

2018 TRAINING CALENDAR

| S/NO. | COURSE TITLE | DATE | DURATION | VENUE | COST | CPD |
|-------|---|------------|----------------------|---------|--------|-----|
| 1 | Project Management | 02:01:2018 | 6 Hour(s) Hour(s) | Online | 15,000 | 0 |
| 2 | Leading in a Diverse & Inclusive Culture | 10:02:2018 | | Nairobi | 2,500 | 2 |
| 3 | Effective Coaching & Motivation | 24:02:2018 | | Nairobi | 2,500 | 2 |
| 4 | Managing Performance & Delegation Skills | 10:03:2018 | | Nairobi | 2,500 | 2 |
| 5 | How to Deal with Office Politics | 24:03:2018 | | Nairobi | 2,500 | 2 |
| 6 | Strategic Human Resource Planning | 07:04:2018 | | Nairobi | 2,500 | 2 |
| 7 | Effective Recruitment & Selection | 21:04:2018 | | Nairobi | 2,500 | 2 |
| 8 | Employee Orientation & Onboarding | 05:05:2018 | | Nairobi | 2,500 | 2 |
| 9 | Performance Management System | 19:05:2018 | | Nairobi | 2,500 | 2 |
| 10 | Dealing with Difficult People | 09:06:2018 | | Nairobi | 2,500 | 2 |
| 11 | Training Needs Analysis | 23:06:2018 | | Nairobi | 2,500 | 2 |
| 12 | Coaching Skills to Improve Employee Performance | 07:07:2018 | | Nairobi | 2,500 | 2 |
| 13 | Effective Team Leaders' Guide to Teamwork and Team Building | 21:07:2018 | | Nairobi | 2,500 | 2 |
| 14 | 2nd HR Symposium | 26:07:2018 | 2 Day(s) Day(s) | Nakuru | 34,800 | 4 |
| 15 | Competency-Based Development of HR Policies and Procedures | 11:08:2018 | | Nairobi | 2,500 | 2 |
| 16 | Improving Performance Using Balanced Scorecard | 25:08:2018 | | Nairobi | 2,500 | 2 |
| 17 | Work Attitude and Values Enhancement (WAVE) | 08:09:2018 | | Nairobi | 2,500 | 2 |
| 18 | Competency-Based Succession Planning | 22:09:2018 | | Nairobi | 2,500 | 2 |
| 19 | Using Emotional Potential Effectively | 06:10:2018 | | Nairobi | 2,500 | 2 |
| 20 | Succession Planning: Developing Talent from Within | 27:10:2018 | | Nairobi | 2,500 | 2 |
| 21 | Creative Problem Solving and Decision Making | 10:11:2018 | | Nairobi | 2,500 | 2 |
| 22 | Training of Trainers | 24:11:2018 | | Nairobi | 2,500 | 2 |
| 23 | Training Evaluation: Measuring the Impact of Training | 01:12:2018 | | Nairobi | 2,500 | 2 |
| 24 | Fundamentals of Organization Development | 08:12:2018 | | Nairobi | 2,500 | 2 |

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| 25 | Training of Trainers | 11:12:2018 | | Nairobi | 6,000 | 2 |
| 26 | Basic Supervisory Skills | 14:12:2018 | | Nairobi | 2,500 | 2 |
| 27 | Advanced Supervisory Skills | 15:12:2018 | | Nairobi | 2,500 | 2 |

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