

Everest Training Centre.

MANAGEMENT AND LEADERSHIP CONSULTANTS

TRAINING CALENDAR 2026/2027

NITA REG: TRN/1478

PROGRAMS	Date	Venue	Professional Training Fee + VAT
MANAGEMENT, OPERATIONS & LEADERSHIP PROGRAMS			
Ethical Leadership in Management and Leadership Strategies for upcoming Managers Program	Sept 14 th -18 th 2026 March 15 th -19 th , 2027	Mombasa Kisumu	Kshs. 89,500
Agile Practices for Organizational Excellence and Sustainability for Line Managers Program	Aug 10 th -14 th , 2026 Jan 11 th -15 th , 2027	Kisumu	Kshs. 89,500
Strategic Internal Communication Skills for Support Staff Program	Nov 3 rd -7 th , 2026 Feb 15 th -19 th , 2027	Mombasa	Kshs. 89,500
Mastering Personal & Interpersonal Skills Training for Administrative Professionals	Sept 21 st -25 th , 2026 Jan 18 th -22 nd , 2027	Naivasha	Kshs. 89,500
Project Leadership, Management and Communications Course for Administrative Professionals program	Oct 26 th -30 th , 2026 Feb 15 th -19 th , 2027	Machakos	Kshs. 89,500
High Performance People Skills for Customer Care Professionals Course	Nov 2 ND -6 TH 2026 Feb 22 nd -26 th , 2027	Eldoret	Kshs. 89,500
Emotional Intelligence Course for Team Management Training	April 19 th -23 rd , 2027 June 21 st -25 th , 2027	Kisumu	Kshs. 89,500
Managing Personal Performance with OKR (Objectives and Key Results) program	May 24 th -28 th , 2027 Sept 20 th -24 th , 2027	Mombasa	Kshs. 89,500
Effective Supervisory Skills Course for Line Managers Course	Aug 10 th -14 th , 2026 Jan 11 th -15 th , 2027	Naivasha	Kshs. 89,500
Strategic Communication: Thinking, Planning and Execution course for PR professionals	Nov 3 rd -7 th , 2026 Feb 15 th -19 th , 2027	Machakos	Kshs. 89,500
AI in Marketing – Personalized Marketing and Customer Analysis Program	Nov 9 th -13 th , 2026 Dec 14 th -18 th , 2026	Eldoret	Kshs. 89,500
Ethical Leadership for House Keeping Supervisors Program	Dec 7 th -11 th , 2026 Jan 11 th -15 th , 2027	Kisumu	Kshs. 89,500

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FINANCE & CREDIT MANAGEMENT PROGRAMS

Advanced MS Excel Modelling & Reporting for Financial Institutions Program	Nov 3 rd -7 th , 2026 Feb 15 th -19 th , 2027	Kisumu	Kshs. 89,500
Best Practices in Financial Processes & Controls Program	Nov 9 th -13 th , 2026 Dec 14 th -18 th , 2026	Mombasa	Kshs. 89,500
Best Practices in Internal Audit Function for Competitive Advantage Training	Dec 7 th -11 th , 2026 Jan 11 th -15 th , 2027	Naivasha	Kshs. 89,500
Cash and Credit Management for Financial Institutions Program	Dec 7 th -11 th , 2026 Jan 11 th -15 th , 2027	Machakos	Kshs. 89,500
Contemporary Issues In Taxation, Audit and Finance Training	Nov 9 th -13 th , 2026 Dec 14 th -18 th , 2026	Eldoret	Kshs. 89,500
Corporate Fraud Detection, Analysis & Mitigation Program	Sept 21 st -25 th , 2026 March 15 th -19 th , 2027	Kisumu	Kshs. 89,500
Corporate Governance and Ethics Training	Oct 12 th -16 th , 2026 April 5 th -9 th , 2027	Mombasa	Kshs. 89,500
Corporate Governance: Principles, Policies and Best Practices	Dec 7 th -11 th , 2026 May 10 th -14 th , 2027	Naivasha	Kshs. 89,500
Credit Analysis for Competitive Advantage program	Nov 9 th -13 th , 2026 Dec 14 th -18 th , 2026	Machakos	Kshs. 89,500
Debt and Credit Management Best Practices Program	Nov 3 rd -7 th , 2026 Feb 15 th -19 th , 2027	Eldoret	Kshs. 89,500
Enterprise risk management for competitive advantage program	Nov 9 th -13 th , 2026 Dec 14 th -18 th , 2026	Kisumu	Kshs. 89,500
Financial Change and Risk Management for government entities Program	Dec 7 th -11 th , 2026 Jan 11 th -15 th , 2027	Mombasa	Kshs. 89,500
IFRS Technicalities and Advanced Budget Presentation Administration and Management Techniques Course	Dec 7 th -11 th , 2026 Jan 11 th -15 th , 2027	Naivasha	Kshs. 89,500
Investor Relations and Assets Management Training	Nov 9 th -13 th , 2026 Dec 14 th -18 th , 2026	Machakos	Kshs. 89,500
Lean Tools for supervision of teams Training	Sept 21 st -25 th , 2026 March 15 th -19 th , 2027	Eldoret	Kshs. 89,500

