



## 2024 NAIROBI KENYA TRAINING CALENDAR

### JANUARY 2024

| Course Title   | Date             | Venue         | Fee     |
|--|------------------|---------------|---------|
| Workshop on Boiler Plant: Start-Up, Operations, Maintenance & Troubleshooting    | 8 – 12           | Nairobi Kenya | \$3,500 |
| Financial Management Skills for Office Managers, Ex. Secretary & Per. Assistants | 15 – 19          | Nairobi Kenya | \$3,500 |
| Workshop on Advanced Strategic Management  | 22 – 26          | Nairobi Kenya | \$3,500 |
| Workshop on Advanced Budgeting   | Jan. 29 – Feb. 2 | Nairobi Kenya | \$3,500 |

### FEBRUARY 2024

|   |                   |               |         |
|---|-------------------|---------------|---------|
| Workshop on Advanced Incident Investigation and Reporting                           | 5 – 9             | Nairobi Kenya | \$3,500 |
| Building Effective Teamwork and Collaborative Effort in Health-care Delivery System | 12 – 16           | Nairobi Kenya | \$3,500 |
| Workshop on Advanced Human Resource Management                                      | 19 – 23           | Nairobi Kenya | \$3,500 |
| Workshop on Essentials of Leadership: Vision, Influence & Character                 | Feb. 26 – March 1 | Nairobi Kenya | \$3,500 |

### MARCH 2024

|  |         |               |         |
|--|---------|---------------|---------|
| Effective Procurement and Contract Management Workshop   | 4 – 8   | Nairobi Kenya | \$3,500 |
| Workshop on Troubleshooting of Oil & Gas Processing Facilities   | 11 - 15 | Nairobi Kenya | \$3,500 |
| Workshop on Managing Multiple Tasks, Priorities & Deadlines: Achieving Results through Task Management | 18 – 22 | Nairobi Kenya | \$3,500 |
| Workshop on Essential Soft Skills for Healthcare Managers  | 25 – 29 | Nairobi Kenya | \$3,500 |

### APRIL 2024

|  |                  |               |         |
|--|------------------|---------------|---------|
| Effective Bids and Tender Management Workshop                                  | 15 – 19          | Nairobi Kenya | \$3,500 |
| Workshop on Chiller Plant: Start-Up, Operations, Maintenance & Troubleshooting | 22 – 26          | Nairobi Kenya | \$3,500 |
| Executive Program for Corporate Secretaries and Administrative Heads           | April 29 – May 3 | Nairobi Kenya | \$3,500 |



**MAY 2024**

|   |         |               |         |
|---|---------|---------------|---------|
| Workshop on Strategic International Sourcing                            | 6 – 10  | Nairobi Kenya | \$3,500 |
| Advanced Public Speaking and Presentation Skills                        | 13 – 17 | Nairobi Kenya | \$3,500 |
| Workshop on Leadership Journey (The Art of Leadership)                  | 20 – 24 | Nairobi Kenya | \$3,500 |
| Advanced Strategic Planning, Development, Implementation and Evaluation | 27 – 31 | Nairobi Kenya | \$3,500 |

**JUNE 2024**

|  |         |               |         |
|--|---------|---------------|---------|
| The Complete Course on Contract Management & Administration Workshop       | 3 – 7   | Nairobi Kenya | \$3,500 |
| Workshop on Successful Planning, Organizing & Delegating                   | 10 – 14 | Nairobi Kenya | \$3,500 |
| Fraud Investigation and Detection for Public Sector Accountants & Auditors | 17 – 21 | Nairobi Kenya | \$3,500 |
| Effective Negotiation in Contract, Procurement and Supply Chain Management | 24 – 28 | Nairobi Kenya | \$3,500 |

