



Centre for International Training & Executive Development

COURSE & FEE SCHEDULE FOR JANUARY - DECEMBER 2018

COURSE VENUES: NAIROBI & DUBAI

JANUARY

<u>Course No.</u>	<u>Course Title</u>	<u>Course Dates</u>	<u>Duration</u>	<u>Venue</u>	<u>Tuition Fee (USD)</u>
1.	Management Skills for Newly Appointed Managers	15 Jan – 26 Jan	2 weeks	Nairobi	2,900
2.	Performance Management	15 Jan – 26 Jan	2 weeks	Nairobi	2,900
3.	Procurement Auditing and Asset Registration	15 Jan – 26 Jan	2 weeks	Nairobi	2,900
4.	Essential Management and Leadership Skills Course	22 Jan – 2 Feb	2 weeks	Nairobi	2,900
5.	Office Administration and Essential Secretarial Skills	22 Jan – 2 Feb	2 weeks	Nairobi	2,900
6.	Financial Planning and Management Of International Donor Funded Projects	22 Jan – 2 Feb	2 weeks	Nairobi	2,900
7.	Accounts Payable: Effectively Organising And Managing Accounts Payable	29 Jan – 2 Feb	2 weeks	Nairobi	2,900
8.	Efficient Finance and Accounting Operations: Best Practice	29 Jan – 9 Feb	2 weeks	Dubai	2,900
9.	Financial Accounting and International Standards (IFRS)	29 Jan – 9 Feb	2 weeks	Nairobi	2,900
10.	Budget Formulation, Implementation Management and Control	29 Jan – 9 Feb	2 weeks	Nairobi	2,900

FEBRUARY

11.	Business Writing, Report Writing, Presentation and Communication Skills	5 Feb – 16 Feb	2 weeks	Nairobi	2,900
12.	Accounting and Finance Policies and Procedures Course	5 Feb – 16 Feb	2 weeks	Nairobi	2,900
13.	Project Planning, Management, M&E Using MS Project and PRINCE I & II	5 Feb – 16 Feb	2 weeks	Nairobi	2,900
14.	The Highly Productive and Efficient Administrator and Executive Assistant	5 Feb – 16 Feb	2 weeks	Dubai	2,900
15.	Secretarial and Essential Office Skills Programme	12 Feb – 23 Feb	2 weeks	Dubai	2,900
16.	Resource Mobilisation Skills for Donor Funded Projects	12 Feb – 23 Feb	2 weeks	Nairobi	2,900
17.	Electronic Records Management	12 Feb – 23 Feb	2 weeks	Nairobi	2,900
18.	Essential Skills for Accountants and Accounts Assistants	12 Feb – 23 Feb	2 weeks	Dubai	2,900
19.	Procurement and Storage Management in the Public Sector	26 Feb – 9 March	2 weeks	Nairobi	2,900
20.	Inventory, Property and Asset Management	26 Feb – 9 March	2 weeks	Nairobi	2,900
21.	Essential Skills Development Training For Drivers and Dispatchers	26 Feb – 9 March	2 weeks	Nairobi	2,900
22.	Managing Performance: Setting KPIs, Tracking Progress and Providing Feedback	26 Feb – 9 March	2 weeks	Nairobi	2,900

MARCH:

23.	Minute-Taking, Report Writing, Communication and Presentation Skills	5 Mar – 16 Mar	2 weeks	Nairobi	2,900
24.	Management Development Programme For Middle and Senior Managers	5 Mar – 16 Mar	2 weeks	Nairobi	2,900
25.	Electronics Records and Data				

	Management Skills	5 Mar – 16 Mar	2 weeks	Dubai	2,900
26.	Leadership and Management Programme For Permanent Secretaries and Deputy Permanent Secretaries	5 Mar – 16 Mar	2 weeks	Nairobi	2,900
27.	Professional Etiquette, Office Protocol and Customer Care	5 Mar – 16 Mar	2 weeks	Nairobi	2,900
28.	Strategy Planning and Budgeting - Linking Annual Budgets with Strategy	19 Mar – 30 Mar	2 weeks	Nairobi	2900
29.	Financial Accounting, Reporting and Presentation Techniques	19 Mar – 30 Mar	2 weeks	Dubai	2,900
30.	Advanced Public Administration	19 Mar – 30 Mar	2 weeks	Nairobi	2,900
31.	High Performance Skills for Secretaries And PAs	19 Mar – 30 Mar	2 weeks	Nairobi	2,900
31.	Advanced MS-Excel, Executive Dashboards and Business Data Analysis	19 Mar – 30 Mar	2 weeks	Nairobi	2,900

