



Centre for International Training & Executive Development

COURSE & FEE SCHEDULE FOR JANUARY - DECEMBER 2019

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.	Exceptional Customer Care	7 Jan – 11 Jan	2 weeks	Nairobi	2,900
2.	The Executive Secretary: Excellence Programme	7 Jan – 18 Jan	2 weeks	Nairobi	2,900
3.	Management Skills for Newly Appointed Managers	7 Jan – 18 Jan	2 weeks	Nairobi	2,900
4.	Excellent Communication, Image and Business Etiquette Skills	7 Jan – 18 Jan	2 weeks	Nairobi	2,900
5.	Fundamentals of Finance and Accounting for Non-Finance Officers	14 Jan – 25 Jan	2 weeks	Nairobi	2,900
6.	Advanced Financial Management	14 Jan – 25 Jan	2 weeks	Nairobi	2,900
7.	Office Administration and Essential Secretarial Skills	14 Jan – 25 Jan	2 weeks	Nairobi	2,900
8.	Financial Skills for Effective Project Management	14 Jan – 25 Jan	2 weeks	Nairobi	2,900
9.	The Highly Productive and Efficient Administrator and Executive Assistant	21 Jan – 1 Feb	2 weeks	Nairobi	2,900
10.	Efficient Finance and Accounting Operations: Best Practice	28 Jan – 8 Feb	2 weeks	Dubai	2,900
11.	International Procurement Standards For Donor funded Projects	28 Jan – 8 Feb	2 weeks	Nairobi	2,900

FEBRUARY

12.	Advanced Financial Analysis	4 Feb – 15 Feb	2 weeks	Nairobi	2,900
13.	Contracts Management and Negotiation Skills	4 Feb – 15 Feb	2 weeks	Nairobi	2,900
14.	The Highly Productive and Efficient Administrator and Executive Assistant	4 Feb – 15 Feb	2 weeks	Dubai	2,900
15.	Strategy, Governance and Risk Management Seminar	4 Feb – 13 Feb	2 weeks	Dubai	2,900
16.	Efficient Finance and Accounting Operations: 2019 Best Practices And Updates	4 Feb – 13 Feb	2 weeks	Nairobi	2,900
17.	Dynamic Business Reports and Dashboards Using Excel	18 Feb – 1 Mar	2 weeks	Nairobi	2,900
18.	Emotional Intelligence and Effective Communication Skills	18 Feb – 1 Mar	2 weeks	Nairobi	2,900
19.	Inventory Planning and Stock Control	18 Feb – 1 Mar	2 weeks	Nairobi	2,900
20.	Excellent Meeting Management, Minute-Taking & Report Writing	18 Feb – 1 Mar	2 weeks	Nairobi	2,900
21.	Fraud Prevention in Public Procurement	18 Feb – 1 Mar	2 weeks	Dubai	2,900

MARCH:

22.	Outstanding Customer Care for Front Line Staff	4 Mar – 8 Mar	1 week	Nairobi	1,600
23.	Budget Formulation, Implementation, Management and Control	4 Mar – 15 Mar	2 weeks	Nairobi	2,900
24.	Administration and Office Management: Best Practices and Technologies	4 Mar – 15 Mar	2 weeks	Dubai	2,900
25.	Business Communication, Report Writing & Presentation Skills	4 Mar – 15 Mar	2 weeks	Nairobi	2,900
26.	Professional Etiquette, Office Protocol and Customer Care for Drivers	18 Mar – 29 Mar	2 weeks	Nairobi	2,900
27.	Strategy Planning and Budgeting -				

	Linking Annual Budgets with Strategy	18 Mar – 29 Mar	2 weeks	Nairobi	2900
28.	Financial Reporting and Presentation Techniques	18 Mar – 29 Mar	2 weeks	Dubai	2,900
29.	Protocol, Events and Conference Management	18 Mar – 29 Mar	2 weeks	Nairobi	2,900
30.	Effective Budgeting and Cost Control	25 Mar – 5 Apr	2 weeks	Nairobi	2,900
31.	Business Writing, Report Writing, Presentation and Communication Skills	25 Mar – 5 Apr	2 weeks	Nairobi	2,900

APRIL:

32.	Secretarial and Essential Office Skills Programme	8 Apr – 19 Apr	2 weeks	Nairobi	2,900
33.	Knowledge Management: How to Create an Effective Learning Organisation	8 Apr – 19 Apr	2 weeks	Nairobi	2,900
34.	Corporate Communications: PR and Media Skills	8 Apr – 19 Apr	2 weeks	Nairobi	2,900
35.	Essential Skills for Accountants and Accounts Assistants	8 Apr– 19 Apr	2 weeks	Nairobi	2,900
36.	The Executive Secretary: Excellence Programme	8 Apr– 19 Apr	2 weeks	Dubai	2,900
37.	Contemporary Management Skills Training For Newly Appointed Managers: Core Competencies for New Managers	15 Apr – 26 Apr	2 weeks	Nairobi	2,900
38.	Advanced Office Management and Administration for Administrators And Executive Assistants	15 Apr – 26 Apr	2 weeks	Dubai	2,900
39.	Purchasing Management and Cost Saving Techniques	15 Apr – 26 Apr	2 weeks	Nairobi	2,900
40.	Exceptional Customer Care Course	15 Apr – 26 Apr	2 weeks	Nairobi	2,900
41.	Electronic Records Management	29 Apr – 1 May	2 weeks	Dubai	2,900
42.	Project Management, Monitoring Evaluation and Reporting	29 Apr – 10 May	2 weeks	Nairobi	2,900

43.	Procurement of Works, Materials And Supply Chain Management	29 Apr – 10 May	2 weeks	Nairobi	2,900
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MAY:

44.	Transport and Logistics Management	6 May – 17 May	2 weeks	Nairobi	2,900
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45.	Fundamentals of Finance and Accounting for Non-Finance Officers	May – 17 May	2 weeks	Nairobi	2,900
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46.	Financial Accounting and Reporting Techniques	6 May – 17 May	2 weeks	Dubai	2,900
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47.	Procurement Audit in the Public Sector	6 May – 17 May	2 weeks	Nairobi	2,900
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48.	Leadership, Communication and Coordination Skills	20 May – 31 May	2 weeks	Nairobi	2,900
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49.	ICT Skills for Executive Secretaries and Personal Assistants	20 May – 31 May	2 weeks	Nairobi	2,900
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50.	Developing HR Management Professionals: From Traditional HR Role to Business Partner	20 May - 31 May	2 weeks	Dubai	2,900
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51.	Financial Skills for Effective Project Management	20 May – 31 May	2 weeks	Nairobi	2,900
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52.	Efficient Finance and Accounting Operations: 2019 Best Practices And Updates	20 May – 31 May	2 weeks	Nairobi	2,900
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53.	Financial Statements Consolidation and Investment Accounting	27 May – 7 Jun	2 weeks	Dubai	2,900
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54.	Statistical Data and Analysis In-depth Course	27 May – 7 June	2 weeks	Nairobi	2,900
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JUNE:

55.	Effective Procurement Management Skills	3 Jun – 14 Jun	2 weeks	Nairobi	2,900
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56.	Internal Audit Skills	3 Jun – 14 Jun	2 weeks	Dubai	2,900
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57.	Accounts Payable: From Accounting To Management	3 Jun – 14 Jun	2 weeks	Nairobi	2,900
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58.	The Highly Productive and Effective Administrator and PA	3 Jun – 14 Jun	2 weeks	Nairobi	2,900
59.	Diligent Record Management and Information Technology in Record Keeping Skills	17 Jun – 28 Jun	2 weeks	Dubai	2,900
60.	Public Sector Financial Management, Planning and Control	17 Jun – 28 Jun	2 weeks	Nairobi	2,900
61.	Human Resource KPIs: Benchmarking HR Performance	17 Jun – 28 Jun	2 weeks	Dubai	2,900
62.	Advanced Financial Management	17 Jun – 28 Jul	2 weeks	Nairobi	2,900
63.	Successful Fleet and Transport Management	24 Jun – 5 Jul	2 weeks	Nairobi	2,900
64.	Essential Skills for Accountants and Accounts Assistants	24 Jun – 5 Jul	2 weeks	Nairobi	2,900
65.	Records Management	24 Jun – 5 Jul	2 weeks	Nairobi	2,900

JULY:

66.	Project Monitoring, Analysis, Data Management and Report Writing Skills	1 Jul – 12 Jul	2 weeks	Nairobi	2,900
67.	Contracts Administration: Understanding And Implementing Contractual Obligations	1 Jul – 12 Jul	2 weeks	Dubai	2,900
68.	The Essentials of Internal Control and Fraud Awareness Course	1 Jul – 12 Jul	2 weeks	Nairobi	2,900
69.	Achieving Excellence in Customer Care	1 Jul – 12 Jul	2 weeks	Nairobi	2,900
70.	Tender Design and Evaluation Skills Course for Procurement Officers	8 Jul – 19 Jul	2 weeks	Dubai	2,900
71.	Organisational Development (OD): Strategic HRM Course	8 Jul – 19 Jul	2 weeks	Nairobi	2,900
72.	Effective Business Writing, Report Writing and Communication Skills	8 Jul – 19 Jul	2 weeks	Dubai	2,900
73.	Secretarial and Essential Office Skills	8 Jul – 19 Jul	2 weeks	Nairobi	2,900
74.	Management Accounting Tools for				

	Effective Decision-Making	29 Jul – 9 Aug	2 weeks	Nairobi	2,900
75.	Property and Asset Management	29 Jul – 9 Aug	2 weeks	Nairobi	2,900
76.	Managing Electronic Records & Information Systems Management	29 Jul – 9 Aug	2 weeks	Nairobi	2,900

AUGUST:

77.	Advanced Programme in Office Management Skills for Secretaries	5 Aug – 16 Aug	2 weeks	Nairobi	2,900
78.	Budget Implementation, Management and Control	5 Aug – 16 Aug	2 weeks	Nairobi	2,900
79.	Project Proposal Development and Report Writing Skills	5 Aug – 16 Aug	2 weeks	Nairobi	2,900
80.	Effective Budgeting and Cost Control	5 Aug – 16 Aug	2 weeks	Nairobi	2,900
81.	Human Resource Management Master Class	12 Aug – 23 Aug	2 weeks	Nairobi	2,900
82.	Performance Management: Setting Objectives and Conducting Appraisals	12 Aug – 23 Aug	2 weeks	Dubai	2,900
83.	Public Procurement and Storage Management	12 Aug – 23 Aug	2 weeks	Nairobi	2,900
84.	Results-Based Monitoring and Evaluation (M&E)	12 Aug – 23 Aug	2 weeks	Nairobi	2,900
85.	Financial Management, Planning and Control for Public & Private Sector	26 Aug – 6 Sep	2 weeks	Dubai	2,900
86.	Library and Knowledge Management	26 Aug – 6 Sep	2 weeks	Nairobi	2,900

SEPTEMBER:

87.	Recruitment, Interviewing and Selection Skills	2 Sep – 13 Sep	2 weeks	Nairobi	2,900
88.	The Balanced Scorecard: Achieving Performance Excellence	2 Sep – 13 Sep	2 weeks	Nairobi	2,900
89.	Office Management and Administration for Secretaries and PAs	2 Sep – 13 Sep	2 weeks	Dubai	2,900
90.	Advanced Customer Care and				

	Public Relations	2 Sep – 13 Sep	2 weeks	Nairobi	2,900
91.	Electronic Records and Data Management	9 Sep – 20 Sep	2 weeks	Nairobi	2,900
92.	Minute-Taking, Report Writing, Communication & Presentation Skills	9 Sep – 20 Sep	2 weeks	Dubai	2,900
93.	Contracts Management and Negotiation Skills	9 Sep – 20 Sep	2 weeks	Dubai	2,900
94.	Materials and Supply Chain Management	9 Sep – 20 Sep	2 weeks	Nairobi	2,900
95.	Efficient Finance and Accounting Operations: 2019 Best Practices and Updates	16 Sep – 27 Sep	2 weeks	Nairobi	2,900
96.	Service Marketing for Corporate Organisations	16 Sep – 27 Sep	2 weeks	Nairobi	2,900

OCTOBER:

97.	Events, Meetings, Workshops and Conference Management	7 Oct – 18 Oct	2 weeks	Dubai	2,900
98.	Financial Accounting, Reporting and Presentation Techniques	7 Oct – 18 Oct	2 weeks	Nairobi	2,900
99.	Storage Management in the 21st Century	7 Oct – 18 Oct	2 weeks	Nairobi	2,900
100.	Public Sector Financial Management Planning and Control	7 Oct – 18 Oct	2 weeks	Nairobi	2,900
101.	Administration and Office Management Best Practices and Technologies	7 Oct – 18 Oct	2 weeks	Nairobi	2,900
102.	Computerised Stores, Materials and Inventory Management	14 Oct – 25 Oct	2 weeks	Nairobi	2,900
103.	The Executive Assistants/Personal Assistants Master Class	14 Oct – 25 Oct	2 weeks	Dubai	2,900
104.	Accounts Receivable and Credit Policies	14 Oct – 25 Oct	2 weeks	Nairobi	2,900
105.	Creative Problem-Solving, Conflict Management and Decision-Making Skills	14 Oct – 25 Oct	2 weeks	Nairobi	2,900

106.	Human Resource Management	21 Oct – 1 Nov	2 weeks	Nairobi	2,900
107.	International Financial Reporting Standards (IFRS) and 2019 Updates	21 Oct – 1 Nov	2 weeks	Nairobi	2,900
108.	Budget Formulation, Implementation Management and Control	21 Oct – 1 Nov	2 weeks	Dubai	2,900

NOVEMBER:

109.	Corporate Communications: PR and Media Skills	4 Nov – 15 Nov	2 weeks	Nairobi	2,900
110.	Protocol, Events and Conference Management	4 Nov – 15 Nov	2 weeks	Nairobi	2,900
111.	International Public Sector Accounting Standards (IPSAS)	4 Nov – 15 Nov	2 weeks	Dubai	2,900
112.	Project Management for Executive Assistants, PAs, Secretaries & Administrators	4 Nov – 15 Nov	2 weeks	Nairobi	2,900
113.	Efficient Finance and Accounting Operations: Best Practices	2 Nov – 13 Nov	2 weeks	Nairobi	2,900
114.	Fundamentals of Accounting and Finance For Accountants and Accounts Assistants	11 Nov – 22 Nov	2 weeks	Dubai	2,900
115.	Financial Accounting, Reporting and Presentation Techniques	11 Nov – 22 Nov	2 weeks	Nairobi	2,900
116.	Records Management	11 Nov – 22 Nov	1 week	Nairobi	1,600
117.	Procurement and Performance Management in Public Organisations	11 Nov – 22 Nov	2 weeks	Nairobi	2,900
118.	Perfect PA and Effective Office Administrator Skills Programme	25 Nov – 6 Dec	2 weeks	Dubai	2,900
119.	Management Accounting Tools for Effective Decision-Making	25 Nov – 6 Dec	2 weeks	Nairobi	2,900
120.	Innovative Management Reporting	25 Nov – 6 Dec	2 weeks	Nairobi	2,900

DECEMBER:

121.	Administration and Office Management Best Practices and Technologies	2 Dec – 13 Dec	2 weeks	Nairobi	2,900
122.	Inventory Planning and Stock Control	2 Dec – 13 Dec	2 weeks	Nairobi	2,900
123.	Fleet Operations, Logistics and Transport Management	2 Dec – 13 Dec	2 weeks	Nairobi	2,900
124.	Essential Skills for Accountants And Accounts Assistants	2 Dec – 13 Dec	2 weeks	Nairobi	2,900
125.	Electronic Records and Data Management	2 Dec – 13 Dec	2 weeks	Nairobi	2,900
126.	The Efficient and Productive Administrator and PA	2 Dec – 13 Dec	2 weeks	Nairobi	2,900
127.	Procurement Auditing and Asset Registration	9 Dec – 20 Dec	2 weeks	Nairobi	2,900
128.	Financial Planning and Auditing of International Donor Funded Projects	9 Dec – 20 Dec	2 weeks	Nairobi	2,900
129.	Software Applications and Web Development	9 Dec – 20 Dec	2 weeks	Nairobi	2,900
130.	Leadership and Management Programme for Permanent Secretaries And Deputy Permanent Secretaries	9 Dec – 20 Dec	2 weeks	Nairobi	2,900
131.	Accounts Payable: Effectively Organising and Managing Accounts Payable	9 Dec – 20 Dec	2 weeks	Nairobi	2,900

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.

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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.