept.	Mombasa	80,000.00
		1 week	16 th – 21 st Dec.	Mombasa	80,000.00
2.	Workplace Interventions & Prevention on ADA	1 week	19 th – 24 th Feb.	Naivasha	80,000.00
		1 week	17 th – 22 nd June	Mombasa	80,000.00
		1 week	16 th – 21 st Sept.	Mombasa	80,000.00
		1 week	2 nd – 7 th Dec.	Mombasa	80,000.00

PROCUREMENT COURSES

1.	Advanced Contract Negotiation and Purchasing Skills	1 week	4 th – 9 th March.	Mombasa	80,000.00
		1 week	23 rd – 28 th Sept.	Mombasa	80,000.00
		1 week	25 th – 30 th Nov.	Kampala	80,000.00
2.	Advanced Tendering Procedures & Bid Evaluation	1 week	15 th – 20 th Jan.	Mombasa	80,000.00
		1 week	8 th – 13 th Apr.	Mombasa	80,000.00
		1 week	1 st – 6 th July	Mombasa	80,000.00
		1 week	7 th – 12 th Oct.	Naivasha	80,000.00
3.	Modern Supplier Management, Development & Optimization	1 week	22 nd – 27 th Jan.	Nairobi	80,000.00
		1 week	15 th – 20 th Apr.	Mombasa	80,000.00
		1 week	8 th – 13 th July	Mombasa	80,000.00
		1 week	14 th – 19 th Oct.		
4.	Strategic Purchasing & Supply Management	1 week	29 th Jan.-3 rd Feb.	Naivasha	80,000.00
		1 week	22 nd – 26 th Apr.	Mombasa	80,000.00
		1 week	15 th – 20 th July	Mombasa	80,000.00
		1 week	21 st – 26 th Oct.	Mombasa	80,000.00
5.	Tenders & Contract Management Skills	1 week	5 th – 10 th Feb.	Naivasha	80,000.00
		1 week	22 nd – 27 th July	Mombasa	80,000.00
		1 week	28 th Oct.- 2 nd Nov.	Nakuru	80,000.00
		1 week		Mombasa	80,000.00
6.	The Essentials of Procurement Management Skills	1 week	12 th – 17 th Feb.	Naivasha	80,000.00
		1 week	6 th – 11 th May	Mombasa	80,000.00

		1 week	5 th – 10 th Aug.	Mombasa	80,000.00
		1 week	4 th – 9 th Nov	Mombasa	80,000.00
7.	Vendor Relationship Management	1 week	19 th – 24 th Feb.	Naivasha	80,000.00
		1 week	13 th – 18 th May	Mombasa	80,000.00
		1 week	12 th – 17 th Aug.	Mombasa	80,000.00
		1 week	11 th – 16 th Nov.	Naivasha	80,000.00
8.	Effective Purchasing, Tendering & Supplier Selection	1 week	26 th Feb.-2 nd Mar.	Naivasha	80,000.00
		1 week	29 th Apr.-4 th May	Mombasa	80,000.00
		1 week	19 th – 24 th Aug.	Mombasa	80,000.00
		1 week	18 th – 23 rd Nov.	Mombasa	80,000.00
CORPORATE DRIVERS' SPECIALIAIZED COURSES					
1.	Essential Skills for Corporate Drivers	1 week	4 th – 9 th March	Naivasha	80,000.00
		1 week	29 th July-3 rd Aug.	Mombasa	80,000.00
		1 week	25 th – 30 th Nov.	Mombasa	80,000.00
2.	Road Safety, Defensive Driving & Etiquette Skills for Drivers	1 week	11 th – 16 th March	Naivasha	80,000.00
		1 week	3 rd – 8 th June	Mombasa	80,000.00
		1 week	2 nd -7 th Sept.	Kampala	80,000.00
		1 week	2 nd – 7 th Dec.	Mombasa	80,000.00
3.	Customer Service & Etiquette for Drivers	1 week	20 th – 25 th May	Naivasha	80,000.00
		1 week	9 th – 14 th Sept.	Mombasa	80,000.00
		1 week	9 th – 14 th Dec.	Nakuru	80,000.00
4.	Skills Enhancement for Corporate Drivers and Executive Chauffeurs.	1 week	15 th – 20 th Jan	Mombasa	80,000.00
		1 week	18 th – 23 rd Mar.	Mombasa	80,000.00
		1 week	26 th – 31 st Aug.	Naivasha	80,000.00
		1 week	16 th – 21 st Dec.	Mombasa	80,000.00
5.	Fleet and Corporate Transport Management.	1 week	15 th – 20 th Jan.	Mombasa	80,000.00
		1 week	27 th May- 1 st June	Mombasa	80,000.00
		1 week	30 th Sept.-5 th Oct.	Nakuru	80,000.00
		1 week	9 th – 14 th Dec.	Mombasa	80,000.00