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Loan Negotiations and Restructuring Techniques training	Oct 12 th -16 th , 2026 April 5 th -9 th , 2027	Kisumu	Kshs. 89,500
Monitoring and Measuring Enterprise Value Program	Dec 14 th -18 th , 2026 Jan 11 th -15 th , 2027	Mombasa	Kshs. 89,500
Risk Based Auditing for Corporate Entities Program	April 5 th -9 th , 2027 Jan 18 th -22 nd , 2027	Naivasha	Kshs. 89,500
Corporate Credit Governance: Principles, Policies and Best Practices Program	Feb 1 st -5 th , 2027 June 21 st -25 th , 2027	Machakos	Kshs. 89,500
Best Practices in Credit Management and Legal Issues Training	April 5 th -9 th , 2027 Dec 14 th -18 th , 2026	Eldoret	Kshs. 89,500
Business Intelligence Planning and Implementation for Credit Professionals Program	March 8 th -12 th , 2027 Oct 12 th -16 th 2026	Kisumu	Kshs. 89,500
Corporate Credit Analysis & Debt Management Skills Training	Jan 11 th -15 th , 2027 Sept 21 st -25 th , 2026	Mombasa	Kshs. 89,500
Credit Analyst and Relationship Management Program	April 19 th -23 rd , 2027 Aug 10 th -14 th , 2026	Naivasha	Kshs. 89,500
Credit Control and Debt Management Course	FEB 15 TH -19 TH . 2027 April 12 th -16 th , 2027	Machakos	Kshs. 89,500
Credit Governance & Compliance for Senior managers Training	APRIL 5 TH -9 TH , 2027 Nov 16 th -20 th , 2026	Eldoret	Kshs. 89,500
Credit Risk Assessment and mitigation Strategies Training	JUNE 21 ST -25 TH , 2027 Oct 12 th -16 th 2026	Kisumu	Kshs. 89,500
Debt Collection, Recovery, Negotiation, and Credit Control Management	JUNE 14 TH -18 TH , 2027 Sept 21 st -25 th , 2026	Mombasa	Kshs. 89,500
Debt Recovery Management for Competitive Advantage	JULY 20 TH -24 TH , 2026 NOV 16 TH -20 TH , 2026	Naivasha	Kshs. 89,500
Fundamentals of Credit Management and Debt Collection Skills Training	AUG 10 TH -14 TH , 2026 SEPT 20 TH -24 TH , 2027	Machakos	Kshs. 89,500

CUSTOMER SERVICE & PUBLIC RELATIONS PROGRAMS

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Behavioral Management & Emotional Intelligence for Customer Care Professionals	SEPT 21 ST -25 TH 2026	Eldoret	Kshs. 89,500
Basic Sign Language Skills for Customer Care Professionals Training	OCT 19 TH -23 RD 2026 NOV 22 ND -26 TH , 2027	Kisumu	Kshs. 150,000
Strategies for Workplace Conflict Management and Negotiation Skills program	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Mombasa	Kshs. 89,500
Best Practices for Customer Service & Records Management Training	Aug 10 th -14 th , 2026 Jan 11 th -15 th , 2027	Naivasha	Kshs. 89,500
Beyond Customer Service for Call Center Professionals Program	Nov 3 rd -7 th , 2026 Feb 15 th -19 th , 2027	Machakos	Kshs. 89,500
Beyond Customer Service: Service Quality and Excellence Program- Module II	Sept 21 st -25 th , 2026 March 15 th -19 th , 2027	Eldoret	Kshs. 89,500
Brand Management and Customer Service Fundamentals Training	Oct 12 th -16 th , 2026 April 5 th -9 th , 2027	Kisumu	Kshs. 89,500
Certificate in Sign Language and Interpretation for Front Office Professionals Course	Dec 7 th -11 th , 2026 May 10 th -14 th , 2027	Mombasa	Kshs. 89,500
Certificate In Sign Language for Front Office Professionals Training	Nov 9 th -13 th , 2026 Dec 14 th -18 th , 2026	Naivasha	Kshs. 89,500
Corporate Communication and Customer Relation Essentials Program	Dec 7 th -11 th , 2026 Jan 11 th -15 th , 2027	Machakos	Kshs. 89,500
Corporate Communication and Public Speaking for Customer Care Professionals	Aug 17 th -21 st , 2026 May 3 rd -7 th , 2027	Eldoret	Kshs. 89,500
Customer Care & Communication Design Strategies for Competitive Advantage Training	Aug 10 th -14 th , 2026 Jan 11 th -15 th , 2027	Kisumu	Kshs. 89,500
Customer Experience & Delight for Front office Professionals Program	Nov 3 rd -7 th , 2026 Feb 15 th -19 th , 2027	Mombasa	Kshs. 89,500
Customer Relationship Management Principles Program	SEPT 6 TH -10 TH , 2027 APRIL 13 TH -17 TH , 2026	Naivasha	Kshs. 89,500

