

LEARNING



SIX SIGMA
TRAINING
CENTRE





JANUARY - JUNE 2020 COURSES

COURSE TITLE	DURATION	DATE	VENUE	COST(VAT EXCLUSIVE)
PROCESS IMPROVEMENT COURSES				
1. Using Six Sigma to Improve Customer Experience and Service	5 Days	13 th -17 th January	Naivasha	80,000
	5 Days	13 th - 17 th April	Mombasa	80,000
	5 Days	13 th - 17 th July	Nairobi	80,000
2. Understanding and Implementing Six Sigma	5 Days	20 th - 24 th January	Mombasa	80,000
	5 Days	20 th - 24 th April	Mombasa	80,000
	5 Days	20 th - 24 th July	Naivasha	80,000
3. Leadership Skills in Lean Times	5 Days	27 th -31 st January	Mombasa	80,000
	5 Days	27 th Apr.- 1 st May	Naivasha	80,000
	5 Days	27 th - 31 st July	Mombasa	80,000
4. Lean Six Sigma White Belt	2 days	30 th -31 st March	Nairobi	35,000
5. Lean Six Sigma Yellow Belt	3 days	1 st -3 rd April	Nairobi	48,000
6. Lean Six Sigma Green Belt	5 days	6 th -10 th April	Nairobi	80,000

SIX SIGMA TRAINING CENTRE

VALLEY VIEW OFFICE PARK
6TH FLOOR, OFFICE # 30

P.O BOX 878-00618 NAIROBI
TEL: +254 0100 245233

CUSTOMER SERVICE COURSES				
1. Creating a Customer-Centric Culture	5 Days	16 th – 20 th March	Mombasa	80,000
	5 Days	22 nd – 26 th June	Naivasha	80,000
2. Customer Focused Management	5 Days	6 th – 10 th April	Naivasha	80,000
	5 Days	6 th - 10 th July	Mombasa	80,000
3. Client Management Strategies for Retention & Growth	5 Days	23 rd – 27 th March	Mombasa	80,000
	5 Days	29 th June – 3 rd July	Naivasha	80,000
4. Effective Skills for Resolving Customer Complaints	5 Days	3 rd - 14 th February	Naivasha	80,000
	5 Days	4 th – 15 th May	Mombasa	80,000
ADMINISTRATION COURSES				
1. Office Management Skills	5 Days	3 rd - 7 th February	Mombasa	80,000
	5 Days	4 th - 8 th May	Naivasha	80,000
2. Electronic Records Management	5 Days	17 th -21 st February	Mombasa	80,000
	5 Days	18 th -22 nd May	Naivasha	80,000
3. Telephone Etiquette and Frontline Reception Skills	5 Days	24 th – 28 th February	Mombasa	80,000
	5 Days	1 st - 5 th June	Naivasha	80,000





4. Research Methodology and Data analysis	5 Days	2 nd - 6 th March	Mombasa	80,000
	5 Days	8 th - 12 th June	Mombasa	80,000
5. Events and Conference Management	10 Days	10 th -21 st February	Mombasa	150,000
	10 Days	8 th -19 th June	Naivasha	150,000
MANAGEMENT SKILLS COURSES				
1. Key Management Skills for Effective Managers	5 Days	9 th - 13 th March	Mombasa	80,000
	5 Days	15 th - 19 th June	Naivasha	80,000
2. Leading through VUCA (Volatility, Uncertainty, Complexity & Ambiguity)	5 Days	3 rd - 7 th February	Mombasa	80,000
	5 Days	4 th - 8 th May	Naivasha	80,000
3. Effective Team Leadership Using Emotional Intelligence	5 Days	13 th -17 th January	Naivasha	80,000
	5 Days	13 th - 17 th April	Mombasa	80,000
4. Effective People Management Skills	5 Days	20 th - 24 th January	Mombasa	80,000
	5 Days	20 th - 24 th April	Naivasha	80,000
5. Business Etiquette and Cultural Diversity	5 Days	27 th -31 st January	Naivasha	80,000
	5 Days	27 th Apr.- 1 st May	Mombasa	80,000

