

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
1. Soft skills programs												
Internal Relations and Communication Skills	17th-28th						8th-19th					17th-28th
Interpersonal Skills and Conflict management		7th - 18th			6th-17th				18th-29th			
Public Speaking and Presentation skills			4th - 15th					5th -16th			20th-31st	
2. Personal Assistants and Administrative Professionals Programs												
Strategic Communication for Administration Professionals		7th - 18th					8th-19th				20th-31st	
Best practices in Administration and Essential Management Skills	17th-28th			16th- 27th					18th-29th			17th-28th
Management Skills for Adminstration Professionals		7th - 18th			6th-17th				18th-29th			
3. Finance Management Programs												
International Financial Reporting Standards (IFRS)			4th - 15th			4th-15th			18th - 29th			
Public Expenditure Analysis and Management		7th - 18th				4th-15th					20th-31st	
Finance for non-Finance Managers				16th- 27th			8th-19th					17th-28th
4. Human Resources Management Programs												
Change management and Organizational Development	17th-28th					4th-15th						17th-28th
Performance Management, Employee Engagement and Motivation		7th - 18th					8th-19th			15th-26th		
Balanced Scorecard for Performance Management			4th - 15th					5th -16th		15th-26th		
5. Management and Leadership												
Enhancing the Woman Leader				16th- 27th				5th -16th			20th-31st	
Transformation Leadership Skills for Senior and upcoming Managers		7th - 18th			6th-17th				18th - 29th			
360 Degree Leadership Program	17th-28th					4th-15th						17th-28th
6. Career Progression Programs												
Pre-Retirement Planning and Management Training	17th-28th			16th- 27th				5th -16th			20th-31st	
Gender Mainstreaming in Development Planning		7th - 18th				4th-15th					20th-31st	
Emotional Inteligence and Self Management			4th - 15th					5th -16th			20th-31st	
7. IT and Records Management												
Best practices in Information Security Management			4th - 15th					5th -16th			20th-31st	
Electronic Records Management and Information Security		7th - 18th			6th-17th				18th - 29th			
Audit and Fraud Detection for Information Systems	17th-28th						8th-19th					17th-28th
8. Project Management Programs												
Project Monitoring and Evaluation Masterclass						4th-15th			18th - 29th			17th-28th
Budget Analysis and Evaluation in Project Management				16th- 27th				5th -16th			20th-31st	
Risk Evaluation and management in Project Management			4th - 15th						18th - 29th			17th-28th
9. Environmental Awareness and Management Programs												
Climate Change and Development Planning						4th-15th			18th - 29th			
Occupational Health and Safety in the Workplace		7th - 18th			18th - 29th							17th-28th
Environmental Impact Assessment for Project Implementation				16th- 27th				5th -16th			20th-31st	
10. Communications and Public Relations Programs												
Strategic communication and Media Relations		7th - 18th					8th-19th				20th-31st	
Crisis Management and Communication			4th - 15th					5th-16th			20th-31st	
Public relations and image management	17th-28th				6th -17th					15th-26th		

Venues:

Nairobi
Arusha
Mombasa
Nakuru
Dubai

COST	\$ (USD)
1 Week	1,750
2Weeks	2,850
3Weeks	3,350
4Weeks	3,950