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Customer Service Intelligence for business Development Program	MAY 11TH -15TH, 2026 JAN 18TH-22ND, 2027	Machakos	Kshs. 89,500
Customer Service Leadership for Departmental Heads Training	31-Aug-26- 04-Sept-26 12-Oct-26- 16-Oct-26	Eldoret	Kshs. 89,500
Customer Service Leadership, Communication & Telephone Etiquette Training	Aug 10th-14 th , 2026 Jan 11 th -15 th , 2027	Kisumu	Kshs. 89,500
Effective Customer Care Management and Leadership Training	Nov 3 rd -7 th , 2026 Feb 15 th -19 th , 2027	Mombasa	Kshs. 89,500
Effective Customer Service Management Tools and Techniques Program	Sept 21 st -25 th , 2026 March 15 th -19 th , 2027	Naivasha	Kshs. 89,500
Effective Records Management for Customer Care Professionals Training	Oct 12 th -16 th , 2026 April 5 th -9 th , 2027	Machakos	Kshs. 89,500
Emotional Intelligence for Call Centre Representatives Training	Dec 7 th -11 th , 2026 May 10 th -14 th , 2027	Eldoret	Kshs. 89,500
Foundations Of Public Speaking For Front Office Professionals Training- Module I	Nov 9 th -13 th , 2026 Dec 14 th -18 th , 2026	Kisumu	Kshs. 89,500
Fundamentals of Public Communication and Speech Presentation: A practical Approach Program	Dec 7 th -11 th , 2026 Jan 11 th -15 th , 2027	Mombasa	Kshs. 89,500
Hospitality, Etiquette and Customer Service Excellence Training	Aug 17 th -21 st , 2026 May 3 rd -7 th , 2027	Naivasha	Kshs. 89,500
Management Of Public Relations & Customer Care Training	Aug 10th-14 th , 2026 Jan 11 th -15 th , 2027	Machakos	Kshs. 89,500
Office Management & Hygiene for Office Assistants Training	Nov 3 rd -7 th , 2026 Feb 15 th -19 th , 2027	Eldoret	Kshs. 89,500
Office Management Skills for Customer Care Professionals Course	SEPT 6TH-10TH, 2027 APRIL 13TH-17TH, 2026	Kisumu	Kshs. 89,500
Personal Development & Effective Financial Planning Training for Support Staff	JAN 18TH-22ND, 2027	Mombasa	Kshs. 89,500
Planning and Organizational Skills for Customer Care Professionals Program	31-Aug-26- 04-Sept-26 12-Oct-26- 16-Oct-26	Naivasha	Kshs. 89,500

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Professional Telephone Skills for the Help Desk Officers Program	DEC 14 TH -18 TH , 2026 Feb 15 th -19 th , 2027	Machakos	Kshs. 89,500
Protocol and International Relations Management Program	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Eldoret	Kshs. 89,500
Public Relations & Protocol Management Program	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Kisumu	Kshs. 89,500
Public Relations and International Best Practices Program	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Mombasa	Kshs. 89,500
Public Speaking and Speech Writing Skills – A practical Approach Training	Aug10 th -14 th , 2026 Jan 11 th -15 th , 2027	Naivasha	Kshs. 89,500
Retail Customer Service and Customer Targeting for Financial Institutions Training	Nov 3 rd -7 th , 2026 Feb 15 th -19 th , 2027	Machakos	Kshs. 89,500
Service Quality and Customer Satisfaction: Tools and Techniques Course	Sept 21 st -25 th , 2026 March 15 th -19 th , 2027	Eldoret	Kshs. 89,500
Strategic Communication & Business Etiquette Skills for Front office Professionals Training	Oct 12 th -16 th , 2026 April 5 th -9 th , 2027	Kisumu	Kshs. 89,500
Strategic Communication, and Negotiation Skills Course	Dec 7 th -11 th , 2026 May 10 th -14 th , 2027	Mombasa	Kshs. 89,500
Supervisory Development Skills for Customer Care Professionals Training	Nov 9 th -13 th , 2026 Dec 14 th -18 th , 2026	Naivasha	Kshs. 89,500
Supervisory Skills Development for Customer Service Professionals Program	Dec 7 th -11 th , 2026 Jan 11 th -15 th , 2027	Machakos	Kshs. 89,500
Top- Notch Customer Service Training	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Eldoret	Kshs. 89,500
Workplace Ethics and Professional Conduct for Office Assistants Program	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Kisumu	Kshs. 89,500
Workplace Ethics, & Service Delivery Excellence for Customer Service Professionals	JUNE 14 TH -18 TH , 2027	Mombasa	Kshs. 89,500
Workplace wellness & Stress Management Skills Course for Customer Care Professionals	JULY 20 TH -24 TH , 2026 NOV 16 TH -20 TH , 2026	Naivasha	Kshs. 89,500

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FACILITIES MANAGEMENT COURSES

Advanced Facilities Management& Maintenance Training	JUNE 14TH-18TH, 2027 NOV 16TH -20TH, 2026	Kisumu	Kshs. 89,500
Advanced Maintenance Management for Technicians Program	NOV 16TH-20TH, 2026 DEC 6TH-10TH 2027	Mombasa	Kshs. 89,500
Essentials of Facilities Management Program	APRIL 5TH -9TH, 2027 DEC 7TH-11TH, 2026	Naivasha	Kshs. 89,500
Facilities Management Leadership and Supervision Program	Aug 10th-14th, 2026 Jan 11th-15th, 2027	Machakos	Kshs. 89,500
Foundations of Facilities and Property Management for corporate Entities Training	Nov 3rd-7th, 2026 Feb 15th-19th, 2027	Eldoret	Kshs. 89,500
Maintenance and Reliability Management: Risk and Reliability Management Training	Sept 21st-25th, 2026 March 15th-19th, 2027	Kisumu	Kshs. 89,500
Security Management, Planning and Asset Protection with Integrated Security Solutions Training	Oct 12th-16th, 2026 April 5th-9th, 2027	Mombasa	Kshs. 89,500
Security Monitoring& Incident Reporting Training	Dec 7th-11th, 2026 May 10th-14th, 2027	Naivasha	Kshs. 89,500