6.	Work Ethics and Business Etiquette for Drivers.	1 week	18 th – 23 rd March	Mombasa	80,000.00
		1 week	10 th – 15 th June	Mombasa	80,000.00
		1 week	16 th – 21 st Sept.	Nakuru	80,000.00
		1 week	16 th – 21 st Dec.	Mombasa	80,000.00
7.	Financial Management & Pre-retirement for Corporate Drivers	1 week	19 th – 24 th Feb.	Mombasa	80,000.00
		1 week	17 th – 22 nd June	Mombasa	80,000.00
		1 week	16 th – 21 st Sept.	Nakuru	80,000.00
		1 week	2 nd – 7 th Dec.	Mombasa	80,000.00
RECORDS MANAGEMENT					
1.	Library and Records Centre Management	1 week	15 th – 20 th Jan.	Kisumu	80,000.00
		1 week	8 th – 13 th Apr.	Mombasa	80,000.00
		1 week	1 st – 6 th July	Mombasa	80,000.00
		1 week	7 th – 12 th Oct.	Naivasha	80,000.00
2.	Designing and Implementing Records Management Policy and Guidelines	1 week	22 nd – 27 th Jan.	Mombasa	80,000.00
		1 week	15 th – 20 th Apr.	Mombasa	80,000.00
		1 week	8 th – 13 th July	Nakuru	80,000.00
		1 week	14 th – 19 th Oct.	Mombasa	80,000.00
3.	Advanced Records Management and Documentation	1 week	29 th Jan.-3 rd Feb.	Mombasa	80,000.00
		1 week	22 nd – 26 th Apr.	Mombasa	80,000.00
		1 week	15 th – 20 th July	Nakuru	80,000.00
		1 week	21 st – 26 th Oct.	Mombasa	80,000.00
4.	Developing RM Policies and Procedures	1 week	5 th – 10 th Feb.	Mombasa	80,000.00
		1 week	22 nd – 27 th July	Mombasa	80,000.00
		1 week	28 th Oct.- 2 nd Nov.	Naivasha	80,000.00
5.	Designing Records and Archives Repositories	1 week	12 th – 17 th Feb.	Mombasa	80,000.00
		1 week	6 th – 11 th May	Mombasa	80,000.00
		1 week	5 th – 10 th Aug.	Nakuru	80,000.00
		1 week	4 th – 9 th Nov	Kisumu	80,000.00

6.	Developing RM Policies and Procedures	1 week	19 th – 24 th Feb.	Mombasa	80,000.00
		1 week	13 th – 18 th May	Mombasa	80,000.00
		1 week	12 th – 17 th Aug.	Nakuru	80,000.00
		1 week	11 th – 16 th Nov.	Kisumu	80,000.00
HUMAN RESOURCE MANAGEMENT					
1.	Effective Supervision and People Management Skills	1 week	15 th – 20 th Jan.	Mombasa	80,000.00
		1 week	8 th – 13 th Apr.	Naivasha	80,000.00
		1 week	1 st – 6 th July	Mombasa	80,000.00
		1 week	7 th – 12 th Oct.	Mombasa	80,000.00
2.	Organization Conflict Resolution and Management	1 week	22 nd – 27 th Jan.	Mombasa	80,000.00
		1 week	15 th – 20 th Apr.	Mombasa	80,000.00
		1 week	8 th – 13 th July	Mombasa	80,000.00
		1 week	14 th – 19 th Oct.	Naivasha	80,000.00
3.	Mentoring, Coaching and Talent Nurturing	1 week	29 th Jan.-3 rd Feb.	Nairobi	80,000.00
		1 week	22 nd – 26 th Apr.	Mombasa	80,000.00
		1 week	15 th – 20 th July	Mombasa	80,000.00
		1 week	21 st – 26 th Oct.	Mombasa	80,000.00
4.	Managing The Training Function	1 week	5 th – 10 th Feb.	Mombasa	80,000.00
		1 week	22 nd – 27 th July	Kisumu	80,000.00
		1 week	28 th Oct.- 2 nd Nov.	Nakuru	80,000.00
5.	Risk Management for Human Resources	1 week	12 th – 17 th Feb.	Naivasha	80,000.00
		1 week	6 th – 11 th May	Mombasa	80,000.00
		1 week	5 th – 10 th Aug.	Mombasa	80,000.00
		1 week	4 th – 9 th Nov	Mombasa	80,000.00

