



TRAINING CALENDAR 2021

#	Topic / Course	Duration	Month / Who should attend?	Dates	Venue	(Kshs)
February 2021						
01	Customer Care / Customer Service	6 Hours	All staff who interact with customers directly.	Friday, 12 th	Virtual	18,000
02	Records Management	6 Hours	HR Managers, Records Management staffs, Supervisors, Administration Officers.	Thursday, 25 th	Virtual	21,000
March 2021						
03	HR for Non-HR Management and other Professionals	6 Hours	Managers, HODs, Supervisors and Section Heads.	Wednesday, 10 th	Virtual	24,000
04	Leadership & Management Training	6 Hours	CEOs, COOs, CFOs, HR Managers, all Department and Section Heads All Professionals	Tuesday, 22 nd	Virtual	24,000
05	Customer Care / Customer Service	6 Hours	All staff who interact with customers directly.	Wednesday, 31 st	Virtual	18,000
April 2021						
06	Retirement Planning	6 Hours	All staff who are almost retiring, Retirees and their spouses.	Friday, 9 th	Virtual	21,000
07	Office Etiquette & Emotional Intelligence	6 Hours	All Staffs	Tuesday, 20 th	Virtual	18,000
08	Office Administration: Essential Management Skills	6 Hours	All Staff	Friday, 30 th	Virtual	18,000
May 2021						
09	Corporate Governance & Risk Management	3 Days	Directors, CEOs, COOs, CFOs, HR Managers, all Department and Section Heads. All Professionals	5 th – 7 th	Nairobi	45,000
10	Customer Care / Customer Service	6 Hours	All staff who interact with customers directly.	Wednesday, 19 th	Virtual	18,000
11	HR for Non-HR Management and other Professionals	6 Hours	Managers, HODs, Supervisors and Section Heads.	Friday, 28 th	Virtual	24,000
June 2021						
12	Records Management	6 Hours	HR Managers, Records Management staffs, Supervisors, Administration Officers.	Friday, 4 th	Virtual	21,000
13	Retirement Planning	6 Hours	All staff who are almost retiring, Retirees and their spouses.	Wednesday, 16 th	Virtual	21,000
14	Office Etiquette & Emotional Intelligence	6 Hours	All Staffs	Monday, 28 th	Virtual	18,000
July 2021						
15	Corporate Governance & Risk Management	3 Days	Directors, CEOs, COOs, CFOs, HR Managers, all Department and Section Heads. All Professionals	14 th – 16 th	Nairobi	45,000
17	Leadership & Management Training	3 Days	CEOs, COOs, CFOs, HR Managers, all Department and Section Heads All Professionals	28 th – 30 th	Virtual	45,000



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August 2021						
18	Office Etiquette & Emotional Intelligence	3 Days	All Staffs	11 th – 13 th	Nairobi	40,000
19	Records Management	3 Days	HR Managers, Records Management staffs, Supervisors, Administrators	25 th – 27 th	Naivasha	40,000
September 2021						
20	Retirement Planning	6 Hours	All staff who are almost retiring, Retirees and their spouses.	Wednesday, 15 th	Virtual	21,000
21	Customer Care / Customer Service	6 Hours	All staff who interact with customers directly.	Friday, 24 th	Virtual	18,000
October 2021						
22	Office Administration: Essential Management Skills	3 Days	All Staff	13 th – 15 th	Nairobi	40,000
23	HR for Non-HR Management and other Professionals	3 Days	Managers, HODs, Supervisors and Section Heads.	27 th – 29 th	Maanzoni Lodge	50,000
November 2021						
24	Retirement Planning	3 Days	All staff who are almost retiring, Retirees and their spouses.	3 rd – 5 th	Naivasha	48,000
25	Leadership & Management Training	3 Days	CEOs, COOs, CFOs, HR Managers, all Department and Section Heads All Professionals	17 th – 19 th	Nairobi	45,000
December 2021						
26	Records Management	3 Days	HR Managers, Records Management staffs, Supervisors, Administration Officers.	6 th – 8 th	Nairobi	40,000

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