

2026 Kenya Training Schedule

COURSE TITLE	DATES	VENUE	CHARGES PER PERSON (Excl VAT)
Kenya Labour Laws Update Training	29 th & 30 th January 2026	The Concord Hotel, Nairobi	Ksh 30,000
Customer Service Excellence Training	9 th - 13 th February 2026	Virtual	Ksh 10,000
Beginner Microsoft Excel Training	5 th & 6 th March 2026	The Concord Hotel, Nairobi	Ksh 25,000
Management Skills for New Managers Training	26 th & 27 th March 2026	The Concord Hotel, Nairobi	Ksh 30,000
Intermediate Microsoft Excel Training	23 rd & 24 th April 2026	The Concord Hotel, Nairobi	Ksh 28,000
Personal Finance Management	4 th - 8 th May 2026	Virtual	Ksh 8,000
Advanced Microsoft Excel Training	28 th & 29 th May 2026	The Concord Hotel, Nairobi	Ksh 30,000
Finance for Non-Finance Managers	24 th - 26 th June 2026	The Concord Hotel, Nairobi	Ksh 40,000
Masterclass Office Admin Training	13 th – 17 th July 2026	Virtual	Ksh 8,000
Kenya Labour Law and Compliance Training	6 th & 7 th August 2025	The Concord Hotel, Nairobi	Ksh 30,000
Effective Communication and Presentation Skills Training	24 th – 28 th August 2026	Virtual	Ksh 8,000

P.A, Office Admin, and Executive Assistants Training	17 th & 18 th September 2026	The Concord Hotel, Nairobi	Ksh 30,000
Credit Management, Debt Collection and Accounts Receivables Training	15 th & 16 th October 2026	The Concord Hotel, Nairobi	Ksh 30,000
Enterprise Risk Management for Start-ups Seminar	2 nd - 6 th November 2026	Virtual	Ksh 8,000
Sales and Marketing Skills Training	26 th & 27 th November 2026	The Concord Hotel, Nairobi	Ksh 30,000
Writing Winning Proposals Training	30 th November –4 th December 2026	Virtual	Ksh 8,000

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.