



TRAINING CALENDAR FOR JANUARY - JULY 2024

PROGRAM	TARGET GROUP	MONTH	VENUE
PRE-RETIREMENT PLANNING WORKSHOP <i>Planning and Preparing for Retirement</i>	<ul style="list-style-type: none">▪ Retiring (mandatory or voluntary) Employees▪ Spouses of Retiring Employees▪ Heads of Departments▪ Human Resource Officers▪ Administration Officers▪ County Secretaries▪ CECs▪ Hon. Speakers of County Assemblies▪ Clerks of County Assemblies▪ Hon. MCAs▪ County Assemblies Liaison Committee members▪ County Public Service Board Members▪ County Assembly Service Board Members	22 - 27 Jan	Kisumu
CUSTOMER SERVICE FOR THE PUBLIC SECTOR <i>The Essentials of Business Etiquette, Protocol & Communication</i> <i>....Delivering World-Class Service in the Not-for-Profit Space....</i>	<ul style="list-style-type: none">▪ Public Sector Employees▪ Customer Service officers▪ Front Office officers▪ Supervisors/ Team Leaders▪ Office Managers▪ Administration officers▪ Personal Assistants▪ Secretaries	13 - 16 Feb	Naivasha

	<ul style="list-style-type: none"> ▪ Service Personnel at all levels of National, County and government agencies ▪ Department Managers ▪ Nonprofit Organization Employees ▪ Public Transportation and utilities employees ▪ Any individual working in the office support field 		
<p>HR MASTERCLASS: THE FUTURE CHANGES IN HUMAN RESOURCES</p> <p><i>The Artificial Intelligence Changes that will Transform HR, As We Know It</i></p>	<ul style="list-style-type: none"> ▪ Senior Training Managers ▪ Senior HR Staff ▪ Workforce Planning Managers ▪ Recruiters and Staff Developers ▪ Organizational Design Managers ▪ Board Directors 	26 – 29 February	Kisumu
<p>MAINSTREAMING GENDER CONCERNS IN THE PUBLIC SECTOR</p> <p><i>.... Gender, Human Rights & Sustainable Development...</i></p>	<ul style="list-style-type: none"> ▪ Women in leadership ▪ Heads of Departments ▪ Supervisors ▪ Managers ▪ HR Officers ▪ Administrators ▪ County Secretaries ▪ Chief County Officers ▪ County Public Service Board Members ▪ County Assembly Service Board Members 	26 – 29 February	Mombasa
	<ul style="list-style-type: none"> ▪ General Management ▪ Sales and Marketing ▪ Finance and Accounting ▪ Planning and Budgeting ▪ Estimating and Costing ▪ Operations ▪ Facilities Management 		

<p>FINANCIAL RISK, ROOT CAUSE ANALYSIS & PROBLEM SOLVING</p> <p><i>Unlocking the Complexity of Financial Risk</i></p>	<ul style="list-style-type: none"> ▪ Engineering ▪ Procurement ▪ Logistics ▪ Project Management ▪ Exploration Management ▪ Asset Management ▪ Quality Management ▪ Human Resources ▪ Auditors and Internal Auditors ▪ Senior managers and other managers interested in managing financial risk and business risk, root cause analysis and the problem-solving process. 	<p>04 – 08 March</p>	<p>Mombasa</p>
<p>E-PROCUREMENT</p> <p><i>The Digital Transformation in Procurement</i></p>	<ul style="list-style-type: none"> ▪ Contract Administration Professionals ▪ Tendering Professional/Clerks ▪ Purchasing Officers ▪ Project Management Professionals ▪ Engineering, Operational and Finance Professionals 		
<p>LEADERSHIP, COMMUNICATIONS & INTERPERSONAL SKILLS</p> <p><i>Leadership through Self-Mastery</i></p>	<ul style="list-style-type: none"> ▪ Management Professionals ▪ Team Leaders - <i>prospective, new or experienced</i> ▪ Supervisors 		
<p>CRITICAL THINKING & PROBLEM SOLVING FOR PUBLIC SERVICE LEADERS</p> <p><i>Rational and Lateral Thinking for Decision Making</i></p>	<ul style="list-style-type: none"> ▪ Senior Management Team Members ▪ CECs and County Executives ▪ Team leaders, ▪ County Secretaries ▪ Board Members of County Municipalities & Cities Boards ▪ Heads of Functional Units in HR, IT, Finance and Strategy 	<p>25 – 29 March</p>	<p>Mombasa</p>