**JULY 2024**

|  |                    |               |         |
|--|--------------------|---------------|---------|
| Electrical Equipment and Safety: Operation, Control, Maintenance and Troubleshooting | 1 – 5              | Nairobi Kenya | \$3,500 |
| Advanced Office Mgt. & Effective Administration for Ex. Secretary & Office Managers  | 8 – 12             | Nairobi Kenya | \$3,500 |
| Board of Directors: Fiduciary Duties, Conflicts & Liabilities                        | 15 – 19            | Nairobi Kenya | \$3,500 |
| Workshop on Corporate Management & Operational Control System                        | 22 – 26            | Nairobi Kenya | \$3,500 |
| Financial Statements Preparation and Corporate Reporting                             | July 29 – August 2 | Nairobi Kenya | \$3,500 |

**AUGUST 2024**

|  |         |               |         |
|--|---------|---------------|---------|
| Workshop on Essentials of Hospital Leadership and Management Program: (Essential Skills for Today's Hospital Managers) | 5 – 9   | Nairobi Kenya | \$3,500 |
| Workshop on Advanced Leadership Skills Development   | 12 – 16 | Nairobi Kenya | \$3,500 |
| Advanced Contract Administration: Policies and Procedures  | 19 – 23 | Nairobi Kenya | \$3,500 |
| Technical Report Writing Skills for Oil & Gas Industry   | 26 – 30 | Nairobi Kenya | \$3,500 |



**SEPTEMBER 2024**

|  |                   |               |         |
|--|-------------------|---------------|---------|
| Master class for Executive Sec. and PA's: Competent, Calm and Executive Support  | 2 – 6             | Nairobi Kenya | \$3,500 |
| Fundamentals of International Public-Sector Accounting Standard IPSAS (Accrual Basis)  | 9 – 13            | Nairobi Kenya | \$3,500 |
| Advanced Supply Chain and Logistics Management (Master class):<br><i>Complete Management Program for Senior Supply Chain, Logistics and Operations Managers.</i> | 16 – 20           | Nairobi Kenya | \$3,500 |
| Condition Based Maintenance Management and Reliability Best Practices  | 23 – 27           | Nairobi Kenya | \$3,500 |
| Managing Constituency and Public Relations for Legislators   | Sept. 30 – Oct. 4 | Nairobi Kenya | \$3,500 |

**OCTOBER 2024**

|   |                     |               |         |
|---|---------------------|---------------|---------|
| Workshop on Senior Executive Skills Development Program               | 7 – 11              | Nairobi Kenya | \$3,500 |
| Workshop on Healthcare Hazard Control and Safety Management           | 14 – 18             | Nairobi Kenya | \$3,500 |
| Strategic Leadership Skills Development Program for Senior Executives | 21 – 25             | Nairobi Kenya | \$3,500 |
| Advanced Corporate Legal Advisers and Company Secretaries Course      | October 28 – Nov. 1 | Nairobi Kenya | \$3,500 |

**NOVEMBER 2024**

|  |         |               |         |
|--|---------|---------------|---------|
| Workshop on Fundamentals of Natural Gas Compressor System:<br><i>(Selection, Configuration, Maintenance and Troubleshooting)</i> | 4 – 8   | Nairobi Kenya | \$3,500 |
| International Financial Reporting Standards (IFRS) Workshop  | 11 – 15 | Nairobi Kenya | \$3,500 |
| Workshop on Developing Purchasing Policies, Processes and SLAs   | 18 – 22 | Nairobi Kenya | \$3,500 |
| Workshop on Corporate Governance: Principles, Policies and Best Practices  | 25 - 29 | Nairobi Kenya | \$3,500 |

**DECEMBER 2024**

|  |         |               |         |
|--|---------|---------------|---------|
| Workshop on Hospital Administration for Effective Service Delivery         | 2 – 6   | Nairobi Kenya | \$3,500 |
| The Visionary Leadership Workshop: Leadership Course for Senior Executives | 9 – 13  | Nairobi Kenya | \$3,500 |
| Workshop on Equipment Failure Analysis and Prevention Management           | 16 - 20 | Nairobi Kenya | \$3,500 |