



# **KENYA MANAGEMENT AND TRAINING CONSULTANTS**

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CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
1	FUNDAMENTAL ORGANIZATION DEVELOPMENT IN CHANGE MANAGEMENT, POLICY DECISION MAKING, PROBLEM SOLVING AND ADMINISTRATION MANAGEMENT PROGRAMME	EXECUTIVE AND SENIOR MANAGEMENT LEVEL PARTICIPATION	1.	7 <sup>TH</sup> – 11 <sup>TH</sup> FEB 2022	5 DAYS	MOMBASA
			2.	14 <sup>TH</sup> – 18 <sup>TH</sup> MARCH 2022	5 DAYS	NAIVASHA-KENYA
			3.	11 <sup>TH</sup> – 15 <sup>TH</sup> APRIL 2022	5 DAYS	NAIROBI
			4.	9 <sup>TH</sup> – 13 <sup>TH</sup> MAY 2022	5 DAYS	KISUMU
			5.	6 <sup>TH</sup> – 10 <sup>TH</sup> JUNE 2022	5 DAYS	NAIROBI
			6.	22 <sup>ND</sup> – 26 <sup>TH</sup> AUGUST	5 DAYS	NAKURU
			7.	5 <sup>TH</sup> – 9 <sup>TH</sup> SEPTEMBER 2022	5 DAYS	MOMBASA
			8.	3 <sup>RD</sup> – 7 <sup>TH</sup> OCTOBER 2022	5 DAYS	NAIVASHA
			9.	14 <sup>TH</sup> – 18 <sup>TH</sup> NOV. 2022	5 DAYS	KISUMU
			10.	5 <sup>TH</sup> – 9 <sup>TH</sup> DEC, 2022	5 DAYS	MOMBASA
			11.	6 <sup>TH</sup> – 10 <sup>TH</sup> FEB, 2023	5 DAYS	NAKURU
			12.	13 <sup>TH</sup> – 16 <sup>TH</sup> MARCH, 2023	5 DAYS	MOMBASA
			13.	3 <sup>RD</sup> – 7 <sup>TH</sup> APRIL, 2023	5 DAYS	KISUMU
			14.	8 <sup>TH</sup> – 12 <sup>TH</sup> MAY, 2023	5 DAYS	NAIVASHA
			15.	5 <sup>TH</sup> – 9 <sup>TH</sup> JUNE, 2023	5 DAYS	NAIROBI

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE	DURATION	VENUE
2.	ORGANIZATIONS STRATEGIC PLANNING  (SHORT AND LONG TERM PLANNING AND ACITVITIES BASED BUDGETING)	EXECUTIVE AND SENIOR MANAGEMENT LEVEL PARTICIPATION	1. 14 <sup>TH</sup> –15 <sup>TH</sup> FEB 2022	5 DAYS	MOMBASA
			2. 14 <sup>TH</sup> – 18 <sup>TH</sup> MARCH 2022	5 DAYS	KISUMU
			3. 25 <sup>TH</sup> –29 <sup>TH</sup> APRIL 2022	5 DAYS	NAIROBI
			4. 2 <sup>ND</sup> –6 <sup>TH</sup> MAY 2022	5 DAYS	NAKURU
			5. 1 <sup>ST</sup> – 5 <sup>TH</sup> AUGUST 2022	5 DAYS	NAIVASHA
			6. 19 <sup>TH</sup> – 23 <sup>RD</sup> September 2022	5 DAYS	MOMBASA
			7. 3 <sup>RD</sup> – 7 <sup>TH</sup> OCTOBER 2022	5 DAYS	NAIROBI
			8. 14 <sup>th</sup> – 18 <sup>TH</sup> November 2022	5 DAYS	KISUMU
			9. 19 <sup>TH</sup> – 23 <sup>RD</sup> DECEMBER 2022	5 DAYS	MOMBASA
			10 6 <sup>TH</sup> – 10 <sup>TH</sup> FEBRUARY 2023	5 DAYS	NAIROBI
			11 13 <sup>TH</sup> – 17 <sup>TH</sup> MARCH 2023	5 DAYS	MOMBASA
			12 3 <sup>RD</sup> – 7 <sup>TH</sup> APRIL 2023	5 DAYS	NAIROBI
			13 8 <sup>TH</sup> -12 <sup>TH</sup> MAY 2023	5 DAYS	NAIVASHA
			14 26 <sup>TH</sup> – 30 <sup>TH</sup> JUNE 2023	5 DAYS	NAIKURU