	<ul style="list-style-type: none"> ▪ Heads of Customer Service, Marketing and Sales Teams ▪ People with Leadership Potential who are preparing for their next role 		
<p>DIGITAL TRANSFORMATION OF PUBLIC AFFAIRS AND GOVERNMENT RELATIONS</p> <p><i>Leveraging Data and Technology to Enhance the impact of Government Relations</i></p>	<ul style="list-style-type: none"> ▪ Leaders and Managers of Public Affairs and Government Relationship teams ▪ Ministerial & Ministerial Committee Levels ▪ Executive Management and Directors ▪ Government Relations Officers ▪ Public Affairs Officers / Professionals ▪ Public Relations Officers / Professionals ▪ Policy Makers / Officers / Analysts / Professionals 	01 – 05 April	Naivasha
<p>EFFECTIVE ENHANCEMENT OF MUNICIPAL AND COUNTY OWN SOURCE REVENUE COLLECTION AND ADMINISTRATION</p>	<ul style="list-style-type: none"> ▪ Counties, Cities and Municipalities officials ▪ Senior and middle managers ▪ Directors ▪ Chief Officers ▪ Sub-county Administrators ▪ Revenue Officers ▪ MCAs ▪ Professionals willing to learn advanced techniques on revenue enhancements within the devolved governance structure. 	01 – 05 April	Naivasha
<p>WORKSHOP ON INCLUSIVE DIVERSITY, CULTURE & CHANGE MANAGEMENT</p> <p><i>....Shaping Inclusive Workplaces through Data,</i></p>	<ul style="list-style-type: none"> ▪ Directors ▪ Head of Departments ▪ HR Managers ▪ CECs ▪ County Secretaries 	15- 19 April	Mombasa

<p><i>Influence, and Change Management....</i></p>	<ul style="list-style-type: none"> ▪ Chief Officers ▪ County Public Service Board Members ▪ County Assembly Public Service Board Members ▪ Hon. MCAs ▪ County Assembly Clerks 		
<p>MANAGING THE CORPORATE TRANSPORT FUNCTION</p> <p><i>Reducing Costs, Improving Efficiency and Skills Across This Vital Business Area</i></p>	<ul style="list-style-type: none"> ▪ Managers and supervisors who manage the corporate transport fleet ▪ Executives with accountability for corporate transport ▪ Managers wishing to understand the fundamentals of fleet management ▪ Finance managers who need knowledge of managing the corporate transport fleet ▪ Drivers 	<p>29 April – 03 May</p>	<p>Kisumu</p>
<p>LEADERS IN HEELS - POWER UP YOUR PRESENCE</p> <p><i>Leverage your unique leadership capabilities to drive business forward, and lead your organizations and teams effectively</i></p>	<ul style="list-style-type: none"> ▪ High-potential and emerging women leaders ▪ Women County Secretaries ▪ County Executive Committee (CEC) Members ▪ Established Women leaders ▪ Women CEO'S ▪ Women in Boards ▪ Senior Managers ▪ County Chief Officers ▪ Chair of Women Caucuses ▪ Elected Women Leaders ▪ County Directors ▪ Nominated Women Leaders ▪ Women in Leadership positions ▪ Clerk to the Women Caucus 	<p>06 – 10 May</p>	<p>Dubai</p>
	<ul style="list-style-type: none"> ▪ Supervisors ▪ Administrators ▪ Team Leaders ▪ Personal Assistants 		