APRIL:

32.	HR Management Training for Senior Officers and Managers	2 Apr– 13 Apr	2 weeks	Nairobi	2,900
33.	Biofuels Management	2 Apr– 13 Apr	2 weeks	Nairobi	2,900
34.	Protocol, Events and Conference Management	2 Apr– 13 Apr	2 weeks	Nairobi	2,900
35.	Accounts Payable: Effectively Organising and Managing Accounts Payable	2 Apr– 13 Apr	2 weeks	Nairobi	2,900
36.	Advanced Office Management and Administration for Administrators And Executive Assistants	16 Apr– 27 Apr	2 weeks	Dubai	2,900
37.	Management of Food Safety Risks for Food Handling Staff	16 Apr – 27 Apr	2 weeks	Nairobi	2,900
38.	Public Procurement and Storage Management Skills	16 Apr – 27 Apr	2 weeks	Nairobi	2,900
39.	Human Resource Records Management And ICT for Middle Level Records				

	Officers in the Civil Service	16 Apr – 27 Apr	2 weeks	Dubai	2,900
40.	Grant Writing, Grant Management and Finance for Non-Finance Offers	30 Apr – 11 May	2 weeks	Nairobi	2,900
41.	Project Management, Monitoring Evaluation and Reporting	30 Apr – 11 May	2 weeks	Nairobi	2,900
42.	Policy Formulation, Analysis And Implementation	30 Apr – 11 May	2 weeks	Nairobi	2,900

MAY:

43.	Efficient Administrator, Report Writing, Communication and Presentation Skills	7 May – 18 May	2 weeks	Nairobi	2,900
44.	Transport and Logistics Management	7 May – 18 May	2 weeks	Nairobi	2,900
45.	International Financial Reporting Standards (IFRS): 2018 Updates	7 May – 18 May	2 weeks	Nairobi	2,900
46.	Financial Accounting and Reporting Techniques	7 May – 18 May	2 weeks	Dubai	2,900
47.	Materials and Supply Chain Management	14 May – 25 May	2 weeks	Nairobi	2,900
48.	Food Safety Management Systems	14 May – 25 May	2 weeks	Nairobi	2,900
49.	ICT Skills for Executive Secretaries and Personal Assistants	14 May – 25 May	2 weeks	Nairobi	2,900
50.	Developing HR Management Professionals: From Traditional HR Role to Business Partner	14 May – 25 May	2 weeks	Dubai	2,900
51.	Monitoring and Evaluation (M&E)	21 May – 1 Jun	2 weeks	Nairobi	2,900
52.	Finance and Accounting for Non-Financial Managers and Directors	21 May – 1 Jun	2 weeks	Dubai	2,900
53.	Protocol, Events and Conference Management	21 May – 1 Jun	2 weeks	Nairobi	2,900

JUNE:

54.	Renewable Energy Planning	4 Jun – 15 Jun	2 weeks	Nairobi	2,900
55.	Public Sector Financial Management Planning and Control	4 Jun – 15 Jun	2 weeks	Dubai	2,900
55.	Performance Management Training For Senior and Middle Level Officers	4 Jun – 15 Jun	2 weeks	Nairobi	2,900
56.	Essential Skills for Accountants and Accounts Assistants	4 Jun – 15 Jun	2 weeks	Nairobi	2,900
57.	Human Resource Management Master Class	18 Jun – 29 Jun	2 weeks	Dubai	2,900
58.	Project Proposal Development and Report Writing	18 Jun – 29 Jun	2 weeks	Nairobi	2,900
59.	Human Resource KPIs: Benchmarking HR Performance	18 Jun – 29 Jun	2 weeks	Dubai	2,900
60.	Managing Electronic Records & Information Systems Management	18 Jun – 29 Jun	2 weeks	Nairobi	2,900
61.	Successful Fleet and Transport Management	25 Jun – 6 Jul	2 weeks	Nairobi	2,900
62.	Budget Implementation, Management And Control	25 Jun – 6 Jul	2 weeks	Nairobi	2,900

