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OPEN PROGRAMS CALENDAR-2024

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QUARTER 1

Course	Dates	Venue
Building sustainable strategic business relationships	8th -12th January	Nairobi
Effective customer care planning and management	15th -19th January	Nairobi
Essential Office management skills	22nd -26th January	Nairobi
Public Sector customer care and service management	5th -9th February	Nairobi
Strategic Communication, Business Etiquette and Negotiation Skills	12th-16th February	Nairobi
Gender analysis and concepts	19th- 23rd February	Nairobi
Gender mainstreaming in development	4th -8th March	Nairobi
Gender and Sexual Health Violence in the workplace	11th-15th March	Nairobi
Project monitoring and evaluation	18th-22nd March	Nairobi
Impact monitoring and evaluation for evidence-based policy	25th-29th March	Nairobi

QUARTER 2

Course	Dates	Venue
Mentoring, coachingand talent nurturing	1st-5th April	Nairobi
Communication for the workplace: Strategies for success	8th-12th April	Nairobi
Governance and compliance management	15th-19th April	Nairobi
Governance and leadership skills for senior managers	22nd-26th April	Nairobi
Organization conflict resolution and management	6th-10th May	Nairobi
Communication and Negotiation skills	13th-17th May	Nairobi
Communication In the Workplace: Strategies for Success	20th-24th May	Nairobi
Effective Supervisory and People Management	27th-31st May	Nairobi
Effective Report Writing and Presentation Skills	18th-22nd March	Nairobi
Front Office Customer Service Training	3rd-7th June	Nairobi
Communication Tools For The Modern Working Place	10th-14th June	Nairobi
Strategic leadership and Management	17th-21st June	Nairobi
Public sector records management and information systems	24th-28th June	Nairobi

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QUARTER 3

Course	Dates	Venue
Basic records management and documentation	1st-5th July	Nairobi
Designing and Implementing records management policy and guidelines	8th-12th July	Nairobi
Records management policies and procedures	15th-19th July	Nairobi
Basic records management and documentation	22nd-26th July	Nairobi
Essentials of Leadership & Management	5th-9th August	Nairobi
Workplace security and safety	12th-16th August	Nairobi
Best practices in corporate security planning and management	19th-23rd August	Nairobi
Occupational safety and health (OSH)	26th-30th August	Nairobi
Workplace security awareness and safety precautions	2nd-6th September	Nairobi
Organizational security planning and management	9th-13th September	Nairobi
Reception and front office management, administration	16th-20th September	Nairobi
Creative Thinking: Tools Your business needs for success	23rd-27th September	Nairobi

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QUARTER 4

Course	Dates	Venue
Risk assessment and risk management	7th-11th October	Nairobi
Health insurance for the workplace	14th-18th October	Nairobi
Emotional Intelligence	21st-25th October	Nairobi
Multi-tasking skills for administrative & support staff	28th October-1st November	Nairobi
Public relations for non public relations staff	4th-8th November	Nairobi
Understanding Future Skills	11th-15th November	Nairobi
Professional Skills	18th-22nd November	Nairobi
Effective office administration	25th-29th November	Nairobi
Organizational Leadership for heads of departments and sections	2nd-6th December	Nairobi
Employee Counseling & Motivation	9th-13th December	Nairobi
Interpersonal skills & Personal branding for administrative staff	16th-20th December	Nairobi

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