<p>ESSENTIAL MANAGEMENT SKILLS FOR ADMINISTRATORS</p> <p><i>Climbing the Career Ladder</i></p>	<ul style="list-style-type: none"> ▪ Newly Appointed Managers ▪ Anyone who is already a manager and wants to improve their performance ▪ Senior Administrators who wish to enhance their effectiveness or promotional prospects ▪ Any employee who wishes to be more proactive, grow in their position and take on more management responsibility 	<p>20 – 24 May</p>	<p>Naivasha</p>
<p>TRAINING ON ADVANCED FINANCIAL MANAGEMENT, GRANTS MANAGEMENT & AUDITING FOR DONOR FUNDED PROJECTS</p>	<ul style="list-style-type: none"> ▪ Managers/Officers responsible for the management and accounting for donor funds. 	<p>27 – 31 May</p>	<p>Mombasa</p>
<p>PUBLIC SECTOR MANAGEMENT, GOVERNANCE & FISCAL SUSTAINABILITY TECHNIQUES</p> <p><i>Upgrade Your Knowledge to Better Serve Your Citizens</i></p>	<ul style="list-style-type: none"> ▪ Senior and middle level management of the Governmental Organizations and Public Sector entities ▪ Executive management and directors ▪ Responsible directors working at finance, internal audit, risk management ▪ Managers of compliance and internal control departments ▪ Non-Financial directors 	<p>10 – 14 June</p>	<p>Mombasa</p>
<p>Market Leadership & Marketing Strategies Seminar</p> <p><i>Dominate your Space in the 24/7/365 'Always On' World</i></p>	<ul style="list-style-type: none"> ▪ Marketing Professionals ▪ Public Relations Practitioners ▪ Marketing practitioners ▪ Sales practitioners ▪ Customer relationship practitioners ▪ Brand Managers ▪ Pension/Insurance Agents 	<p>10 – 14 June</p>	<p>Mombasa</p>

	<ul style="list-style-type: none"> ▪ Legal Officers ▪ Hospitality/Travel & Tourism ▪ Medical, Healthcare and Wellness ▪ Logistics & Transportation ▪ Finance & Accountancy ▪ HR Recruitment ▪ Entrepreneurs 		
<p style="text-align: center;">SEMINAR ON MENTAL AGILITY <i>Building Mental Toughness</i></p>	<p>This Mental Agility training course is suitable for a wide range of people who want to achieve anything, great or small, including but not limited to:</p> <ul style="list-style-type: none"> ▪ Employees of all cadres ▪ Executives and Managers in all types of organizations, functions, and levels ▪ Leaders and influencers in all areas, including government and non-profits ▪ Professionals in all fields of endeavor ▪ Entrepreneurs and Business Owners ▪ Artists, Writers, Trainers, Inventors, Scientists, and anyone else working as creators and innovators 	24 – 28 June	Kisumu
<p style="text-align: center;">NAVIGATING ESG CHALLENGES THROUGH LEADERSHIP SUSTAINABILITY</p>	<ul style="list-style-type: none"> • Sustainability leaders and managers seeking to enhance their understanding and implementation of ESG practices • Operations managers and supervisors seeking to integrate ESG principles into their departmental strategies 	24 – 28 June	Mombasa

***Building Resilient Businesses
for a Better Future***

- C-Suite executives responsible for strategic decision-making and organizational performance
- Compliance and risk management professionals aiming to navigate emerging ESG regulations
- Corporate social responsibility (CSR) and sustainability practitioners aiming to deepen their knowledge of ESG principles
- Supply chain and procurement professionals seeking to ensure ESG compliance throughout the value chain
- HR managers and professionals interested in fostering a diverse, inclusive, and socially responsible workplace culture