CODE NO	PROGRAMME COURSE TITLE	TARGET GROUP	YEAR-MONTH-DATES	DURATION	VENUE
3.	FINANCIAL MANAGEMENT PROGRAMME FOR FINANCE AND NON-FINCIAL MANAGERS INCLUDING ACTIVITIES BASED BUDGETING. INCLUDING (PUBLIC/PRIVATE FINACIAL AUDIT	SENIOR MIDDLE MANAGEMENT PARTICIPATION	1. 7 <sup>TH</sup> -11 <sup>TH</sup> FEBRUARY 2022	5 DAYS	MOMBASA
			2. 7 <sup>TH</sup> -11 <sup>TH</sup> MARCH 2022	5 DAYS	KISUMU
			3. 4 <sup>TH</sup> -5 <sup>TH</sup> APRIL 2022	5 DAYS	NAIVASHA-KENYA
			4. 16 <sup>TH</sup> -20 <sup>TH</sup> MAY 2022	5 DAYS	NAKURU
			5. 20 <sup>TH</sup> -24 <sup>TH</sup> JUNE 2022	5 DAYS	NAIROBI
			6. 1 <sup>ST</sup> -5 <sup>TH</sup> AUGUST 2022	5 DAYS	MOMBASA
			7. 5 <sup>TH</sup> -9 <sup>TH</sup> SEPTEMBER 2022	5 DAYS	NAIVASHA-KENYA
			8. 3 <sup>RD</sup> -7 <sup>TH</sup> OCTOBER 2022	5 DAYS	KISUMU
			9. 21 <sup>ST</sup> -25 <sup>TH</sup> November 2022	5 DAYS	NAIROBI
			10. 12 <sup>TH</sup> -16 <sup>TH</sup> December 2022	5 DAYS	MOMBASA
			11. 6 <sup>TH</sup> -10 <sup>TH</sup> February 2023	5 DAYS	NAIROBI
			12. 13 <sup>TH</sup> -17 <sup>TH</sup> MARCH 2023	5 DAYS	MOMBASA
			13. 24 <sup>TH</sup> -25 <sup>TH</sup> APRIL 2023	5 DAYS	NAIROBI
			14. 22 <sup>ND</sup> -26 <sup>TH</sup> MAY 2023	5 DAYS	NAIVASHA KENYA
			15. 26 <sup>TH</sup> - 30 <sup>TH</sup> JUNE 2023	5 DAYS	MOMBASA

CODE NO	PROGRAMME COURSE TITLE	TARGET GROUP	YEAR-MONTH-DATES		DURATION	VENUE
4.	SUPPLY CHAIN MANAGEMENT PROGRAMME-INCLUDING INTERNATIONAL/LOCAL PROCUREMENT, PURCHASING AND LOGISTICS MANAGEMENT. LOCAL/INTERNATIONAL-TENDERING PROCESS AND PRACTISE WILL ALSO BE DISCUSSED.	<ul style="list-style-type: none"> <li>TENDERBOARD MEMBERS</li> <li>SUPPLIES MANAGERS/OFFICERS</li> <li>HEADS OF DEPARTMENTAL UNITS.</li> <li>PROCUMENT ANALYSTS</li> </ul>	1.	21 <sup>ST</sup> -25TH FEBRUARY 2022	5 DAYS	NAIVASHA-KENYA
			2.	7 <sup>TH</sup> -11 <sup>TH</sup> MARCH 2022	5 DAYS	MOMBASA
			3.	4 <sup>TH</sup> -8TH APRIL 2022	5 DAYS	NAIROBI
			4.	2 <sup>ND</sup> -6TH MAY 2022	5 DAYS	KISUMU
			5.	6 <sup>TH</sup> -10TH JUNE 2022	5 DAYS	NAKURU-KENYA
			6.	1 <sup>ST</sup> -5 <sup>TH</sup> AUGUST 2022	5 DAYS	MOMBASA
			7.	12 <sup>TH</sup> -16TH SEPTEMBER 2022	5 DAYS	NAIVASHA-KENYA
			8.	3 <sup>RD</sup> -7TH OCTOBER 2022	5 DAYS	NAIROBI
			9.	14 <sup>TH</sup> -18TH November 2022	5 DAYS	MOMBASA
			10.	5 <sup>TH</sup> -9TH December 2022	5 DAYS	KISUMU
			11.	6 <sup>TH</sup> -10 <sup>TH</sup> February 2023	5 DAYS	NAIROBI
			12.	13 <sup>TH</sup> -17 <sup>TH</sup> MARCH 2023	5 DAYS	MOMBASA
			13.	10 <sup>TH</sup> -14TH APRIL 2023	5 DAYS	NAIROBI
			14.	22 <sup>ND</sup> -26 <sup>TH</sup> MAY 2023	5 DAYS	NAKURU-KENYA
			15.	5 <sup>TH</sup> -9TH JUNE 2023	5 DAYS	NAIVASHA-KENYA

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE	DURATION	VENUE	
5.	HUMAN RESOURCES MANAGEMENT- DEVELOPMENT AND PLANNING INCOORPORATING INDUSTRIAL RELATIONS MANAGEMENT	SENIOR/MIDDLE MANAGEMENT PARTICIPATIONS	1.	21 <sup>ST</sup> – 25 <sup>TH</sup> FEBRUARY 2022	5 DAYS	NAIROBI
			2.	7 <sup>TH</sup> – 11 <sup>TH</sup> MARCH 2022	5 DAYS	MOMBASA
			3.	16 <sup>TH</sup> – 20 <sup>TH</sup> MAY 2022	5 DAYS	KISUMU
			4.	15 <sup>TH</sup> – 19 <sup>TH</sup> AUGUST	5 DAYS	MOMBASA
			5.	12 <sup>TH</sup> -16 <sup>TH</sup> September 2022	5 DAYS	NAIVASHA
			6.	3 <sup>RD</sup> – 7 <sup>TH</sup> OCTOBER 2022	5 DAYS	NAKURU
			7.	7 <sup>TH</sup> – 11 <sup>TH</sup> NOVEMBER 2022	5 DAYS	MOMBASA
			8.	5 <sup>TH</sup> – 9 <sup>TH</sup> DECEMBER 2022	5 DAYS	NAIROBI
			9.	20 <sup>TH</sup> – 24 <sup>TH</sup> FEBRUARY 2023	5 DAYS	NAIVASHA
			10	6 <sup>TH</sup> – 10 <sup>TH</sup> MARCH 2023	5 DAYS	KISUMU
			11	22 <sup>ND</sup> – 26 <sup>TH</sup> MAY 2023	5 DAYS	MOMBASA
			12	19 <sup>TH</sup> -23 <sup>RD</sup> JUNE 2023	5 DAYS	NAIROBI