MARKETING COURSES

1.	Best Practices in Marketing. Customer Service & Sales	1 week 1 week 1 week 1 week	15 th – 20 th Jan. 8 th – 13 th Apr. 1 st – 6 th July 7 th – 12 th Oct.	Naivasha Mombasa Mombasa Naivasha	80,000.00 80,000.00 80,000.00 80,000.00
2.	Advanced Strategies in Marketing and Research	1 week 1 week 1 week 1 week	22 nd – 27 th Jan. 15 th – 20 th Apr. 8 th – 13 th July 14 th – 19 th Oct.	Nairobi Naivasha Mombasa Mombasa	80,000.00 80,000.00 80,000.00 80,000.00
3.	Market Leadership & Marketing Strategies	1 week 1 week 1 week 1 week	29 th Jan.-3 rd Feb. 22 nd – 26 th Apr. 15 th – 20 th July 21 st – 26 th Oct.	Naivasha Mombasa Mombasa Mombasa	80,000.00 80,000.00 80,000.00 80,000.00
4.	Strategic Brand Management	1 week 1 week 1 week	5 th – 10 th Feb. 22 nd – 27 th July 28 th Oct.- 2 nd Nov.	Naivasha Mombasa Mombasa	80,000.00 80,000.00 80,000.00
5.	Branding and Brand Management	1 week 1 week 1 week 1 week	12 th – 17 th Feb. 6 th – 11 th May 5 th – 10 th Aug. 4 th – 9 th Nov	Naivasha Mombasa Mombasa Mombasa	80,000.00 80,000.00 80,000.00 80,000.00
6.	Data Driven Marketing for Saccos	1 week 1 week 1 week 1 week	19 th – 24 th Feb. 13 th – 18 th May 12 th – 17 th Aug. 11 th – 16 th Nov.	Naivasha Mombasa Mombasa Mombasa	80,000.00 80,000.00 80,000.00 80,000.00
7.	Marketing for Non- Marketers course	1 week 1 week 1 week 1 week	26 th Feb.-2 nd Mar. 29 th Apr.-4 th May 19 th – 24 th Aug. 18 th – 23 rd Nov.	Mombasa Mombasa Mombasa	80,000.00 80,000.00 80,000.00
8.	Digital Marketing	1 week 1 week 1 week	4 th – 9 th March 29 th July-3 rd Aug. 25 th – 30 th Nov.	Nakuru Mombasa Mombasa	80,000.00 80,000.00 80,000.00