SPECIALISED SKILLS COURSES				
1. Achieving Marketing Excellence in Service Organizations	5 Days	17 th -21 st February	Mombasa	80,000
	5 Days	18 th -22 nd May	Mombasa	80,000
2. Sales Success in the 21st Century	5 Days	16 th – 20 th March	Naivasha	80,000
	5 Days	22 nd – 26 th June	Mombasa	80,000
3. Personal Effectiveness	5 Days	23 rd – 27 th March	Naivasha	80,000
	5 Days	29 th June – 3 rd July	Mombasa	80,000
4. Teller Specialist Program	5 Days	24 th – 28 th February	Naivasha	80,000
	5 Days	1 st - 5 th June	Mombasa	80,000
FINANCIAL SKILLS COURSES				
1. Using MS Excel for Financial Modelling and other Financial Analysis Functions	5 Days	10 th -14 th February	Naivasha	80,000
	5 Days	25 th – 29 th May	Mombasa	80,000
2. The Highly Effective Accounts Assistant	5 Days	16 th -20 th March	Mombasa	80,000
	5 Days	22 nd – 26 th June	Naivasha	80,000
3. Advanced Debt Collection Tactics and Strategies	5 Days	17 th -21 st February	Mombasa	80,000
	5 days	18 th -22 nd May	Naivasha	80,000

4. Practical Credit Management	5 Days	11 th - 15 th May	Mombasa	80,000
5. Advanced Budgeting & Cost Management	5 Days	3 rd - 7 th February	Mombasa	80,000
	5 days	4 th - 8 th May	Naivasha	80,000
SECRETARIAL SKILLS COURSES				
1. The Senior Secretary Development Programme	5 Days	Mar.30 th -Apr. 3 rd	Mombasa	80,000
	5 Days	June 29 th - July 3 rd	Naivasha	80,000
2. Event Management for Secretaries and Office Professionals	5 Days	2 nd - 6 th March	Mombasa	80,000
	5 Days	8 th - 12 th June	Naivasha	80,000
3. Future Skills for 21st Century Secretaries and PAs	5 Days	6 th - 10 th April	Mombasa	80,000
	5 Days	6 th - 10 th July	Naivasha	80,000
4. Understanding Finance, Accounts and Budgets for Secretaries and PAs	5 Days	9 th - 13 th March	Naivasha	80,000
	5 Days	15 th - 19 th June	Mombasa	80,000
5. Enhanced skills for PAs and administrators	5 Days	30 th Mar.- 3 rd April	Mombasa	80,000
	5 Days	17 th -21 st August	Naivasha	80,000

PROCUREMENT COURSES				
1. Professional Purchasing and Procurement Skills	5 Days	17 th -21 st February	Mombasa	80,000
	5 Days	18 th -22 nd May	Mombasa	80,000
2. Combating Risk and Fraud in procurement	5 Days	23 rd - 27 th March	Mombasa	80,000
	5 Days	29 th June - 3 rd July	Naivasha	80,000
DRIVERS' SPECIALIAIZED COURSES				
1. Fleet Safety Management training	5 Days	13 th -17 th January	Naivasha	80,000
	5 Days	13 th - 17 th April	Mombasa	80,000
	5 Days	13 th - 17 th July	Nairobi	80,000
2. Road Safety Measures & Smart Driving Skills	5 Days	16 th - 20 th March	Naivasha	80,000
	5 Days	22 nd - 26 th June	Mombasa	80,000
3. Career Development Program for Drivers	5 Days	6 th - 10 th April	Naivasha	80,000
	5 Days	6 th - 10 th July	Mombasa	80,000

NOTES

-  All costs are per participant
-  In-house programs are available on request
-  The indicated price is **EXCLUSIVE** of 16% vat
-  All fees are exclusive of accommodation and transport



SIX SIGMA TRAINING CENTRE



Six Sigma training Centre, Valley View Office park
6th Floor, Office #30, P.O. Box 878-00618 Nairobi,
Tel: +254 0100 245233

info@sixsigmatrainingcentre.co.ke | training@sixsigmatrainingcentre.co.ke
website: www.sixsigmatrainingcentre.co.ke