



2025 TRAINING CALENDAR

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Month	Date	Course Title	Duration	Target Audience	Venue	Fees (KES)
Quarter 1- 2025						
January	15 th -17 th	Interviewing Skills	2 days	HR Managers, HR Professionals, HODs	Nairobi	35,000
	24 th	Setting New Year Professional Commitments	2 hours	All Professionals	Virtual Webinar	Free
February	13 th -14 th	Customer Care / Customer Service	2 days	All staff who interact with customers directly	Nairobi	35,000
	24 th -26 th	Emotional intelligence	3 days	All Professionals	Nakuru	55,000
	28 th	Strengthening relationships with Colleagues at work	2 hours	All Professionals	Virtual Webinar	Free

March	12 th - 14 th	Board Dynamics and Efficiency	3 days	Board Members, Directors, CEOs, COOs, CFOs, HR Managers, all Department, and Section Heads.	Naivasha	70,000
	27 th	Positioning yourself for growth	2 hours	All Professionals/ Open	Webinar	Free

April	18 th	CV Writing		All Professionals/ Open	Virtual	Free
	21 st -25 th	Managing the training Function	5 days	HR Managers, Training and development Managers	Nakuru	85,000

Quarter 2-2025

May	21 st to 23 rd	Managing Recruitment and Selection Function	3 days	CEOs, COOs, CFOs, HR Managers, all Department and Section Heads. All Professionals	Kisumu	60,000
	8 th and 9 th	Personal Financial Management and Budgeting	2 days	All Staff	Virtual	15,000 Group rate (50,000)
	29 th	Employee leasing	2 hours	All Professionals	Virtual Webinar	Free
June	4 th	Office Etiquette & Emotional Intelligence	1 day	All Staff	Virtual	15,000 Group rate 50,000
	10 th - 12 th	Finance Management for managers	3 days	All Managers	Nanyuki	65,000

	30 th	Manager transitions	2 hours	All Professionals	Virtual Webinar	Free
Quarter 3- 2025						
July	16 th -18 th	HR Management for new managers, NonHRs and HODs	3 days	HR managers, HODs and HRBPs	Mombasa	75,000
	30 th	Recognizing the minority at the workplace	2 hours	All Professionals	Virtual Webinar	Free
August	11 th -15 th	Strategic Performance Management	5 days	Managers, HODs and HR Professionals	Nakuru	85,000
	20 th	Self-awareness- Managing Imposter Syndrome	2 hours	All Professionals	Virtual Webinar	Free
September	17 th -18 th	Personal Financial Management and Budgeting	2 days	All Staff	Virtual	35,000
	24 th	Legal side of HR	2 hours	All Professionals	Virtual Webinar	Free
Quarter 4- 2025						
October	6 th - 10 th	HR Strategic Alignment- Human Resource Business Partner Function	5 days	Managers, HODs and HR Professionals	Naivasha	85,000
	16 th	HR and Technology	2 hours	All Professionals	Virtual Webinar	Free
November	25 th - 27 th	Records Management	3 Days	HODs, Executive Secretaries, Assistants	Nairobi	75,000

December	3 rd - 7 th	Board Papers, Minutes, Report Writing and Presentation and Writing	5 days	HODs, CEOs, Executive Assistants, Company Secretaries	Maanzoni Lodge	85,000
	21 st	Communication in HR	2 hours	All Professionals	Virtual Webinar	Free
	5 th	The future of work	2 hours	All Professionals	Virtual Webinar	Free
	8 th -12 th	Thinking and working through a retirement plan	5 Days	All Professionals	Machakos	85,000

We offer tailor made trainings, both open and In-House at preferred venues by our clients

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