JULY:

63.	Property and Asset Management	2 Jul – 13 Jul	2 weeks	Nairobi	2,900
64.	Office Management and Administration For Secretaries and Pas	2 Jul – 13 Jul	2 weeks	Dubai	2,900
65.	The Essentials of Internal Control and Fraud Awareness Course	2 Jul – 13 Jul	2 weeks	Nairobi	2,900
66.	The Highly Productive and Efficient Administrator and PA	2 Jul – 13 Jul	2 weeks	Nairobi	2,900
67.	Crisis Management, Conflict Resolution And Decision-Making Skills	16 Jul – 27 Jul	2 weeks	Dubai	2,900
68.	Organisational Development (OD):				

	Strategic HRM Course	16 Jul – 27 Jul	2 weeks	Nairobi	2,900
69.	Effective Business Writing, Report Writing and Communication Skills	16 Jul – 27 Jul	2 weeks	Dubai	2,900
70.	Electronic Records and Information Management	16 Jul – 27 Jul	2 weeks	Nairobi	2,900
71.	Management Accounting Tools for Effective Decision-Making	30 Jul – 10 Aug	2 weeks	Nairobi	2,900
72.	The Executive Secretary, PA and Administrator – Moving Towards Excellence	30 Jul – 10 Aug	2 weeks	Nairobi	2,900

AUGUST:

73.	Accounts Payable: Effectively Organising and Managing Accounts Payable	6 Aug – 17 Aug	2 weeks	Nairobi	2,900
74.	Protocol, Events and Conference Management	6 Aug – 17 Aug	2 weeks	Nairobi	2,900
75.	Efficient Finance and Accounting Operations: 2018 Best Practices And Updates	6 Aug – 17 Aug	2 weeks	Dubai	2,900
76.	Internal Audit and Risk Management	6 Aug – 17 Aug	2 weeks	Nairobi	2,900
77.	Contracts Management and Negotiation Skills	13 Aug – 24 Aug	2 weeks	Nairobi	2,900
78.	Performance Management: Setting Objectives and Conducting Appraisals	13 Aug – 24 Aug	2 weeks	Dubai	2,900
79.	Debt Sustainability and Risk Management	13 Aug – 24 Aug	2 weeks	Nairobi	2,900
80.	Supply Chain and Inventory Management	13 Aug – 24 Aug	2 weeks	Nairobi	2,900
81.	Project Management, Implementation Monitoring and Evaluation	20 Aug – 31 Aug	2 weeks	Dubai	2,900
82.	Leadership Management for Senior Officers	20 Aug – 31 Aug	1 week	Nairobi	1,600

SEPTEMBER:

83.	Gender Issues for Sustainable Development	3 Sep – 14 Sep	2 weeks	Nairobi	2,900
84.	Results-Based Monitoring and Evaluation (M&E)	3 Sep – 14 Sep	2 weeks	Nairobi	2,900
85.	The Executive Secretary: Moving Towards Excellence	3 Sep – 14 Sep	2 weeks	Dubai	2,900
86.	Emotional Intelligence: Strategies for Success for Senior Officers	3 Sep – 7 Sep	1 week	Nairobi	1,600
85.	Gender and Equity Conference for The Public Sector	10 Sep – 13 Sep	4 Days	Nairobi	500
86.	Minute-Taking, Report Writing, Communication & Presentation Skills	10 Sep – 21 Sep	2 weeks	Dubai	2,900
87.	Perfect PA and Effective Office Administrator Skills Programme	10 Sep – 21 Sep	2 weeks	Dubai	2,900
88.	Procurement of Works, Materials and Supply Chain Management	10 Sep – 21 Sep	2 weeks	Nairobi	2,900
89.	Biofuels Planning and Project Development	17 Sep – 28 Sep	1 week	Nairobi	1,600
90.	Essential Skills for Accountants and Accounts Assistants	17 Sep – 28 Sep	2 weeks	Nairobi	2,900
91.	Administration and Office Management Best Practices and Technologies	17 Sep – 28 Sep	2 weeks	Nairobi	2,900