**AUDITING CORPORATE
GOVERNANCE**

***.... Assessing How Your
Organization is Directed and
Controlled....***

- Lead Auditors
- Senior Auditors
- Governors & Deputy Governors
- CEOs
- Board Directors
- Senior Managers
- County Public Service Board Members
- County Assembly Service Board Members
- Chairs of Liaison Committees
- County Secretaries
- Hon. Speakers
- National Assembly & Senate Clerks
- Hon. Senators & Members of Parliament
- CECs
- County Chief Officers
- Hon. MCAs

08 – 12 July

Kisumu

<p style="text-align: center;">PROCUREMENT FRAUD WORKSHOP</p> <p><i>The Identification, Monitoring, Detection and Resolution</i></p>	<ul style="list-style-type: none"> ▪ Procurement and Supply Chain Management Professionals, ▪ Contract Professionals and Administrators ▪ Accounting Officers, ▪ Strategy Executives, ▪ Senior and Mid-level Managers involved in Supply Management, ▪ Logistics Managers, ▪ Production Managers, ▪ Operations Managers and ▪ Contract Professionals and Administrators ▪ 	<p style="text-align: center;">22 – 26 July</p>	<p style="text-align: center;">Kisumu</p>
<p style="text-align: center;">ESSENTIALS OF HUMAN RESOURCES MANAGEMENT</p> <p><i>Core People Management & Administration for the 21st Century</i></p>	<ul style="list-style-type: none"> ▪ ‘Fast Track’ management trainees who need a thorough grounding in HR ▪ Those who have recently joined an HR or Personnel Department ▪ Those who wish to enter the field ▪ Any existing HRM personnel who need to stay up to date on current practices and trends ▪ Those managers who would benefit from an understanding of the HR role and function ▪ Occupational Health & Safety and L & D staff who need to be up to date 		
<p>SAFETY TECHNOLOGY & RISK MANAGEMENT</p> <p><i>Adopting a Systematic Approach to Risk Identification, Assessment and Management</i></p>	<ul style="list-style-type: none"> ▪ Plant Professionals ▪ Engineers ▪ Designers ▪ All Professionals who has a contribution to make in ensuring the safe operation of a potential high hazard workplace 		

<p style="text-align: center;">INFORMATION & DOCUMENTATION COMPLIANCE</p> <p><i>Streamlining Documents in A Digital Age</i></p>	<ul style="list-style-type: none"> ▪ Records Management Officers ▪ Document Controllers ▪ Secretaries ▪ Committee Clerks ▪ Hansard Officers ▪ Administrators ▪ People Supporting Management and/or Working in Project Teams ▪ Marketing Specialist ▪ Project Managers ▪ Public Relations Specialists ▪ Marketing Managers ▪ 		
<p style="text-align: center;">THE ROLE OF POSITIVE WORK ETHICS IN ACHIEVING ORGANISATIONAL OBJECTIVES</p> <p><i>Achieving Strategic Goals Through Developing a High- Calibre Workforce</i></p>	<ul style="list-style-type: none"> ▪ People Managers ▪ Team Leaders ▪ Supervisors ▪ Mid-Level and Senior Leaders ▪ Training & Development Professionals ▪ HR Business Partners ▪ Talent Management Professionals 		
<p style="text-align: center;">IMPROVING PUBLIC SECTOR PERFORMANCE IN THE 21ST CENTURY</p> <p><i>Acquiring Critical Skills for The Latest Techniques in Public Sector Management</i></p>	<ul style="list-style-type: none"> ▪ Department Heads ▪ Managers and Supervisors ▪ HR Personnel ▪ Organizational Development Specialists ▪ Those on Management Development Programs 		

OTHER TRAINING PROGRAMS:

1. **Improving Public Sector Performance in the 21st CenturyAcquiring Critical Skills for The Latest Techniques in Public Sector Management.....**
2. **Public Sector Management, Governance & Fiscal Sustainability TechniquesUpgrade Your Knowledge to Better Serve Your Citizens.....**
3. **ROI Seminar for Learning and Development ProfessionalsDeveloping your Competencies in L&D, Training Management and Organisational Learning.....**
4. **Managing Vendor Qualification, Performance & Contract ComplianceVendors Management from Selection to Contracting.....**
5. **Simplification of Work Processes and ProceduresMethodologies, Implementation & Monitoring.....**
6. **Maximizing Retirement Benefits through Social SecurityThe Optimal of Contributions and Benefits.....**
7. **DEFENSIVE DRIVING FUNDAMENTALS AND ATTITUDESTransportation management, distribution & logistics/security capacity building.....**
8. **Achieving Marketing Excellence in Service OrganizationsDeveloping Brand and Reputation through Strategic Engagement.....**
9. **Measuring and Managing Customer SatisfactionISO 9001 and Beyond.....**
10. **Setting Priorities, Time Management & Stress ReductionManaging Stress & Pressure at Work.....**
11. **Client Management Strategies for Retention & Growth How to Drive Profitability in the Social Age**
12. **Risk Management: Internal Control & Fraud PreventionThe Keys to Success in our Fast-Changing World.....**

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13. **Effective Purchasing, Tendering & Supplier Selection.....***Creating the Supplier Relationship.....*
14. **Structured Problem Solving using Lean Sigma**
15. **TRENDS IN STRATEGIC PUBLIC SERVICE LEADERSHIP & PERFORMANCE OPTIMIZATION***Transformational Leadership.....*
16. **IMPROVING ORGANIZATIONAL PERFORMANCE THROUGH SUSTAINABLE LEADERSHIP**
17. **WORKSHOP ON HIV/AIDS AND THE WORLD OF WORK.....***A prevention & social protection perspective.....*
18. **Emotional Intelligence for Workplace Success***Building Effective Relationships for Enhancing Work Productivity.....*
19. **DISRUPTIVE INNOVATION & SOLUTIONS IN CHANGE (D.I.S.C.)**
20. **EFFECTIVE PEOPLE MANAGEMENT SKILLS**
21. **FINANCE, ACCOUNTS AND BUDGETS FOR NON-FINANCIAL MANAGERS**
22. **IMPROVING LEADERSHIP, GOVERNANCE AND RISK MANAGEMENT IN NONPROFIT ORGANIZATIONS***Acquire Risk Management and Leadership Skills to Augment Nonprofit Organizations' Governance.....*
23. **LEADERSHIP FOR ADMINISTRATIVE PROFESSIONALS**
.... Manage your Time, Tasks, Team and Yourself with Clarity, Calmness and Confidence...
24. **CRISIS LEADERSHIP & PREPARING FOR FUTURE CRISES**
25. **LEADING THROUGH VUCA (Volatility, Uncertainty, Complexity & Ambiguity)**
..... The New Leadership Model for Leading in a Rapidly Changing World...
26. **MANAGING TEAMS FOR INNOVATION AND SUCCESS**
.... Shaping Powerful Interpersonal Relationship Skills.....

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27.ROI SEMINAR FOR LEARNING AND DEVELOPMENT PROFESSIONALS

.... Developing your Competencies in L&D, Training Management and Organizational Learning.....

28.MASTERCLASS FOR EXECUTIVE SECRETARIES AND PA'S

.....Competent, Calm and Creative Executive Support.....

29.WORKSHOP ON DISASTER RISK REDUCTION AND MANAGEMENT

.....Emergencies and Disasters: Trends and Issues.....

30.MAINSTREAMING OF NATIONAL COHESION, VALUES & PRINCIPLES OF GOVERNANCE WORKSHOP

31.PRACTICAL BUSINESS & TECHNICAL REPORT WRITING SEMINAR

32.ADVANCED RECORDS MANAGEMENT SYSTEM & ELECTRONIC RECORDS MANAGEMENT TRAININGBest practices guide Training'.....

33.STRATEGIC LEADERSHIP DEVELOPMENT PROGRAMME FOR WOMEN MANAGERS & ADMINISTRATORS

34.EFFECTIVE REVENUE COLLECTION, CREDIT CONTROL AND DEBT MANAGEMENT TRAINING

.....Developing people and organisations.....



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