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
6.	EXECUTIVE SECRETARIAL MANAGEMENT PROGRAMME FOR EXECUTIVE FOR EXECUTIVE SECRETARIES AND PERSONAL ASSISTANTS (PA'S)	<ul style="list-style-type: none"> <li>EXECUTIVE SECRETARIES</li> <li>PERSONAL ASSISTANT SECRETARIES</li> <li>OFFICE ADMINISTRATORS</li> </ul>	1.	7 <sup>TH</sup> – 11 <sup>TH</sup> FEB 2022	5 DAYS	NAIVASHA
			2.	14 <sup>TH</sup> – 18 <sup>TH</sup> MARCH 2022	5 DAYS	MOMBASA
			3.	2 <sup>TH</sup> – 6 <sup>TH</sup> MAY 2022	5 DAYS	NAIROBI
			4.	1 <sup>ND</sup> – 5 <sup>TH</sup> AUGUST 2022	5 DAYS	KISUMU
			5.	5 <sup>TH</sup> – 9 <sup>TH</sup> SEPTEMBER 2022	5 DAYS	MOMBASA
			6.	17 <sup>TH</sup> – 21 <sup>ST</sup> OCTOBER 2022	5 DAYS	KISUMU
			7.	7 <sup>TH</sup> – 11 <sup>TH</sup> NOVEMBER	5 DAYS	NAIVASHA-KENYA
			8.	19 <sup>TH</sup> – 23 <sup>RD</sup> DECEMBER 2022	5 DAYS	NAIROBI
			9.	20 <sup>TH</sup> – 24 <sup>TH</sup> FEB 2023	5 DAYS	MOMBASA
			10.	6 <sup>TH</sup> – 10 <sup>TH</sup> MARCH 2023	5 DAYS	NAKURU
			11.	3 <sup>RD</sup> – 7 <sup>TH</sup> APRIL 2023	5 DAYS	KISUMU
			12.	22 <sup>ND</sup> – 26 <sup>TH</sup> MAY 2023	5 DAYS	KISUMU
			13.	26 <sup>TH</sup> – 30 <sup>TH</sup> JUNE 2023	5 DAYS	KISUMU

CODE NO	PROGRAMME COURSE TITLE	TARGET GROUP	YEAR-MONTH-DATES		DURATION	VENUE
7.	ASSETS/INVENTORY MANAGEMENT, STOCK CONTROL MANAGEMENT, WAREHOUSING-TRANSPORT AND DISTRIBUTIONS, MANAGEMENT AND DISPOSAL STORE PROCESS.	SENIOR/MIDDLE MANAGEMENT PARTICIPATION	1	21 <sup>ST</sup> -25TH FEBRUARY 2022	5 DAYS	NAIROBI
			2	7 <sup>TH</sup> -11 <sup>TH</sup> MARCH 2022	5 DAYS	MOMBASA
			3	9 <sup>TH</sup> -13TH MAY	5 DAYS	KISUMU
			4	20 <sup>TH</sup> -24TH JUNE 2022	5 DAYS	NAIROBI
			5	22 <sup>ND</sup> -26TH AUGUST 2022	5 DAYS	MOMBASA
			6	5 <sup>TH</sup> -9TH September 2022	5 DAYS	NAKURU
			7	24 <sup>TH</sup> -28TH October 2022	5 DAYS	KISUMU
			8	14 <sup>TH</sup> -18TH NOVEMBER 2022	5 DAYS	NAIVASHA-KENYA
			9	5 <sup>TH</sup> -9TH DECEMBER 2022	5 DAYS	MOMBASA
			10	13 <sup>TH</sup> -17TH February 2023	5 DAYS	NAIROBI
			11	6 <sup>TH</sup> -10 <sup>TH</sup> MARCH2023	5 DAYS	NAIVASHA-KENYA
			12	10 <sup>TH</sup> -14TH APRIL 2023	5 DAYS	NAKURU
			13	1 <sup>ST</sup> -5TH MAY 2023	5 DAYS	MOMBASA
			14	5 <sup>TH</sup> -9TH JUNE 2023	5 DAYS	KISUMU



CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATIO N	VENUE
8.	RECORDS MANAGEMENT AND INFORMATION TECHNOLOGY- (ALL TYPES OF RECORDS) INCLUDING OFFICE MANAGEMENT.  (This programme can also be extended for two weeks if requested. Provided a quorum of 3 participants is realized)	SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATIONS	1.	21 <sup>ST</sup> – 25 <sup>TH</sup> FEBRUARY 2022	5 DAYS	NAIROBI
			2.	14 <sup>th</sup> – 18 <sup>th</sup> March 2022	5 DAYS	MOMBASA
			3.	11 <sup>th</sup> – 14 <sup>th</sup> April 2022	5 DAYS	KISUMU
			4.	2 <sup>nd</sup> – 6 <sup>th</sup> May 2022	5 DAYS	NAKURU - KENYA
			5.	22 <sup>nd</sup> – 26 <sup>th</sup> August 2022	5 DAYS	MOMBASA
			6.	19 <sup>th</sup> – 23 <sup>rd</sup> September 2022	5 DAYS	NAIVASHA-KENYA
			7.	3 <sup>rd</sup> – 7 <sup>th</sup> October 2022	5 DAYS	NAIROBI
			8.	21 <sup>st</sup> – 25 <sup>th</sup> November 2022	5 DAYS	MOMBASA
			9.	6 <sup>th</sup> – 19 <sup>th</sup> December 2022	5 DAYS	KISUMU
			10.	6 <sup>TH</sup> – 10 <sup>TH</sup> February 2023	5 DAYS	NAIROBI
			11.	6 <sup>TH</sup> – 10 <sup>TH</sup> MARCH 2023	5 DAYS	MOMBASA
			12.	3 <sup>rd</sup> – 7 <sup>th</sup> April 2023	5 DAYS	NAIROBI
						13.

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE	DURATION	VENUE	
9.	SUPERVISORY MANAGEMENT PROGRAMME FOR SUPERVISORS AND ADMINISTRATORS PLUS HEAD OF DEPARTMENTAL UNITS	SENIOR /MIDDLE MANAGEMENT LEVEL PARTICIPATION	1.	7 <sup>TH</sup> – 11 <sup>TH</sup> FEBRUARY 2022	5 DAYS	MOMBASA
			2.	14 <sup>TH</sup> – 18 <sup>TH</sup> MARCH 2022	5 DAYS	KISUMU
			3.	2 <sup>ND</sup> – 6 <sup>TH</sup> MAY 2022	5 DAYS	NAIROBI
			4.	20 <sup>TH</sup> -24 <sup>TH</sup> JUNE 2022	5 DAYS	NAKURU
			5.	22 <sup>ND</sup> – 26 <sup>TH</sup> OCTOBER 2022	5 DAYS	NAIVASHA
			6.	5 <sup>TH</sup> – 9 <sup>TH</sup> SEPTEMBER	5 DAYS	MOMBASA
			7.	24 <sup>TH</sup> – 28 <sup>TH</sup> OCTOBER 2022	5 DAYS	NAIROBI
			8.	14 <sup>TH</sup> – 18 <sup>TH</sup> NOVEMBER 2022	5 DAYS	KISUMU
			9.	5 <sup>TH</sup> – 9 <sup>TH</sup> DECEMBER 2022	5 DAYS	MOMBASA
			10	6 <sup>TH</sup> – 10 <sup>TH</sup> FEBRUARY 2023	5 DAYS	NAIROBI
			11	13 <sup>TH</sup> – 17 <sup>TH</sup> MARCH 2023	5 DAYS	MOMBASA
			12	15 <sup>TH</sup> – 19 <sup>TH</sup> MAY 2023	5 DAYS	NAIROBI
			13	19 <sup>TH</sup> – 23 <sup>RD</sup> JUNE 2023	5 DAYS	NAIVASHA

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE	DURATION	VENUE	
10.	CUSTOMER CARE/SERVICE- PUBLIC RELATIONS-HUMAN RELATIONS AND THE INTER PERSONAL RELATIONS MANAGEMENT PROGRAMMES	SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION	1.	7 <sup>TH</sup> – 11 <sup>TH</sup> FEB 2022	5 DAYS	NAIROBI
			2.	14 <sup>TH</sup> – 18 <sup>TH</sup> MARCH 2022	5 DAYS	MOMBASA
			3.	2 <sup>ND</sup> – 6 <sup>TH</sup> MAY 2022	5 DAYS	KISUMU
			4.	22 <sup>ND</sup> – 26 <sup>TH</sup> AUGUST 2022	5 DAYS	NAIROBI
			5.	5 <sup>TH</sup> – 9 <sup>TH</sup> SEPTEMBER 2022	5 DAYS	KISUMU
			6.	3 <sup>RD</sup> – 7 <sup>TH</sup> OCTOBER 2022	5 DAYS	NAIVASHA
			7.	21 <sup>ST</sup> – 25 <sup>TH</sup> NOVEMBER 2022	5 DAYS	NAKURU
			8.	19 <sup>TH</sup> – 23 <sup>RD</sup> DECEMBER 2022	5 DAYS	MOMBASA
			9.	6 <sup>TH</sup> – 10 <sup>TH</sup> FEBRUARY 2023	5 DAYS	NAIROBI
			10.	13 <sup>TH</sup> – 17 <sup>TH</sup> MARCH 2023	5 DAYS	MOMBASA
			11.	10 <sup>TH</sup> – 14 <sup>TH</sup> APRIL 2023	5 DAYS	NAIROBI
			12.	1 <sup>ST</sup> – 5 <sup>TH</sup> MAY 2023	5 DAYS	KISUMU
			13.	26 <sup>TH</sup> – 30 <sup>TH</sup> JUNE 2023	5 DAYS	NAIVASHA

