

## 2021 TRAINING CALENDAR

S/NO.	COURSE TITLE	DATE	DURATION	VENUE	COST	CPD
1	1st Leadership Conference	09:02:2021	3 Day(s) Day(s)	Naivasha	35,000	6
2	Basic Leadership Skills - Module I	13:02:2021	3 Hour(s) Hour(s)	Zoom	1,000	1
3	Basic Leadership Skills - Module II	20:02:2021	3 Hour(s) Hour(s)	Zoom	1,000	1
4	Advanced Leadership Skills - Module I	27:02:2021	3 Hour(s) Hour(s)	Zoom	2,000	1
5	Advanced Leadership Skills - Module II	06:03:2021	3 Hour(s) Hour(s)	Zoom	2,000	1
6	Advanced Leadership Skills - Module III	13:03:2021	3 Hour(s) Hour(s)	Zoom	2,000	1
7	5th Industrial Relations Summit	22:03:2021	5 Day(s) Day(s)	Kisumu	42,000	6
8	Manpower Planning	06:04:2021	2 Day(s) Day(s)	Zoom	2,000	2
9	Employee Onboarding	08:04:2021	2 Day(s) Day(s)	Zoom	2,000	2
10	Performance Appraisals - Module I	17:04:2021	3 Hour(s) Hour(s)	Zoom	1,000	1
11	Performance Appraisals - Module II	24:04:2021	3 Hour(s) Hour(s)	Zoom	1,000	1
12	Constructive Feedback	04:05:2021	2 Day(s) Day(s)	Zoom	2,000	2
13	Work-Life Balance	06:05:2021	2 Day(s) Day(s)	Zoom	2,000	2
14	Training Needs Analysis (TNA)	10:05:2021	2 Day(s) Day(s)	Zoom	2,000	2
15	Delegation Skills - Module I	22:05:2021	3 Hour(s) Hour(s)	Zoom	1,000	1
16	Delegation Skills - Module II	05:06:2021	3 Hour(s) Hour(s)	Zoom	1,000	1
17	Collaborative Management	10:06:2021	2 Day(s) Day(s)	Zoom	2,000	2
18	Building Influence - How to Influence People	15:06:2021	2 Day(s) Day(s)	Zoom	2,000	2
19	Performance Management	17:06:2021	2 Day(s) Day(s)	Zoom	2,000	2
20	Target Orientation (The Bull's Eye) - Module I	19:06:2021	3 Hour(s) Hour(s)	Zoom	1,000	1
21	Target Orientation (The Bull's Eye) - Module II	26:06:2021	3 Hour(s) Hour(s)	Zoom	1,000	1
22	Conflict Management	06:07:2021	2 Day(s) Day(s)	Zoom	2,000	2
23	Grievance, Discipline & Dismissals Management	08:07:2021	2 Day(s) Day(s)	Zoom	2,000	2
24	Industrial Relations Summit	12:07:2021	5 Day(s) Day(s)	Kisumu	42,000	6
25	5th HR Symposium	13:07:2021	3 Day(s) Day(s)	Naivasha	40,000	6
26	Coaching & Mentoring Skills	03:08:2021	2 Day(s) Day(s)	Zoom	2,000	2

27	HR Consulting	05:08:2021	2 Day(s) Day(s)	Zoom	2,000	2
28	6th Industrial Relations Summit	17:08:2021	3 Day(s) Day(s)	Nairobi	42,000	6
29	Crisis Management	21:08:2021	4 Hour(s) Hour(s)	Zoom	2,000	1
30	Managing Organizational Change	28:08:2021	4 Hour(s) Hour(s)	Zoom	1,000	1
31	Effective Problem Solving Skills	14:09:2021	2 Day(s) Day(s)	Zoom	2,000	2
32	Root Cause Analysis	16:09:2021	2 Day(s) Day(s)	Zoom	2,000	2
33	7th Industrial Relations Summit	12:10:2021	3 Day(s) Day(s)	Mombasa	42,000	6
34	SWOT Analysis for Organizational Success	25:10:2021	2 Day(s) Day(s)	Zoom	2,000	2
35	Improving Employee Performance	27:10:2021	2 Day(s) Day(s)	Zoom	2,000	2
36	Management By Objectives (MBO)	08:11:2021	3 Day(s) Day(s)	Zoom	3,000	3
37	6th HR Symposium	16:11:2021	4 Day(s) Day(s)	Naivasha	45,000	6
38	Counseling & Coaching Skills	26:11:2021	3 Day(s) Day(s)	Zoom	3,000	3
39	8th Industrial Relations Summit	07:12:2021	4 Day(s) Day(s)	Mombasa	50,000	6
40	6th HR Symposium	07:12:2021	4 Day(s) Day(s)	Zoom	30,000	6
41	7th HR Symposium	20:12:2021	4 Day(s) Day(s)	Naivasha	50,000	6
42	Effective Persuasion Skills	28:12:2021	2 Day(s) Day(s)	Zoom	2,000	2
43	Successful Negotiation Skills	30:12:2021	2 Day(s) Day(s)	Zoom	2,000	2

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