ENVIRONMENTAL COURSES

1.	Environmental Risk Management & Mitigation Strategies	1 week	15 th – 20 th Jan.	Naivasha	80,000.00
		1 week	8 th – 13 th Apr.	Mombasa	80,000.00
		1 week	1 st – 6 th July	Kisumu	80,000.00
		1 week	7 th – 12 th Oct.	Mombasa	80,000.00
2.	Go Green Training	1 week	22 nd – 27 th Jan.	Naivasha	80,000.00
		1 week	15 th – 20 th Apr.	Mombasa	80,000.00
		1 week	8 th – 13 th July	Mombasa	80,000.00
		1 week	14 th – 19 th Oct.	Mombasa	80,000.00
3.	Conservation Skills Program	1 week	29 th Jan.–3 rd Feb.	Naivasha	80,000.00
		1 week	22 nd – 26 th Apr.	Kisumu	80,000.00
		1 week	15 th – 20 th July	Mombasa	80,000.00
		1 week	21 st – 26 th Oct.	Mombasa	80,000.00
4.	Land Reclamation and Restoration Program	1 week	12 th – 17 th Feb.	Naivasha	80,000.00
		1 week	6 th – 11 th May	Mombasa	80,000.00
		1 week	5 th – 10 th Aug.	Nakuru	80,000.00
		1 week	4 th – 9 th Nov	Mombasa	80,000.00
5.	Energy and Environmental Management	1 week	19 th – 24 th Feb.	Naivasha	80,000.00
		1 week	13 th – 18 th May	Mombasa	80,000.00
		1 week	12 th – 17 th Aug.	Nakuru	80,000.00
		1 week	11 th – 16 th Nov.	Mombasa	80,000.00

SECURITY COURSES

1.	Incident & Crisis Response Communication Skills	1 week	15 th – 20 th Jan.	Naivasha	80,000.00
		1 week	8 th – 13 th Apr.	Mombasa	80,000.00
		1 week	1 st – 6 th July	Kisumu	80,000.00
		1 week	7 th – 12 th Oct.	Mombasa	80,000.00
2.	Incident Reporting & Investigation	1 week	22 nd – 27 th Jan.	Naivasha	80,000.00
		1 week	15 th – 20 th Apr.	Mombasa	80,000.00
		1 week	8 th – 13 th July	Mombasa	80,000.00
		1 week	14 th – 19 th Oct.	Mombasa	80,000.00
3.	Customer Service for Security Personnel	1 week	29 th Jan.–3 rd Feb.	Naivasha	80,000.00

		1 week 1 week 1 week	22 nd – 26 th Apr. 15 th – 20 th July 21 st – 26 th Oct.	Kisumu Mombasa Mombasa	80,000.00 80,000.00 80,000.00
4.	Security Administration & Management Programme	1 week 1 week 1 week 1 week	12 th – 17 th Feb. 6 th – 11 th May 5 th – 10 th Aug. 4 th – 9 th Nov	Naivasha Mombasa Nakuru Mombasa	80,000.00 80,000.00 80,000.00 80,000.00

RETIREMENT & PRE-RETIREMENT COURSES

1.	Retirement Planning and Management	10 Days 10 Days 10 Days 10 Days	18 th – 30 th Mar. 3 rd – 15 th June 2 nd – 14 th Sept. 2 nd – 14 th Dec.	Mombasa Mombasa Nairobi Kisumu	165,000.00 165,000.00 165,000.00 165,000.00
2.	Fundamentals of Life Insurance and Retirement Savings	1 week 1 week 1 week 1 week 1 week	15 th – 20 th Jan. 8 th – 13 th Apr. 1 st – 6 th July 7 th – 12 th Oct. 9 th – 14 th Dec.	Mombasa Naivasha Mombasa Kisumu Mombasa	80,000.00 80,000.00 80,000.00 80,000.00 80,000.00
3.	Essentials of Retirement Planning	1 week 1 week 1 week 1 week 1 week	22 nd – 27 th Jan. 15 th – 20 th Apr. 8 th – 13 th July 14 th – 19 th Oct. 2 nd – 7 th Dec.	Mombasa Naivasha Mombasa Kisumu Mombasa	80,000.00 80,000.00 80,000.00 80,000.00 80,000.00

NOTES

- All costs are per participant
- The Venue, Location and Date can change on request to suit your schedule
- In-house programs are available on request
- The indicated price is EXCLUSIVE of 16% vat
- Tailor made titles of your choice available on request.
- We guarantee quality and we don't cancel programmes
- Above programmes available in Arusha & Kampala at a cost of usd. 1,200.

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SIGMA TRAINING CENTRE



An overhead view of a business meeting around a wooden table. Five people are visible: a man in a white shirt and glasses is shaking hands with a woman in a white shirt. Other participants include a man in a yellow jacket, a man in a blue shirt, and a woman with dark hair. The table is equipped with laptops, a tablet, notebooks, and a small potted plant. The background is a solid maroon color with large, stylized orange and white geometric shapes on the right side.

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