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
11.	FANANCIAL RISKS/DEBT MANAGEMENT AND CREDIT CONTROL PROGRAMME	SENIOR/MIDDLE MANAGEMENT	1.	7TH – 11TH FEB 2022	5 DAYS	NAIVASHA
			2.	7TH – 11TH MARCH 2022	5 DAYS	MOMBASA
			3.	25TH – 29TH APRIL 2022	5 DAYS	NAIROBI
			4.	2ND – 6TH MAY 2022	5 DAYS	KISUMU
			5.	6TH – 10TH JUNE 2022	5 DAYS	NAKURU
			6.	22ND – 26TH AUGUST 2022	5 DAYS	NAIROBI
			7.	5TH – 9TH SEPTEMBER 2022	5 DAYS	MOMBASA
			8.	3RD – 7TH OCTOBER 2022	5 DAYS	NAIVASHA
			9.	7TH – 11TH NOVEMBER 2022	5 DAYS	NAIROBI
			10.	19TH – 23RD DECEMBER 2022	5 DAYS	MOMBASA
			11.	13TH – 17TH FEBRUARY 2023	5 DAYS	NAIROBI
			12.	13TH – 17TH MARCH 2023	5 DAYS	MOMBASA
			13.	24TH – 28TH APRIL 2023	5 DAYS	NAIROBI
			14.	1ST – 5TH MAY 2023	5 DAYS	KISUMU
			15.	26TH – 30TH JUNE 2023	5 DAYS	NAIVASHA- KENYA

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
12.	PROJECT/CONTRACTOR MANAGEMENT AND ACTIVITIES BASED BUDGETING, FINANCE, PLANNING, MONITORING AND EVALUATION PROGRAMME	SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION	1.	7 <sup>TH</sup> – 11 <sup>TH</sup> FEB 2022	5 DAYS	NAIVASHA
			2.	7 <sup>TH</sup> – 11 <sup>TH</sup> MARCH 2022	5 DAYS	MOMBASA
			3.	4 <sup>TH</sup> – 8 <sup>TH</sup> APRIL 2022	5 DAYS	NAIROBI
			4.	23 <sup>RD</sup> – 27 <sup>TH</sup> MAY 2022	5 DAYS	KISUMU
			5.	20 <sup>TH</sup> – 24 <sup>TH</sup> JUNE 2022	5 DAYS	NAIROBI
			6.	5 <sup>TH</sup> – 9 <sup>TH</sup> SEPTEMBER 2022	5 DAYS	MOMBASA
			7.	3 <sup>RD</sup> – 7 <sup>TH</sup> OCTOBER 2022	5 DAYS	NAKURU
			8.	14 <sup>TH</sup> – 18 <sup>TH</sup> NOV 2022	5 DAYS	NAIVASHA
			9.	19 <sup>TH</sup> – 23 <sup>RD</sup> DECEMBER 2022	5 DAYS	MOMBASA
			10.	6 <sup>TH</sup> – 10 <sup>TH</sup> FEBRUARY 2023	5 DAYS	NAIVASHA
			11.	13 <sup>TH</sup> – 17 <sup>TH</sup> MARCH 2023	5 DAYS	MOMBASA
			12.	3 <sup>RD</sup> – 7 <sup>TH</sup> APRIL 2023	5 DAYS	NAIROBI
			13.	15 <sup>TH</sup> – 19 <sup>TH</sup> MAY 2023	5 DAYS	KISUMU
			14.	5 <sup>TH</sup> -9 <sup>TH</sup> JUNE 2023	5 DAYS	NAIROBI

COD E NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
13.	DEFENSIVE DRIVING, PREVENTIVE MAINTENANCE AND ROAD SAFETY MANAGEMENT SKILLS DEVELOPMENT PROGRAMME FOR DRIVERS.  (ATTITUDE AND BEHAVIORAL CHANGE)	DRIVERS OF ALL GRADES	1.	21 <sup>ST</sup> – 25 <sup>TH</sup> FEB 2022	5 DAYS	NAIVASHA
			2.	7 <sup>TH</sup> – 11 <sup>TH</sup> MARCH 2022	5 DAYS	MOMBASA
			3.	4 <sup>TH</sup> – 8 <sup>TH</sup> APRIL 2022	5 DAYS	NAIROBI
			4.	23 <sup>RD</sup> – 27 <sup>TH</sup> MAY 2022	5 DAYS	KISUMU
			5.	5 <sup>TH</sup> – 9 <sup>TH</sup> SEPTEMBER 2022	5 DAYS	MOMBASA
			6.	14 <sup>TH</sup> – 18 <sup>TH</sup> NOVEMBER	5 DAYS	NAIVASHA
			7.	5 <sup>TH</sup> – 9 <sup>TH</sup> DECEMBER 2022	5 DAYS	NAIROBI
			8.	6 <sup>TH</sup> – 10 <sup>TH</sup> FEBRUARY 2023	5 DAYS	NAKURU
			9.	13 <sup>TH</sup> – 17 <sup>TH</sup> MARCH 2023	5 DAYS	MOMBASA
			10.	10 <sup>TH</sup> – 14 <sup>TH</sup> APRIL 2023	5 DAYS	NAIROBI
			11.	1 <sup>ST</sup> – 5 <sup>TH</sup> JUNE 2023	5 DAYS	KISUMU

