

2024 Kenya Training Schedule

COURSE TITLE	DATES	VENUE	CHARGES PER PERSON (Excl taxes)
P.A ,Office Manager and Executive Administrative Assistants Training	25 th & 26 th January 2024	The Clarion Hotel, Nairobi	Ksh 35,000
Customer Service Excellence Training	5 th - 9 th February 2024	Online	Ksh 15,000
Beginner Microsoft Excel Training	7 th & 8 th March 2024	The Clarion Hotel, Nairobi	Ksh 28,000
Management Skills for New Managers Training	28 th & 29 th March 2024	The Clarion Hotel, Nairobi	Ksh 35,000
Intermediate Microsoft Excel Training	4 th & 5 th April 2024	The Clarion Hotel, Nairobi	Ksh 32,000
Personal Finance Management	8 th - 12 th April 2024	Online	Ksh 10,000
Advanced Microsoft Excel Training	2 nd & 3 rd May 2024	The Clarion Hotel, Nairobi	Ksh 35,000
Finance for Non-Finance Managers	22 nd – 24 th May 2024	The Clarion Hotel, Nairobi	Ksh 45,000
Masterclass Office Admin Training	20 th – 24 th May 2024	Online	Ksh 15,000
Kenya Labour Law and Compliance Training	6 th & 7 th June 2024	The Clarion Hotel, Nairobi	Ksh 35,000
Effective Communication and Presentation Skills Training	24 th – 28 th June 2024	Online	Ksh 15,000

Customer Service Skills Training	4 th & 5 th July 2024	The Clarion Hotel, Nairobi	Ksh 35,000
Credit Management, Debt Collection and Accounts Receivables Training	8 th & 9 th August 2024	The Clarion Hotel, Nairobi	Ksh 35,000
Enterprise Risk Management for Start-ups Seminar	26 th - 30 th August 2024	Online	Ksh 15,000
Sales and Marketing Skills Training	5 th & 6 th September 2024	The Clarion Hotel, Nairobi	Ksh 35,000
Finance and Accounting for Non-Finance Personnel Training	26 th & 27 th September 2024	The Clarion Hotel, Nairobi	Ksh 35,000
Labour Relations and Best Practices	24 th & 25 th October 2024	The Clarion Hotel, Nairobi	Ksh 35,000
Performance Management and Appraisal	28 th & 29 th November 2024	The Clarion Hotel, Nairobi	Ksh 35,000
Writing Winning Proposals Training	18 th – 22 nd November 2024	Online	Ksh 15,000

NOTE:

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

-Any other course request not listed here is welcome.

-All our courses are available in-house and virtually.

-We also offer team building services.