OCTOBER:

92.	Events, Meetings, Workshops and Conference Management	1 Oct – 12 Oct	2 weeks	Dubai	2,900
93.	Government Protocol, Communication Etiquette Skills	1 Oct – 12 Oct	2 weeks	Nairobi	2,900
94.	Management Development Programme For Middle and Senior Managers	1 Oct – 12 Oct	2 weeks	Nairobi	2,900
95.	Employee Discipline, Termination and And Dismissal Management Seminar	1 Oct – 5 Oct	1 week	Nairobi	1,600

96.	Library and Knowledge Management	1 Oct – 12 Oct	2 weeks	Nairobi	2,900
97.	Storage Management in the 21 st Century	15 Oct – 26 Oct	2 weeks	Dubai	2,900
98.	Advanced IT and Database Management	15 Oct – 26 Oct	2 weeks	Nairobi	2,900
99.	Creative Problem-Solving, Conflict Management and Decision-Making Skills	15 Oct – 26 Oct	1 week	Nairobi	1,600
100.	Financial Accounting, Reporting and Presentation Techniques	15 Oct – 26 Oct	2 weeks	Nairobi	2,900
101.	Gender and Equity Conference for The Public Sector	15 Oct – 18 Oct	4 Days	Nairobi	500
102.	International Public Sector Accounting Standards (IPSAS) and 2018 Updates	29 Oct – 9 Nov	2 weeks	Nairobi	2,900
103.	Public Procurement and Storage Management	29 Oct – 9 Nov	2 weeks	Dubai	2,900
104.	IFRS and Corporate Reporting	29 Oct – 9 Nov	2 weeks	Nairobi	2,900
105.	Project Management and Results Monitoring and Evaluation	29 Oct – 9 Nov	2 weeks	Nairobi	2,900

NOVEMBER:

106.	Policy Formulation, Analysis and Implementation	5 Nov – 16 Nov	2 weeks	Nairobi	2,900
107.	Windows 10: Implementation and Configuration	5 Nov – 16 Nov	2 weeks	Nairobi	2,900
108.	International Public Sector Accounting Standards (IPSAS)	5 Nov – 16 Nov	2 weeks	Dubai	2,900
109.	Public Administration, Governance and Organisational Development (OD)	5 Nov – 16 Nov	2 weeks	Nairobi	2,900
110.	Electronic Records and Information Management	12 Nov – 23 Nov	2 weeks	Nairobi	2,900
111.	Accounting and Finance Policies And Procedures	12 Nov – 23 Nov	2 weeks	Dubai	2,900

112.	Office Administration and Essential Secretarial and Computer Skills	12 Nov – 23 Nov	2 weeks	Nairobi	2,900
113.	Management Accounting Tools for Effective Decision-Making	12 Nov – 23 Nov	2 weeks	Nairobi	2,900
114.	Information, Communication and Records Management	26 Nov – 7 Dec	2 weeks	Nairobi	2,900
115.	The Executive Secretary: Excellence Programme	26 Nov – 7 Dec	2 weeks	Dubai	2,900
116.	Advanced High Performance Leadership Course	26 Nov – 7 Dec	2 weeks	Nairobi	2,900
117.	Training & Development and Needs Assessment Programme for Middle And Senior Officers	26 Nov – 7 Dec	2 weeks	Nairobi	2,900

DECEMBER:

118.	Human Resource Management Master Class	3 Dec – 14 Dec	2 weeks	Nairobi	2,900
119.	Public Private Partnerships for Infrastructure Development (PPP)	3 Dec – 14 Dec	2 weeks	Nairobi	2,900
120.	Executive Meeting Management And Minute-Taking Skills	3 Dec – 14 Dec	2 weeks	Nairobi	2,900
121.	Credit Management, Debt Collection Accounts Receivables	3 Dec – 14 Dec	2 weeks	Nairobi	2,900
122.	Project Management for Executive Assistants, PAs, Secretaries and Administrators	3 Dec – 14 Dec	2 weeks	Nairobi	2,900
123.	Transformational Change Management For the Civil Service (Civil Service Reforms)	3 Dec – 14 Dec	2 weeks	Nairobi	2,900
124.	Procurement and Performance Management in Public Organisations	10 Dec – 21 Dec	2 weeks	Nairobi	2,900
125.	Administration and Office Management Best Practices and Technologies	10 Dec – 21 Dec	2 weeks	Nairobi	2,900

