

## 2017 TRAINING CALENDAR

S/NO.	COURSE TITLE	DATE	DURATION	VENUE	COST	CPD
1	Human Resources Audit	10:03:2017		Nairobi	2,500	1
2	Managing Employee Relations	17:03:2017		Nairobi	2,500	1
3	Managing Conflict, Misconduct & Under Performers	31:03:2017		Nairobi	2,500	1
4	The Employment Act & Its Practical Applications	13:04:2017		Nairobi	2,500	1
5	Corporate Governance & Ethics	12:05:2017		Nairobi	2,500	1
6	Performance Appraisal and Goal Setting	26:05:2017		Nairobi	2,500	1
7	Developing Effective HR Policies & Procedures	02:06:2017		Nairobi	2,500	1
8	HR Business Partnership Skills	09:06:2017		Nairobi	2,500	1
9	HR Metrics & Measurement	16:06:2017		Nairobi	2,500	1
10	Effective Communication Skills for HR Professionals	23:06:2017		Nairobi	2,500	1
11	Key Performance Indicators (KPIs)	30:06:2017		Nairobi	2,500	1
12	Dealing With Workplace Bullying & Sexual Harassment	07:07:2017		Nairobi	2,500	1
13	HR Balanced Scorecard	14:07:2017		Nairobi	2,500	1
14	Human Resource Analytics	28:07:2017		Nairobi	2,500	1
15	Handling Grievances, Discipline and Termination	04:08:2017		Nairobi	2,500	1
16	Transformational Leadership	08:09:2017		Nairobi	2,500	1
17	Effective Time Management	15:09:2017		Nairobi	2,500	1
18	Effective Change Management	29:09:2017	8 Hour(s) Hour(s)	Nairobi	2,500	1
19	Effective Presentation Skills	30:09:2017		Nairobi	2,500	1
20	Effective Conflict Management	05:10:2017	3 Hour(s) Hour(s)	Nairobi	2,500	1
21	Employment Contracts	06:10:2017	8 Hour(s) Hour(s)	Nairobi	2,500	1
22	Coaching for Outstanding Job Performance	13:10:2017	3 Hour(s) Hour(s)	Nairobi	2,500	1
23	Effective Stress Management Skills	14:10:2017		Nairobi	2,500	1
24	Leadership Quickstep	21:10:2017		Nairobi	2,500	1

25	Negotiating Collective Agreements & Industrial Relations	23:10:2017	3 Hour(s) Hour(s)	Nairobi	2,500	1
26	Essential Counselling Skills	03:11:2017	3 Hour(s) Hour(s)	Nairobi	2,500	1
27	Managing Emotions in the Workplace: Strategies for Success	04:11:2017		Nairobi	2,500	1
28	Attracting and Retaining Talent	10:11:2017	3 Hour(s) Hour(s)	Nairobi	2,500	1
29	Basic Leadership	10:11:2017	3 Hour(s) Hour(s)	Nairobi	2,500	1
30	Building and Developing Talent	17:11:2017	3 Hour(s) Hour(s)	Nairobi	2,500	1
31	Personality Development	18:11:2017		Nairobi	2,500	1
32	Leaders & Managers as Effective Coaches	24:11:2017	8 Hour(s) Hour(s)	Nairobi	2,500	1
33	Employee Engagement and Motivation	25:11:2017		Nairobi	2,500	1
34	Dealing with Customer Complaints	02:12:2017		Nairobi	2,500	1
35	Managing Difficult Employees	05:12:2017	3 Hour(s) Hour(s)	Nairobi	2,500	1
36	Leadership Strategies for Creating a Respectful Workplace	06:12:2017	8 Hour(s) Hour(s)	Nairobi	2,500	1
37	Conflict and Mediation	08:12:2017	8 Hour(s) Hour(s)	Nairobi	2,500	1

**THE COSTS INDICATED ARE NOT INCLUSIVE OF; VAT, TRANSPORT AND ACCOMMODATION**