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
14.	FLEET AND TRANSPORT MANAGEMENT FOR FLEET AND TRANSPORT MANAGEMENT OFFICERS INCLUDING CONTROL OF LOGISTICS FORWARDING	SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION	14.	7 <sup>TH</sup> – 11 <sup>TH</sup> FEB 2022	5 DAYS	NAIVASHA
			15.	21 <sup>ST</sup> – 25 <sup>TH</sup> MARCH 2022	5 DAYS	MOMBASA
			16.	25 <sup>TH</sup> – 29 <sup>TH</sup> APRIL 2022	5 DAYS	NAIROBI
			17.	2 <sup>ND</sup> – 6 <sup>TH</sup> MAY 2022	5 DAYS	KISUMU
			18.	5 <sup>TH</sup> – 9 <sup>TH</sup> SEPTEMBER 2022	5 DAYS	MOMBASA
			19.	3 <sup>RD</sup> – 7 <sup>TH</sup> OCTOBER 2022	5 DAYS	KISUMU
			20.	7 <sup>TH</sup> – 11 <sup>TH</sup> NOVEMBER	5 DAYS	NAIVASHA-KENYA
			21.	20 <sup>TH</sup> – 24 <sup>TH</sup> FEBRUARY 2023	5 DAYS	NAIROBI
			22.	20 <sup>TH</sup> – 24 <sup>TH</sup> MARCH 2023	5 DAYS	MOMBASA
			23.	1 <sup>ST</sup> – 5 <sup>TH</sup> MAY 2023	5 DAYS	NAKURU
			24.	6 <sup>TH</sup> – 9 <sup>TH</sup> JUNE 2023	5 DAYS	KISUMU

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
15	TRAINING FOR RETIREES – (PREPARATION FOR EARLY RETIREMENT) AND FINICAL MANAGEMENT AFTER RETIREMENT PLUS FAMILY CONFLICT  <b>NOTE:</b> ORGANIZATIONS CAN ALSO SET THEIR OWN CALENDER DATES AND VENUE FOR THIS PROGRAMME	ALL CATEGORIES OF THE STAFF	1.	16 <sup>TH</sup> – 18 <sup>TH</sup> FEBRUARY 2022	3 DAYS	NAIROBI
			2.	8 <sup>TH</sup> – 10 <sup>TH</sup> MARCH 2022	3 DAYS	MOMBASA
			3.	18 <sup>TH</sup> – 20 <sup>TH</sup> APRIL 2022	3 DAYS	NAIROBI
			4.	23 <sup>RD</sup> – 25 <sup>TH</sup> MAY 2022	3 DAYS	KISUMU
			5.	6 <sup>TH</sup> – 8 <sup>TH</sup> JUNE 2022	3 DAYS	NAIROBI
			6.	2 <sup>ND</sup> – 4 <sup>TH</sup> AUGUST 2022	3 DAYS	NAIVASHA
			7.	12 <sup>TH</sup> – 14 <sup>TH</sup> SEPTEMBER 2022	3 DAYS	MOMBASA
			8.	18 <sup>TH</sup> – 20 <sup>TH</sup> OCTOBER 2022	3 DAYS	NAKURU
			9.	7 <sup>TH</sup> – 8 <sup>TH</sup> NOVEMBER 2022	3 DAYS	MOMBASA
			10.	6 <sup>TH</sup> – 8 <sup>TH</sup> FEB 2023	3 DAYS	NAIROBI
			11.	14 <sup>TH</sup> – 16 <sup>TH</sup> MARCH 2023	3 DAYS	MOMBASA
			12.	17 <sup>TH</sup> – 19 <sup>TH</sup> APRIL 2023	3 DAYS	NAIROBI
			13.	16 <sup>TH</sup> – 18 <sup>TH</sup> MAY 2023	3 DAYS	KISUMU
			14.	5 <sup>TH</sup> – 7 <sup>TH</sup> JUNE 2023	3 DAYS	NAIROBI



CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
16.	ORGANIZATIONAL TEAM BUILDING AND TEAM ACTIVITIES INVOLVEMENT i. FORMING UP A TEAM ii. MAINTAINING THE TEAM iii. DEVELOPING THE TEAM	ALL STAFF IN THE ORGANIZATION	1.	9 <sup>TH</sup> – 11 <sup>TH</sup> FEB 2022	3 DAYS	SAGANA LODGE
			2.	16 <sup>TH</sup> – 18 <sup>TH</sup> MARCH 2022	3 DAYS	MOMBASA
			3.	11 <sup>TH</sup> – 13 <sup>TH</sup> MAY 2022	3 DAYS	KISUMU
			4.	7 <sup>TH</sup> – 9 <sup>TH</sup> SEPTEMBER 2022	3 DAYS	SAGANA LODGE
			5.	5 <sup>TH</sup> – 7 <sup>TH</sup> OCTOBER	3 DAYS	NAIVASHA-KENYA
			6.	9 <sup>TH</sup> – 11 <sup>TH</sup> NOVEMBER	3 DAYS	NAKURU-KENYA
			7.	21 <sup>ST</sup> – 23 <sup>RD</sup> DECEMBER	3 DAYS	MOMBASA
			8.	15 <sup>TH</sup> -17 <sup>TH</sup> FEB 2023	3 DAYS	SAVANALODGE
			9.	8 <sup>TH</sup> – 10 <sup>TH</sup> MARCH 2023	3 DAYS	MOMBASA
			10.	3 <sup>RD</sup> – 5 <sup>TH</sup> MAY 2023	3 DAYS	KISUMU
			11.	28 <sup>TH</sup> -30 <sup>TH</sup> JUNE 2023	3 DAYS	NAIROBI