PENSION MANAGEMENT PROGRAMS

Strategic Pension Fund Investment and Governance for Sustainable Program	Aug 10th-14th, 2026 Jan 11th-15th, 2027	Mombasa	Kshs. 89,500
Pension Administration and Management Training	Nov 3rd-7th, 2026 Feb 15th-19th, 2027	Naivasha	Kshs. 89,500
Global Pension Systems & Trends Training: Understanding The Evolving Landscape Of Retirement Income Security	Sept 21st-25th, 2026 March 15th-19th, 2027	Machakos	Kshs. 89,500
Retirement Income Planning Training: Generating Sustainable Income For A Secure Retirement	Oct 12th-16th, 2026 April 5th-9th, 2027	Eldoret	Kshs. 89,500
Pension Fund Investment Strategies Training: Maximizing Returns & Managing Risk For Long-term Growth	Dec 7th-11th, 2026 May 10th-14th, 2027	Kisumu	Kshs. 89,500
Retirement Portfolio Management Training: Building & Managing Your Investments For A Secure Retirement	Nov 9th -13th, 2026 Dec 14th-18th, 2026	Mombasa	Kshs. 89,500

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Equity Investing For Retirement & Pensions Training: Growing Capital For Long-term Goals	Aug 10 th -14 th , 2026 Jan 11 th -15 th , 2027	Mombasa	Kshs. 89,500
Pension Plan Actuarial Valuation Training: Assessing Liabilities And Ensuring Funding Adequacy	Nov 3 rd -7 th , 2026 Feb 15 th -19 th , 2027	Mombasa	Kshs. 89,500
Equity Investing For Retirement & Pensions Training: Growing Capital For Long-term Goals	Sept 21 st -25 th , 2026 March 15 th -19 th , 2027	Mombasa	Kshs. 89,500
Pre-Retirement and Investment Options Training	Nov 9 th -13 th , 2026 Dec 14 th -18 th , 2026	Machakos	Kshs. 89,500
Fundamentals of Life Insurance and Retirement Savings Training	Dec 7 th -11 th , 2026 Jan 11 th -15 th , 2027	Eldoret	Kshs. 89,500
Maximizing Retirement Benefits through Social Security Program	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Kisumu	Kshs. 89,500
Retirement and Financial Planning Program	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Mombasa	Kshs. 89,500

ICT COURSES

Advanced Computer Networks Administration for IT Officer Program	JUNE 14 TH -18 TH , 2027	Naivasha	Kshs. 89,500
Big Data, Data Analytics and Business Intelligence Training	JULY 20 TH -24 TH , 2026 NOV 16 TH -20 TH , 2026	Machakos	Kshs. 89,500
Computer Networks and Administration for IT officers Program	JUNE 14 TH -18 TH , 2027 NOV 16 TH -20 TH , 2026	Eldoret	Kshs. 89,500
Cybercrime and forensic investigation Program	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Kisumu	Kshs. 89,500
Database Administration using SQL Training	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Mombasa	Kshs. 89,500
Design and Implementation of Management Information Systems Program	Aug 10 th -14 th , 2026 Jan 11 th -15 th , 2027	Naivasha	Kshs. 89,500
ICT infrastructure Management for Public Entities Program	Nov 3 rd -7 th , 2026 Feb 15 th -19 th , 2027	Machakos	Kshs. 89,500
Information Systems and Auditing Risks Program	Sept 21 st -25 th , 2026 March 15 th -19 th , 2027	Eldoret	Kshs. 89,500

INSURANCE COURSES

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Claims Analysis & Insurance Fraud Investigation Training	Oct 12 th -16 th , 2026 April 5 th -9 th , 2027	Kisumu	Kshs. 89,500
Effective Records Management in Insurance Program	Dec 7 th -11 th , 2026 May 10 th -14 th , 2027	Mombasa	Kshs. 89,500
Elements of short-term Insurance Program	Nov 9 th -13 th , 2026 Dec 14 th -18 th , 2026	Naivasha	Kshs. 89,500
Insurance mediation & negotiation of Disputes Training	Dec 7 th -11 th , 2026 Jan 11 th -15 th , 2027	Machakos	Kshs. 89,500
Insurance Regulatory Accounts and Returns Training	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Eldoret	Kshs. 89,500
Insurance Risk Assessment and Management: A contemporary Approach Training	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Kisumu	Kshs. 89,500
Liability Insurance Underwriting & Claims Training	JUNE 14 TH -18 TH , 2027	Mombasa	Kshs. 89,500
Operational Excellence for Insurance Professionals Training	JULY 20 TH -24 TH , 2026 NOV 16 TH -20 TH , 2026	Naivasha	Kshs. 89,500
Reinsurance Fundamentals Training	JUNE 14 TH -18 TH , 2027 NOV 16 TH -20 TH , 2026	Machakos	Kshs. 89,500
Advanced E- Marketing and Brand Management Program	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Eldoret	Kshs. 89,500
Advanced Sales Communication, Product Packaging & Management Program Module 1	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Kisumu	Kshs. 89,500
MARKETING PROGRAMS			
Behavioral Economics & Psychology in Marketing Program	Aug 10 th -14 th , 2026 Jan 11 th -15 th , 2027	Mombasa	Kshs. 89,500
Brand Management: Aligning Business, Brand & Behavior Training	Nov 3 rd -7 th , 2026 Feb 15 th -19 th , 2027	Naivasha	Kshs. 89,500
Business Development Competencies: Succeeding in Sales Management Function	Sept 21 st -25 th , 2026 March 15 th -19 th , 2027	Machakos	Kshs. 89,500
Digital and Data-Driven Marketing and Analytics Training	Oct 12 th -16 th , 2026 April 5 th -9 th , 2027	Eldoret	Kshs. 89,500

