

2022 Kenya Training Schedule

COURSE TITLE	DATES	VENUE	CHARGES PER PERSON (Excl taxes)
P.A ,Office Manager and Executive Administrative Assistants Training	27 th & 28 th January 2022	Pride Inn Hotel, Nairobi	Ksh 35,000
Customer Service Excellence Training	7 th - 11 th February 2022	Online	Ksh 15,000
Project Cycle Management Seminar	1 st – 4 th March 2022	Pride Inn Hotel, Nairobi	Ksh 50,000
Professional Mediation Course	21 st – 24 th February 2022	Online	Ksh 35,000
Kenya Employment Law Update Seminar	24 th & 25 th March 2022	Pride Inn Hotel, Nairobi	Ksh 35,000
Intermediate Microsoft Excel Training	21 st - 25 th March 2022	Online	Ksh 15,000
Personal Finance Management	4 th - 8 th April 2022	Online	Ksh 10,000
Professional Mediation Course	25 th – 29 th April 2022	Online	Ksh 35,000
Credit Management, Debt Collection and Accounts Receivables Training	5 th & 6 th May 2022	Pride Inn Hotel, Nairobi	Ksh 35,000
Enterprise Risk Management for Start-ups Seminar	23 rd - 27 th May 2022	Online	Ksh 15,000
Sales and Marketing Training	13 th - 17 th June 2022	Online	Ksh 15,000

Finance and Accounting for Non Finance Personnel Training	7 th & 8 th July 2022	Pride Inn Hotel, Nairobi	Ksh 35,000
Management Skills for New Managers Training	21 st & 22 nd July 2022	Pride Inn Hotel, Nairobi	Ksh 35,000
Performance Management and Appraisal	4 th & 5 th August 2022	Pride Inn Hotel, Nairobi	Ksh 35,000
Advanced Microsoft Excel Training	1 st & 2 nd September 2022	Pride Inn Hotel, Nairobi	Ksh 35,000
Kenya Labour Laws Training	15 th & 16 th September 2022	Pride Inn Hotel, Nairobi	Ksh 35,000
Essential Leadership and Management Skills Training	6 th & 7 th October 2022	Pride Inn Hotel, Nairobi	Ksh 35,000
Writing Winning Proposals Training	24 th – 28 th October 2022	Online	Ksh 15,000
Effective Communication and Presentation Skills Training	17 th & 18 th November 2022	Pride Inn Hotel, Nairobi	Ksh 30,000
Masterclass Office Admin Training	5 th – 9 th December 2022	Online	Ksh 15,000

NOTE: We have the Professional Mediation Virtual course every end of the month. Contact us for the exact dates for the month you are available.