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
17.	LEADERSHIP MANAGEMENT AND GROUP EMPOWERMENT INCLUDING CONFLICT MANAGEMENT AND RESOLUTION PLUS CORPORATE GOVERNANCE AND INTEGRITY.	SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION	1.	7 <sup>TH</sup> – 11 <sup>TH</sup> FEB 2022	5 DAYS	NAIROBI
			2.	14 <sup>TH</sup> – 18 <sup>TH</sup> MARCH	5 DAYS	MOMBASA
			3.	2 <sup>ND</sup> – 5 <sup>TH</sup> MAY 2022	5 DAYS	KISUMU
			4.	5 <sup>TH</sup> – 9 <sup>TH</sup> SEPTEMBER 2022	5 DAYS	NAKURU - KENYA
			5.	24 <sup>TH</sup> – 28 <sup>TH</sup> OCTOBER 2022	5 DAYS	NAIROBI
			6.	7 <sup>TH</sup> – 11 <sup>TH</sup> NOVEMBER 2022	5 DAYS	NAIVSHA - KENYA
			7.	12 <sup>TH</sup> – 16 <sup>TH</sup> DECEMBER 2022	5 DAYS	MOMBASA
			8.	6 <sup>TH</sup> – 10 <sup>TH</sup> FEBRUARY 2023	5 DAYS	NAIROBI
			9.	13 <sup>TH</sup> – 17 <sup>TH</sup> MARCH 2023	5 DAYS	MOMBASA
			10.	15 <sup>TH</sup> – 19 <sup>TH</sup> MAY 2023	5 DAYS	KISUMU
			11.	5 <sup>TH</sup> – 9 <sup>TH</sup> JUNE 2023	5 DAYS	NAIROBI

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
18.	PROFICIENCY/EFFICIENCY COURSE FOR CLERICAL OFFICERS IN ACCOUNTS SUPPLIES, GENERAL OFFICE SERVICES AND PERSONNEL UNITS.	CLERICAL OFFICERS	1.	7 <sup>TH</sup> – 18 <sup>TH</sup> FEB 2022	2 WEEKS	NAIROBI
			2.	7 <sup>TH</sup> – 18 <sup>TH</sup> MARCH 2022	2 WEEKS	MOMBASA
			3.	9 <sup>TH</sup> – 20 <sup>TH</sup> MAY 2022	2 WEEKS	KISUMU
			4.	5 <sup>TH</sup> – 16 <sup>TH</sup> SEPTEMBER 2022	2 WEEKS	NAKURU- KENYA
			5.	3 <sup>RD</sup> – 14 <sup>TH</sup> OCTOBER 2022	2 WEEKS	NAIVASHA - KENYA
			6.	7 <sup>TH</sup> – 18 <sup>TH</sup> NOVEMBER 2022	2 WEEKS	MOMBASA
			7.	6 <sup>TH</sup> – 17 <sup>TH</sup> FEBRUARY 2023	2 WEEKS	NAIROBI
			8.	6 <sup>TH</sup> – 17 <sup>TH</sup> MARCH 2023	2 WEEKS	MOMBASA
			9.	3 <sup>RD</sup> – 14 <sup>TH</sup> APRIL 2023	2 WEEKS	NAIROBI
			10.	8 <sup>TH</sup> – 19 <sup>TH</sup> MAY 2023	2 WEEKS	KISUMU

<b>19.</b>	<b>SALES AND MARKETING MANAGEMENT PROGRAMME INCLUDING BUSINESS PLANNING.  (LONG/SHORT TERM FORECASTING).</b>	<b>SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION</b>	<b>1.</b>	<b>7<sup>TH</sup> – 18<sup>TH</sup> FEB 2022</b>	<b>5 DAYS</b>	<b>NAIROBI</b>
			2.	14 <sup>TH</sup> – 18 <sup>TH</sup> MARCH	5 DAYS	MOMBASA
			3.	9 <sup>TH</sup> – 13 <sup>TH</sup> MAY 2022	5 DAYS	KISUMU
			4.	3 <sup>RD</sup> – 9 <sup>TH</sup> SEPTEMBER	5 DAYS	NAIROBI
			5.	10 <sup>TH</sup> – 14 <sup>TH</sup> OCTOBER 2022	5 DAYS	NAKURU
			6.	14 <sup>TH</sup> – 18 <sup>TH</sup> NOVEMBER 2022	5 DAYS	NAIVASHA- KENYA
			7.	19 <sup>TH</sup> – 23 <sup>RD</sup> DECEMBER 2022	5 DAYS	MOMBASA
			8.	6 <sup>TH</sup> – 10 <sup>TH</sup> FEB 2023	5 DAYS	NAIROBI
			9.	13 <sup>TH</sup> – 17 <sup>TH</sup> MARCH 2023	5 DAYS	MOMBASA
			10.	22 <sup>ND</sup> – 26 <sup>TH</sup> MAY 2023	5 DAYS	KISUMU
			11.	5 <sup>TH</sup> – 9 <sup>TH</sup> JUNE 2023	5 DAYS	NAIROBI