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Effective Consumer behavior analysis for Business development Program	Dec 7 th -11 th , 2026 May 10 th -14 th , 2027	Kisumu	Kshs. 89,500
Electronic Commerce, Sales and Marketing Program	Nov 9 th -13 th , 2026 Dec 14 th -18 th , 2026	Mombasa	Kshs. 89,500
Fundamentals of Digital Marketing and SEO Training	Dec 7 th -11 th , 2026 Jan 11 th -15 th , 2027	Naivasha	Kshs. 89,500
Guerilla Marketing Techniques & Sale Conversion Training	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Machakos	Kshs. 89,500
Integrated Digital Marketing Communication Training	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Eldoret	Kshs. 89,500
Market Research and Intelligence: Using Actionable Intelligence for Strategic advantage Training	JUNE 14 TH -18 TH , 2027	Kisumu	Kshs. 89,500
Marketing Planning & Control Training	JULY 20 TH -24 TH , 2026 NOV 16 TH -20 TH , 2026	Mombasa	Kshs. 89,500
Product and Brand Management Essentials Program	JUNE 14 TH -18 TH , 2027 NOV 16 TH -20 TH , 2026	Naivasha	Kshs. 89,500
Strategic Brand Development and Performance Management program	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Machakos	Kshs. 89,500
Strategic Brand Positioning and Marketing Program	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Eldoret	Kshs. 89,500
Basic Project Management For Office Administrators and Secretaries Program	Aug 10 th -14 th , 2026 Jan 11 th -15 th , 2027	Kisumu	Kshs. 89,500

EFFECTIVE ADMINISTRATION LEADERSHIP & CORPORATE GOVERNANCE COURSES

Certified Office Administrative Professional Program	Nov 3 rd -7 th , 2026 Feb 15 th -19 th , 2027	Mombasa	Kshs. 89,500
Office Management and Hygiene Course for Office Assistants Program	Sept 21 st -25 th , 2026 March 15 th -19 th , 2027	Naivasha	Kshs. 89,500
Certified Office Administrators Course- (New)	Oct 12 th -16 th , 2026 April 5 th -9 th , 2027	Machakos	Kshs. 89,500
Developing Core Skills for Senior Administrators and Secretaries In The 21st Century Training	Dec 7 th -11 th , 2026 May 10 th -14 th , 2027	Eldoret	Kshs. 89,500

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Effective Customer Care and Communication Skills for Office Administrators and Executive secretaries	Nov 9 th -13 th , 2026 Dec 14 th -18 th , 2026	Kisumu	Kshs. 89,500
Event Management Protocols & Principles for PAs and Executive Secretaries Program	Dec 7 th -11 th , 2026 Jan 11 th -15 th , 2027	Mombasa	Kshs. 89,500
Event Management Protocols & Principles Training	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Naivasha	Kshs. 89,500
Executive Administrative and Personal Assistant (EAPA)	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Machakos	Kshs. 89,500
Fundamentals of Office Management Skills for Support Staff Training	JUNE 14 TH -18 TH , 2027	Eldoret	Kshs. 89,500
Management & Leadership for PAs Executive Secretaries Program	JULY 20 TH -24 TH , 2026 NOV 16 TH -20 TH , 2026	Kisumu	Kshs. 89,500
Office Management And Effective Administration Course for Support Staff	JUNE 14 TH -18 TH , 2027 NOV 16 TH -20 TH , 2026	Mombasa	Kshs. 89,500
Office Management and Effective Administration Skills Training	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Naivasha	Kshs. 89,500
Strategic Skills for Administrative Professionals training	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Machakos	Kshs. 89,500
Advanced Certified Strategy and Business Planning Program	Aug 10 th -14 th , 2026 Jan 11 th -15 th , 2027	Eldoret	Kshs. 89,500
Strategic Management: Competitive and Corporate Strategy program for managers	Nov 3 rd -7 th , 2026 Feb 15 th -19 th , 2027	Kisumu	Kshs. 89,500
Strategic Organizational Change Management in the Public Sector Program	Sept 21 st -25 th , 2026 March 15 th -19 th , 2027	Mombasa	Kshs. 89,500
Effective Management of Digital Savviness Program for managers	Oct 12 th -16 th , 2026 April 5 th -9 th , 2027	Naivasha	Kshs. 89,500
Principles of Leadership and Governance Program	Dec 7 th -11 th , 2026 May 10 th -14 th , 2027	Machakos	Kshs. 89,500
Advanced Communication Strategies for Senior Leadership Training	Nov 9 th -13 th , 2026 Dec 14 th -18 th , 2026	Eldoret	Kshs. 89,500
Leadership and Change Management for Senior Housekeeping Supervisors Training	Dec 7 th -11 th , 2026 Jan 11 th -15 th , 2027	Kisumu	Kshs. 89,500

