



TRAINING CALENDAR 2022

#	Topic / Course	Duration	Month / Who should attend?	Dates	Venue	(Kshs)
February 2022						
01	Customer Care / Customer Service	6 Hours	All staff who interact with customers directly.	Friday, 18 th	Virtual	18,000
02	Records Management	2 days	HR Managers, Records Management staffs, Supervisors, Administration Officers.	24 th - 25 th	Nairobi / Naivasha	47,500
March 2022						
03	HR for Non-HR Management and other Professionals	3 days	Managers, HODs, Supervisors and Section Heads.	16 th - 18 th	Mombasa	60,000
04	Leadership & Management Training	6 Hours	CEOs, COOs, CFOs, HR Managers, all Department and Section Heads & All Professionals	Tuesday, 22 nd	Virtual	20,000
05	Customer Care / Customer Service	6 Hours	All staff who interact with customers directly.	Wednesday, 30 th	Virtual	18,000
April 2022						
06	Retirement Planning	2 days	All staff who are almost retiring, Retirees and their spouses.	7 th – 8 th	Naivasha	50,000
07	Office Etiquette & Emotional Intelligence	6 Hours	All Staffs	Wednesday 22 nd	Virtual	18,000
08	Office Administration: Essential Management Skills	6 Hours	All Staff	Friday, 29 th	Virtual	18,000
May 2022						
09	Corporate Governance & Risk Management	3 Days	Directors, CEOs, COOs, CFOs, HR Managers, all Department and Section Heads. All Professionals	11 th – 13 th	Nairobi	45,000
10	Customer Care / Customer Service	6 Hours	All staff who interact with customers directly	Thursday, 19 th	Virtual	18,000
11	HR for Non-HR Management and other Professionals	2 days	Managers, HODs, Supervisors and Section Heads.	30 th – 31 st	Mombasa	50,000
June 2022						
12	Records Management	2 days	HR Managers, Records Management staffs, Supervisors, Administration Officers.	8 th - 9 th	Nairobi	45,000
13	Retirement Planning	2 days	All staff who are almost retiring, Retirees and their spouses.	23 rd -24 th	Naivasha	47,500
14	Office Etiquette & Emotional Intelligence	6 Hours	All Staffs	Wednesday 29 th	Virtual	18,000
July 2022						
15	Corporate Governance & Risk Management	3 Days	Directors, CEOs, COOs, CFOs, HR Managers, all Department and Section Heads. All Professionals	20 th – 22 nd	Machakos	50,000



TRAINING CALENDAR 2022

#	Topic / Course	Duration	Month / Who should attend?	Dates	Venue	(Kshs)
17	Leadership & Management Training	3 Days	CEOs, COOs, CFOs, HR Managers, all Department and Section Heads & All Professionals	28 th – 30 th	Nakuru	50,000
August 2022						
18	Office Etiquette & Emotional Intelligence	2 Days	All Staffs	17 th – 18 th	Nairobi	40,000
19	Records Management	3 Days	HR Managers, Records Management staffs, Supervisors, Administrators	24 th – 26 th	Naivasha	50,000
September 2022						
20	Retirement Planning	2 days	All staff who are almost retiring, Retirees and their spouses.	15 th -16 th	Machakos	40,000
21	Customer Care / Customer Service	6 Hours	All staff who interact with customers directly.	Wednesday, 28 th	Virtual	18,000
October 2022						
22	Office Administration: Essential Management Skills	3 Days	All Staff	19 th – 21 st	Nairobi	45,000
23	HR for Non-HR Management and other Professionals	3 Days	Managers, HODs, Supervisors and Section Heads.	26 th – 28 th	Maanzoni Lodge	50,000
November 2022						
24	Retirement Planning	3 Days	All staff who are almost retiring, Retirees and their spouses.	16 th – 18 th	Kisumu	50,000
25	Leadership & Management Training	3 Days	CEOs, COOs, CFOs, HR Managers, all Department and Section Heads & All Professionals	23 rd – 25 th	Amboseli National Park	65,000
December 2022						
26	Records Management	3 Days	HR Managers, Records Management staffs, Supervisors, Administration Officers.	7 th – 9 th	Eldoret	50,000

We can offer tailor made trainings, both open and In-House at preferred venues by our client in **Team Building, **Culture Change Management**, **Performance Management**, **Balance Score Card Development**, and any of the listed above.**

HR Powerhouse Limited is certified by NITA & IHRM