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE	DURATION	VENUE	
20	INTERNATIONAL/LOCAL TRADE PROCESS.  (IMPORT/EXPORT MANAGEMENT AND PROCEDURES PLUS CLEARING AND FORWARDING PROCESS).	SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION	1.	7 <sup>TH</sup> – 11 <sup>TH</sup> MARCH 2022	5 DAYS	MOMBASA
			2.	2 <sup>ND</sup> – 6 <sup>TH</sup> MAY 2022	5 DAYS	KISUMU
			3.	12 <sup>TH</sup> – 16 <sup>TH</sup> SEPTEMBER 2022	5 DAYS	NAKURU
			4.	3 <sup>RD</sup> – 7 <sup>TH</sup> OCTOBER 2022	5 DAYS	NAIROBI
			5.	14 <sup>TH</sup> – 18 <sup>TH</sup> NOVEMBER 2022	5 DAYS	MOMBASA
			6.	19 <sup>TH</sup> – 23 <sup>RD</sup> DECEMBER 2022	5 DAYS	MOMBASA
			7.	6 <sup>TH</sup> – 10 <sup>TH</sup> FEBRUARY 2023	5 DAYS	NAIROBI
			8.	6 <sup>TH</sup> – 10 <sup>TH</sup> MARCH 2023	5 DAYS	MOMBASA
			9.	15 <sup>TH</sup> – 19 <sup>TH</sup> MAY 2023	5 DAYS	KISUMU

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE	DURATION	VENUE	
21.	TOTAL QUALITY MANAGEMENT (T.Q.M) AND (T.Q.E) PLUS ORGANIZATIONAL BALANCED SCORE CARD (A MEASURE OF ORGANIZATION'S PERFORMANCE).	SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION	1.	7 <sup>TH</sup> – 8 <sup>TH</sup> FEBRUARY 2022	3 DAYS	NAIROBI
			2.	14 <sup>TH</sup> – 16 <sup>TH</sup> MARCH 2022	3 DAYS	MOMBASA
			3.	9 <sup>TH</sup> – 11 <sup>TH</sup> MAY 2022	3 DAYS	KISUMU
			4.	12 <sup>TH</sup> – 14 <sup>TH</sup> SEPTEMBER 2022	3 DAYS	NAKURU
			5.	14 <sup>TH</sup> – 16 <sup>TH</sup> NOVEMBER 2022	3 DAYS	MOMBASA
			6.	6 <sup>TH</sup> – 8 <sup>TH</sup> MARCH 2023	3 DAYS	MOMBASA
			7.	3 <sup>RD</sup> – 5 <sup>TH</sup> APRIL 2023	3 DAYS	NAIROBI
			8.	15 <sup>TH</sup> – 17 <sup>TH</sup> MAY 2023	3 DAYS	KISUMU

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE		DURATION	VENUE
22.	Production/Manufacturing Planning And Control Plus Materials Requirements Planning (MRP) And Work Scheduling	SUPERVISORS AND TECHNICAL OFFICERS WORKING IN PRODUCTION MANUFACTURING ORGANIZATIONS	1.	7 <sup>TH</sup> – 11 <sup>TH</sup> MARCH 2022	5 DAYS	NAIROBI
			2.	9 <sup>TH</sup> – 13 <sup>TH</sup> MAY 2022	5 DAYS	MOMBASA
			3.	5 <sup>TH</sup> – 9 <sup>TH</sup> SEPTEMBER 2022	5 DAYS	NAKURU
			4.	14 <sup>TH</sup> – 17 <sup>TH</sup> NOVEMBER 2022	5 DAYS	KISUMU
			5.	6 <sup>TH</sup> – 10 <sup>TH</sup> MARCH 2023	5 DAYS	MOMBASA
			6.	8 <sup>TH</sup> – 12 <sup>TH</sup> MAY 2023	5 DAYS	KISUMU
			7.	5 <sup>TH</sup> -9 <sup>TH</sup> JUNE 2023	5 DAYS	NAIROBI

CODE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	YEAR-MONTH-DATE	DURATION	VENUE	
<b>23</b>	Stress Management, Drug Abuse Control And Management Of People With HIV/AIDS And Such Related Cases	ALL CATEGORIES OF PEOPLE WITHIN THE ORGANIZATION	1.	16 <sup>TH</sup> – 18 <sup>TH</sup> FEB 2022	3 DAYS	NAIROBI
			2.	2 <sup>TH</sup> – 4 <sup>TH</sup> MARCH 2022	3 DAYS	MOMBASA
			3.	4 <sup>TH</sup> – 6 <sup>TH</sup> MAY 2022	3 DAYS	KISUMU
			4.	21 <sup>ST</sup> – 23 <sup>TH</sup> SEPT 2022	3 DAYS	NAIROBI
			5.	5 <sup>TH</sup> – 7 <sup>TH</sup> OCTOBER 2022	3 DAYS	MOMBASA
			6.	2 <sup>ND</sup> – 4 <sup>TH</sup> NOVEMBER 2022	3 DAYS	NAIROBI
			7.	1 <sup>ST</sup> – 3 <sup>RD</sup> FEBRUARY 2023	3 DAYS	NAIROBI
			8.	15 <sup>TH</sup> – 17 <sup>TH</sup> MARCH 2023	3 DAYS	MOMBASA
			9.	10 <sup>TH</sup> – 12 <sup>TH</sup> MAY 2023	3 DAYS	KISUMU