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Integrating AI in Workplace Safety Practices for Line Managers program	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Mombasa	Kshs. 89,500
Basic Lean Thinking + Lean Six Sigma Training	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Naivasha	Kshs. 89,500
Best Practices In Corporate Social Investment Program	JUNE 14 TH -18 TH , 2027	Machakos	Kshs. 89,500
Building Personal Resilience: Managing Anxiety & Mental Health Training	JULY 20 TH -24 TH , 2026 NOV 16 TH -20 TH , 2026	Eldoret	Kshs. 89,500
Business Process Redesign & Re-Engineering Designs Training	JUNE 14 TH -18 TH , 2027 NOV 16 TH -20 TH , 2026	Kisumu	Kshs. 89,500
Workplace Conflict Management and Negotiation for Teams Program	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Mombasa	Kshs. 89,500
Corporate and Business Strategy for Competitive Advantage Program	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Naivasha	Kshs. 89,500
Corporate Events & Protocol Management Training	Aug10 th -14 th , 2026 Jan 11 th -15 th , 2027	Machakos	Kshs. 89,500
Corporate Governance: Risk Management Principles, Policies and Best Practices	Nov 3 rd -7 th , 2026 Feb 15 th -19 th , 2027	Eldoret	Kshs. 89,500
Corporate Planning and Business Analysis for upcoming Managers Program	Sept 21 st -25 th , 2026 March 15 th -19 th , 2027	Kisumu	Kshs. 89,500
Agile Leadership using balanced Score Card Program	Oct 12 th -16 th , 2026 April 5 th -9 th , 2027	Mombasa	Kshs. 89,500
Emotional Intelligence and Competence Skills Program	Dec 7 th -11 th , 2026 May 10 th -14 th , 2027	Naivasha	Kshs. 89,500
Emotional Intelligence: EQ for Innovative Leadership and Corporate Teamwork Training	Nov 9 th -13 th , 2026 Dec 14 th -18 th , 2026	Machakos	Kshs. 89,500
Essential Core Skills of a 21st Century Leader Training	Dec 7 th -11 th , 2026 Jan 11 th -15 th , 2027	Eldoret	Kshs. 89,500
Foundations of Leading Through Emotional Intelligence for Emerging Leaders Program	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Kisumu	Kshs. 89,500

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Fundamentals of Finance and Accounting for Non-Finance Managers	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Mombasa	Kshs. 89,500
Leadership in a turbulent Environment for Upcoming Managers Program	JUNE 14 TH -18 TH , 2027	Naivasha	Kshs. 89,500
Leadership, Influence and Change Management Program	JULY 20 TH -24 TH , 2026 NOV 16 TH -20 TH , 2026	Machakos	Kshs. 89,500
Leading with Advanced Analytics and Artificial Intelligence Program	JUNE 14 TH -18 TH , 2027 NOV 16 TH -20 TH , 2026	Eldoret	Kshs. 89,500
Performance Management for Public Entities Training	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Kisumu	Kshs. 89,500
Project Monitoring and Evaluation with Data Management and Analysis course	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Mombasa	Kshs. 89,500
Strategic Leadership and Business management Program	Aug 10 th -14 th , 2026 Jan 11 th -15 th , 2027	Naivasha	Kshs. 89,500
Strategic Communication and Report Writing Skills Program	Nov 3 rd -7 th , 2026 Feb 15 th -19 th , 2027	Machakos	Kshs. 89,500
Strategic Thinking, Analysis and Business Planning Skills Program	Sept 21 st -25 th , 2026 March 15 th -19 th , 2027	Eldoret	Kshs. 89,500
Strategy and Balanced Scorecard for Up Coming Managers Program	Oct 12 th -16 th , 2026 April 5 th -9 th , 2027	Kisumu	Kshs. 89,500

PROCUREMENT, LOGISTICS AND SUPPLY CHAIN MANAGEMENT COURSES

Advanced Fleet Operations, Maintenance and Management Course	Dec 7 th -11 th , 2026 May 10 th -14 th , 2027	Mombasa	Kshs. 89,500
Asset Procurement, Maintenance & Disposal Management	Nov 9 th -13 th , 2026 Dec 14 th -18 th , 2026	Naivasha	Kshs. 89,500
Asset Management and Disposal Masterclass	Dec 7 th -11 th , 2026 Jan 11 th -15 th , 2027	Machakos	Kshs. 89,500

