



Centre for International Training & Executive Development

COURSE & FEE SCHEDULE FOR JANUARY - DECEMBER 2020

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.	Effective Budget Planning and Forecasting Skills	6 Jan – 17 Jan	2 weeks	Nairobi	2,900
2.	HR Strategy Development and Transformation	6 Jan – 17 Jan	2 weeks	Nairobi	2,900
3.	Emotional Intelligence and Communication Skills	6 Jan – 17 Jan	2 weeks	Nairobi	2,900
4.	Exceptional Customer Care	6 Jan – 17 Jan	2 weeks	Nairobi	2,900
5.	Fundamentals of Finance and Accounting for Non-Finance Officers	13 Jan – 24 Jan	2 weeks	Nairobi	2,900
6.	Financial Skills for Effective Project Management	13 Jan – 24 Jan	2 weeks	Nairobi	2,900
7.	Office Administration and Essential Secretarial Skills	13 Jan – 24 Jan	2 weeks	Nairobi	2,900
8.	Administration and Office Management Masterclass	13 Jan – 24 Jan	2 weeks	Nairobi	2,900
9.	The Highly Productive and Efficient Administrator and Executive Assistant	20 Jan – 31 Jan	2 weeks	Nairobi	2,900
10.	Efficient Finance and Accounting Operations: Best Practice	20 Jan – 31 Jan	2 weeks	Dubai	2,900
11.	International Procurement Standards For Donor funded Projects	20 Jan – 31 Jan	2 weeks	Nairobi	2,900

FEBRUARY

12.	Excellent Communication, Image and Business Etiquette Skills	3 Feb – 14 Feb	2 weeks	Nairobi	2,900
13.	Logistics and Transport Management and Dispatching Skills	3 Feb – 14 Feb	2 weeks	Nairobi	2,900
14.	The Highly Productive and Efficient Administrator and Executive Assistant	3 Feb – 14 Feb	2 weeks	Dubai	2,900
15.	Accounts Payables: From Accounting to Management	3 Feb – 14 Feb	2 weeks	Dubai	2,900
16.	Efficient Finance and Accounting Operations: 2020 Best Practices And Updates	3 Feb – 14 Feb	2 weeks	Nairobi	2,900
17.	Leadership and Management Skills for the 21 st Century	17 Feb – 28 Feb	2 weeks	Nairobi	2,900
18.	Public Procurement and Storage Management Skills	17 Feb – 28 th Feb	2 weeks	Nairobi	2,900
19.	Business Communication, Report Writing and Presentation Skills	17 Feb – 28 th Feb	2 weeks	Nairobi	2,900
20.	Excellent Meeting Management, Minute-Taking & Report Writing	17 Feb – 28 th Feb	2 weeks	Nairobi	2,900
21.	Strategy Planning and Budgeting: Linking Annual Budgets with Strategy	17 Feb – 28 th Feb	2 weeks	Dubai	2,900

MARCH:

22.	Minute-Taking, Report Writing, Communication and Administrative Skills for PAs & Administrators	2 Mar – 13 Mar	2 weeks	Nairobi	2,900
23.	Budget Formulation, Implementation, Management and Control	2 Mar – 13 Mar	2 weeks	Nairobi	2,900
24.	Administration and Office Management: Best Practices and Technologies	2 Mar – 13 Mar	2 weeks	Dubai	2,900
25.	Risk Management in Central Banks	2 Mar – 13 Mar	1 week	Nairobi	1,600
26.	Professional Etiquette, Office Protocol and Customer Care for Drivers	16 Mar – 27 Mar	2 weeks	Nairobi	2,900

27.	Protocol, Events and Conference Management	16 Mar – 27 Mar	2 weeks	Nairobi	2900
28.	Financial Reporting and Presentation Techniques	16 Mar – 27 Mar	2 weeks	Dubai	2,900
29.	Protocol, Events and Conference Management	16 Mar – 27 Mar	2 weeks	Nairobi	2,900
30.	Effective Budgeting and Cost Control	30 Mar – 10 Apr	2 weeks	Nairobi	2,900
31.	Corporate Communications: PR and Media Skills	30 Mar – 10 Apr	2 weeks	Nairobi	2,900
32.	Human Resource KPIs: Benchmarking HR Performance	30 Mar – 10 Apr	2 weeks	Nairobi	2,900