126.	Efficient Finance and Accounting Operations: 2018 Best Practices And Updates	10 Dec – 21 Dec	2 weeks	Nairobi	2,900
127.	Essential Skills for Accountants And Accounts Assistants	10 Dec – 21 Dec	2 weeks	Nairobi	2,900
128.	Public Sector Budgeting and Budgetary Control	10 Dec – 21 Dec	2 weeks	Nairobi	2,900
129.	Asset Management	10 Dec – 21 Dec	2 weeks	Nairobi	2,900
130.	Hygiene and Food Safety Programme	10 Dec – 21 Dec	2 weeks	Nairobi	2,900
131.	Gender Mainstreaming in the Work Place	10 Dec – 21 Dec	2 weeks	Nairobi	2,900

End.

GENERAL INFORMATION:

“FREE SAMSUNG TABLET” OR LAPTOP

- All course delegates attending any programme listed in this brochure will receive a brand new Samsung Tablet and carrier case or Laptop absolutely free!!!

MISSED COURSES:

In the event you missed out on any of the above listed courses, please find out when that course will take place again during the year.

OUR FLEXIBILITY:

The organisation’s flexibility allows us to schedule tailor-made courses to suit our client’s needs at mutually agreed dates and times.

DISCOUNTS:

Group enrolments will be awarded a discount. Please contact us for more information.

HOW TO ENROL:

There are four Easy ways to Enrol:

1. Telephone: (+254) 20-2012226 or (+254) 720-657540 or (+254) 734-246581 or (+254) 772191392
2. e-mail: info@cited.co.ke
3. On our Website www.cited.co.ke
4. Mail: Director Programmes, PO BOX 108-00100 GPO, NAIROBI, KENYA

COURSE FEES:

Course fee covers the following: course materials, lecture/discussion sessions, stationery, field visits and excursions and official transport.

Course fees may be paid in US\$, Great Britain Pound £, Euro €, South African Rand (ZAR), Kenya Shillings Kshs, or any other convertible currency. Wire or telegraphic transfers, traveller's cheques, bank guaranteed cheques, or cash are acceptable.

ACCOMMODATION:

Centre for International Training & Executive Development has arrangements with good quality accommodation providers in Kenya at reasonable rates. It is essential to make reservations in advance. Delegates are requested to indicate their arrival dates well in advance to facilitate the bookings.

TRAVEL & VISAS:

Delegates must ensure that they have a valid passport, return air ticket and appropriate visas where necessary.

LOCATION:

All courses are held at designated training centres of the institute in Kenya. However, the institution is flexible and can deliver certain courses at desired locations, and tailored to meet your needs.

ENROL NOW. CALL US TODAY ON:

(+254) 20-2012226
(+254) 720 657 540
(+254) 734 246581
(+254) 772191392



Centre for International Training & Executive Development

APPLICATION FORM:

Programme Title:

Course Dates:

Part 1: ABOUT THE APPLICANT

*Surname

*First Name(s)

Date of Birth

YYYY MM DD

Gender:

Male

Female

*Telephone: (Code):

No.

*Mobile Telephone:

*Fax Number: (Code):

No.

*E-mail Address:

*Postal Address

Highest Qualification:

Title and Description of Present Job:

Part 2: ABOUT THE EMPLOYER:

Name of Organisation:

Type of Organisation

Government Ministry etc: ...

Telephone: (Code):

No.

Mobile Tel:

E-mail Address:

Postal Address:

PART 3: ABOUT THE APPLICATION:

FINANCIAL SOURCE:

*Who will pay course fees and allowances

Own Organisation...

*Have formal applications with Donor

Agencies been made?

Yes .

No .

*Name of Sponsors:

*Full postal address of sponsors:

* All fields marked with an asterix are compulsory.