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Inventory, Warehouse & Assets Disposal Management.	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Eldoret	Kshs. 89,500
Advanced Logistics Management (Transport, Materials Storage and Materials Handling) Training	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Kisumu	Kshs. 89,500
Best Practices for Optimizing Warehouse Safety Training	JUNE 14 TH -18 TH , 2027	Mombasa	Kshs. 89,500
Bidding, Tender and Proposal Administration Program	JULY 20 TH -24 TH , 2026 NOV 16 TH -20 TH , 2026	Naivasha	Kshs. 89,500
Contract Management Principles and Practices Program	JUNE 14 TH -18 TH , 2027 NOV 16 TH -20 TH , 2026	Machakos	Kshs. 89,500
Contract Management, Monitoring and Sustainable Procurement in an Organization Training	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Eldoret	Kshs. 89,500
Contract Risk Management & Compliance: Mastering the Strategic Approach Training	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Kisumu	Kshs. 89,500
Effective Contract Management (BIDS & Tender Management Process) Training	Aug 10 th -14 th , 2026 Jan 11 th -15 th , 2027	Mombasa	Kshs. 89,500
Effective Tendering, Bidding Strategies & Evaluation	Nov 3 rd -7 th , 2026 Feb 15 th -19 th , 2027	Naivasha	Kshs. 89,500
Electronic Procurement: Strategies for Success Training	Sept 21 st -25 th , 2026 March 15 th -19 th , 2027	Machakos	Kshs. 89,500
E-Procurement System Design and Management program	Oct 12 th -16 th , 2026 April 5 th -9 th , 2027	Eldoret	Kshs. 89,500
E-Procurement: Developing, Implementing and Managing the Complete Process Training	Dec 7 th -11 th , 2026 May 10 th -14 th , 2027	Kisumu	Kshs. 89,500
Equipment Procurement: Tactics and Strategies Training	Nov 9 th -13 th , 2026 Dec 14 th -18 th , 2026	Mombasa	Kshs. 89,500
Fleet Management & Route Planning Program	Dec 7 th -11 th , 2026 Jan 11 th -15 th , 2027	Naivasha	Kshs. 89,500
Fleet Supervision & Route Management for Transport Managers Training	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Kisumu	Kshs. 89,500

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Global Sourcing Strategy & Smart International Procurement Program	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Mombasa	Kshs. 89,500
Integrated Inventory & Warehouse Management Training	JUNE 14 TH -18 TH , 2027	Naivasha	Kshs. 89,500
Inventory Planning, Monitoring and Evaluation Program	JULY 20 TH -24 TH , 2026 NOV 16 TH -20 TH , 2026	Kisumu	Kshs. 89,500
Managing Vendor Qualification, Performance & Contract Compliance Training	JUNE 14 TH -18 TH , 2027 NOV 16 TH -20 TH , 2026	Mombasa	Kshs. 89,500
Monitoring and Evaluation of Procurement Process Program	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Naivasha	Kshs. 89,500
National and International procurement for Donor Funded Projects.	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Machakos	Kshs. 89,500
PPP Contract Management & Governance Training	Aug 10 th -14 th , 2026 Jan 11 th -15 th , 2027	Eldoret	Kshs. 89,500
Procurement and Supply Chain Management lead Practices for Store and Procurement Staff Training	Nov 3 rd -7 th , 2026 Feb 15 th -19 th , 2027	Kisumu	Kshs. 89,500
Procurement Investigation, Audit & Compliance in the Public Sector Training	Sept 21 st -25 th , 2026 March 15 th -19 th , 2027	Mombasa	Kshs. 89,500
Procurement Management for World Bank Funded Projects Training	Oct 12 th -16 th , 2026 April 5 th -9 th , 2027	Naivasha	Kshs. 89,500
Procurement Management for World Bank Funded Projects Training	Dec 7 th -11 th , 2026 May 10 th -14 th , 2027	Machakos	Kshs. 89,500
Procurement Management of Equipment and Works for World Bank Aided Projects Training	Nov 9 th -13 th , 2026 Dec 14 th -18 th , 2026	Eldoret	Kshs. 89,500
Projects Procurement and Management Program	Dec 7 th -11 th , 2026 Jan 11 th -15 th , 2027	Kisumu	Kshs. 89,500
Proposal Writing and BID management Program	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Mombasa	Kshs. 89,500
Protocol, Etiquette and Diplomacy Course for Corporate Drivers Program	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Kisumu	Kshs. 89,500

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Public Procurement and Governance for Public Entities Training	JUNE 14 TH -18 TH , 2027	Mombasa	Kshs. 89,500
Public Procurement and Portfolio Management program	JULY 20 TH -24 TH , 2026 NOV 16 TH -20 TH , 2026	Naivasha	Kshs. 89,500
Public Procurement, Contract Management and Assets Disposal Training	JUNE 14 TH -18 TH , 2027 NOV 16 TH -20 TH , 2026	Machakos	Kshs. 89,500
Road and Traffic Safety Management Training	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Eldoret	Kshs. 89,500
Stores Management and Inventory Control Program	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Kisumu	Kshs. 89,500
Strategic Procurement Planning and Budgeting Program	Sept 21 ST -25 TH , 2026 March 15 TH -19 TH , 2027	Machakos	Kshs. 89,500
Tender Design and Contract Management in the Public and Private Sectors Training	Oct 12 TH -16 TH , 2026 April 5 TH -9 TH , 2027	Eldoret	Kshs. 89,500
Tender Management Specifications & Contracts Training	Dec 7 TH -11 TH , 2026 May 10 TH -14 TH , 2027	Kisumu	Kshs. 89,500
The Fundamentals of Fleet Management For Executive Drivers Training	Nov 9 TH -13 TH , 2026 Dec 14 TH -18 TH , 2026	Mombasa	Kshs. 89,500
Transport & Fleet Management Strategies for the Public Sector Training	Dec 7 TH -11 TH , 2026 Jan 11 TH -15 TH , 2027	Naivasha	Kshs. 89,500
Transport Management and Fleet Operations Training	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Machakos	Kshs. 89,500
Transport Management for Executive Drivers Program	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Eldoret	Kshs. 89,500
Assets Management And Disposal Program	JUNE 14 TH -18 TH , 2027	Kisumu	Kshs. 89,500
Monitoring & Evaluation for Development Projects Training	JULY 20 TH -24 TH , 2026 NOV 16 TH -20 TH , 2026	Mombasa	Kshs. 89,500
Monitoring & Evaluation for Governance Program	JUNE 14 TH -18 TH , 2027 NOV 16 TH -20 TH , 2026	Naivasha	Kshs. 89,500
Monitoring and Evaluation in the Public Sector for Project Officers Training	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Machakos	Kshs. 89,500

