

	<b>Program Title</b>	<b>Targets</b>	<b>Training Theme</b>	<b>No of Days</b>	<b>Cost Excl Vat Kshs.</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
1	Newtimes SME Practitioners Course	Existing & Potential Entrepreneurs/Professionals	<i>The Secrets behind making money without thinking about money</i>	2	18,000	18-19						10-11					
2	Strategic thinking, Planning & Management	Business Executives & key Staff	<i>How To Get In Front Of Your Competitors... And Make Sure You Stay There</i>	3	30,000	23-25						23-25					
3	Managing Change Effectively	Business Managers & Supervisors	<i>Re-Engineering Business – Making Change a Positive Process</i>	2	18,000		7-8						7-8				
3	Customer Care Skills & Management strategy	All Organizational staff	<i>Learn The Key Skills of making sure your staff and products are placed for maximum advantage</i>	3	27,000		20-22							24-26			
5	Motivation & Capacity Building for Support staff	Support Staff – Supervisors and below	<i>Making future leaders from within</i>	3	27,000			5-7							7-9		
6	Performance Management	Managers & Supervisors	<i>Vital Tools For Improving Organizational Performance</i>	3	27,000		27-29				25-27					19-21	
7	Effective Communication	Managers and Supervisors	<i>Learn The Skills And Techniques Of How To Be A Much Better People Person</i>	3	27,000/				9-11				27-29				
8	Pre-retirement & Business Development Training	Those retiring in 5 years time including early retirees	<i>Embracing the global strategy of employment and wealth creation</i>	3	27,000						4-6						17-19
9	Marketing Management & Selling Skills	All staff involved in Selling or handling customers	<i>Having A Workable Strategy...Is Half The Battle Won</i>	3	27,000					7-9				17-19			

10	Finance for Non-financial Persons	All Non Financial Staff privy to decision making	<i>Everything You Need to Know About Business Finance For The Non-Financial Persons</i>	3	27,000/				26-28								5-7
11	Team Building & Management	Managers and Supervisors	<i>Strong Teams Means Strong Business Performance</i>	2	18,000				24-25								
12	Cross Cultural Management and Communications	Managers and supervisors	<i>Making the best out of diversity</i>	2	20,000					21-23			21-22				
13	Effective leadership Skills Development	Business leaders & Managers	<i>Keeping And Maintaining A Competitive Edge In A Rapidly Changing Global Economy</i>	3	30,000					28-30				10-12			
14	Supervisory & Management Development	New Managers, Supervisors & Admin Assistants	<i>The First Steps to Management - How To Organize Others, And Direct Work Effort Effectively</i>	3	27,000				16-18						22-24		
15	Effective HR Strategy	All HR Staff	<i>The Skills Needed For Today's HR Professionals</i>	3	30,000/							16-18					3-5

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**Notes:**

- All our Staff Development programs are DIT approved for refund purposes for both junior and senior staff.
- SME Practitioner's course has a continuous evening program conducted in our premises
- All open courses are conducted in conducive learning environment that is suitable for each targeted clientele.
- We also conduct in-house courses for institutions on request
- Areas such as problem solving, time management, delegation, HIV Aids awareness etc are incorporated within some of the courses
- Other Management development programs are also available as in-house courses based on Clients' needs.

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**Some Key Course Facilitators**

**Rose Kamau** (MBA) Strategy & Finance

A Trainer and Specialist in Finance and Management

Business Writer on Money Management – Parents Magazine

**Mwangi Wanjumbi (MKIM) IBA** (Mgt Science), Dip In Finance & Accounting

Trainer & Management and Entrepreneurship Strategist

Also a Business Writer (Writes for Business Daily, Management Journal, Sokoni & Business Post)

Author of the Int. Research on SMEs, a case study of Barclays Bank Business Club published in the Business in Africa Journal (July 07)

Also a **COYA** Consultant and Council Member & Lecturer, Marketing Society of Kenya (**MSK**)