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Monitoring and Evaluation of Donor Funded Projects Training	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Kisumu	Kshs. 89,500
Monitoring and Evaluation of Grant & Effective Report writing Training.	Aug10 th -14 th , 2026 Jan 11 th -15 th , 2027	Mombasa	Kshs. 89,500
Project Audit and Value for Money Enhancement Strategies Course	Nov 3 rd -7 th , 2026 Feb 15 th -19 th , 2027	Naivasha	Kshs. 89,500
Resource Mobilization, Fundraising & Projects Proposal Writing Training	Sept 21 st -25 th , 2026 March 15 th -19 th , 2027	Machakos	Kshs. 89,500
RECORDS MANAGEMENT PROGRAMS			
Advanced Electronic Document and Records Management Systems Training	Dec 7 th -11 th , 2026 May 10 th -14 th , 2027	Kisumu	Kshs. 89,500
Advanced Records and Archives Administration Program	Nov 9 th -13 th , 2026 Dec 14 th -18 th , 2026	Mombasa	Kshs. 89,500
Best practices in Document Control and Records Management Program	Dec 7 th -11 th , 2026 Jan 11 th -15 th , 2027	Naivasha	Kshs. 89,500
Best Practices in Electronic Records Management Program	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Machakos	Kshs. 89,500
Documents and Records Management Compliance Program	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Eldoret	Kshs. 89,500
Efficient Records and Data Management Systems Program	JUNE 14 TH -18 TH , 2027	Kisumu	Kshs. 89,500
Electronic Records Management and Information Security Training	JULY 20 TH -24 TH , 2026 NOV 16 TH -20 TH , 2026	Mombasa	Kshs. 89,500
Integrated Electronic Records Management Policies Training	JUNE 14 TH -18 TH , 2027 NOV 16 TH -20 TH , 2026	Naivasha	Kshs. 89,500
International standards in records management Training	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Machakos	Kshs. 89,500
New trends in Electronic Records and Document Control Program	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Eldoret	Kshs. 89,500
Records Management Policy and Procedures Program	Aug10 th -14 th , 2026 Jan 11 th -15 th , 2027	Kisumu	Kshs. 89,500
The Role of Records Officers in Dynamic and Virtual Environments Training	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Mombasa	Kshs. 89,500

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SECURITY MANAGEMENT COURSES

Security Management, Planning & Asset Protection with Integrated Security Solutions Program	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Mombasa	Kshs. 89,500
Certified Information Security Manager Course	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Naivasha	Kshs. 89,500
Security Intelligence Analysis & Strategic Risk Management Course	JUNE 14 TH -18 TH , 2027	Machakos	Kshs. 89,500
Physical Security and Insider Threat Intelligence Program	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Mombasa	Kshs. 89,500
Cyber Security Threat Intelligence Program	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Naivasha	Kshs. 89,500
Security Management, Planning and Asset Protection Program	JUNE 14 TH -18 TH , 2027	Mombasa	Kshs. 89,500
Data Management, Security and Warehousing Program	JULY 20 TH -24 TH , 2026 NOV 16 TH -20 TH , 2026	Naivasha	Kshs. 89,500
Effective Modern Security Management and Operations Program	JUNE 14 TH -18 TH , 2027 NOV 16 TH -20 TH , 2026	Machakos	Kshs. 89,500
Information Security Management for non-ICT Professionals Program	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Eldoret	Kshs. 89,500
Corporate Security Intelligence Management Program	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Kisumu	Kshs. 89,500
Security Management and Intelligence Analysis Course	Aug 10 th -14 th , 2026 Jan 11 th -15 th , 2027	Mombasa	Kshs. 89,500
Digital Forensics and Threat Intelligence Program	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Mombasa	Kshs. 89,500

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Safety and Security Management program	NOV 16 TH -20 TH , 2026 DEC 6 TH -10 TH 2027	Naivasha	Kshs. 89,500
Modern Security Management and Operations program	APRIL 5 TH -9 TH , 2027 DEC 7 TH -11 TH , 2026	Machakos	Kshs. 89,500
Fraud Detection and Investigation Training	JUNE 14 TH -18 TH , 2027	Eldoret	Kshs. 89,500
Corporate Investigation Techniques Excellence Training	JULY 20 TH -24 TH , 2026 NOV 16 TH -20 TH , 2026	Kisumu	Kshs. 89,500
Certified Information Security Manager Course	Nov 3 rd -7 th , 2026 Feb 15 th -19 th , 2027	Eldoret	Kshs. 89,500
Security Intelligence Analysis & Strategic Risk Management Course	Sept 21 st -25 th , 2026 March 15 th -19 th , 2027	Kisumu	Kshs. 89,500
Cyber Security Threat Intelligence Program	Dec 7 th -11 th , 2026 May 10 th -14 th , 2027	Naivasha	Kshs. 89,500
Data Management, Security and Warehousing program	Nov 9 th -13 th , 2026 Dec 14 th -18 th , 2026	Machakos	Kshs. 89,500

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