APRIL:

33.	Financial Accounting and Reporting Techniques	6 Apr – 17 Apr	2 weeks	Nairobi	2,900
34.	Project Monitoring, Analysis, Data Management and Report Writing Skills	6 Apr – 17 Apr	2 weeks	Nairobi	2,900
35.	Finance for Non-Finance Managers	6 Apr – 10 Apr	1 week	Dubai	1,600
36.	Essential Skills for Accountants and Accounts Assistants	6 Apr– 17 Apr	2 weeks	Nairobi	2,900
37.	The Executive Secretary: Excellence Programme	20 Apr – 1 May	2 weeks	Dubai	2,900
38.	Corporate Communications: PR and Media Skills	20 Apr – 1 May	2 weeks	Nairobi	2,900
39.	Administration and Office Management Masterclass	20 Apr – 1 May	2 weeks	Dubai	2,900
40.	Purchasing Management and Cost Saving Techniques	20 Apr – 1 May	2 weeks	Nairobi	2,900
41.	Exceptional Customer Care/Experience	27 Apr – 8 May	2 weeks	Nairobi	2,900
42.	Electronic Records Management	27 Apr – 8 May	2 weeks	Dubai	2,900
43.	Project Management, Monitoring Evaluation and Reporting	27 Apr – 8 May	2 weeks	Nairobi	2,900

44.	Procurement of Works, Materials And Supply Chain Management	27 Apr – 8 May	2 weeks	Nairobi	2,900
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MAY:

45.	Transport and Logistics Management	4 May – 15 May	2 weeks	Nairobi	2,900
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46.	Adobe Premiere	4 May – 8 May	1 week	Nairobi	1,600
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47.	Adobe Photoshop CC	11 May – 15 May	1 week	Nairobi	1,600
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48.	Procurement Audit in the Public Sector	11 May – 22 May	2 weeks	Nairobi	2,900
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49.	Advanced Financial Management	11 May – 22 May	2 weeks	Nairobi	2,900
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50.	Strategy Planning and Budgeting: Linking Annual Budgets with Strategy	18 May – 29 May	2 weeks	Nairobi	2,900
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51.	Exceptional Customer Experience	18 May - 29 May	2 weeks	Nairobi	2,900
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52.	Business Communication, Report Writing and Presentation Skills	18 May – 29 June	2 weeks	Dubai	2,900
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53.	Advanced Financial Management and Expenditure in the Public Sector	25 May – 5 June	2 weeks	Nairobi	2,900
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54.	Reward Management	25 May – 5 June	2 weeks	Dubai	2,900
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55.	Public Relations and Quality Customer Experience	25 May – 5 June	2 weeks	Nairobi	2,900
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JUNE:

56.	Perfect PA and Effective Office Administrator Skills	8 Jun – 19 Jun	2 weeks	Nairobi	2,900
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57.	Financial Management and Strategic Planning	8 Jun – 19 Jun	2 weeks	Dubai	2,900
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58.	Accounts Payable: From Accounting To Management	8 Jun – 19Jun	2 weeks	Nairobi	2,900
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59.	Administration and Office Management Masterclass	8 Jun – 19 Jun	2 weeks	Nairobi	2,900
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60.	Electronic Records and Information				
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	Management	15 Jun – 26 Jun	2 weeks	Dubai	2,900
61.	Public Sector Financial Management, Planning and Control	15 Jun – 26 Jun	2 weeks	Nairobi	2,900
62.	Public Procurement and Storage and Storage Management Skills	15 Jun – 26 Jun	2 weeks	Dubai	2,900
63.	Human Resource Records Management and ICT for Records Officers in the Public Sector	15 Jun – 26 Jul	2 weeks	Nairobi	2,900
64.	Management Skills for Newly Appointed Managers	29 Jun – 10 Jul	2 weeks	Nairobi	2,900
65.	Monitoring and Evaluation (M&E)	29 Jun – 10 Jul	2 weeks	Nairobi	2,900
66.	Effective Customer Care Planning and Management	29 Jun – 10 Jul	2 weeks	Nairobi	2,900

JULY:

67.	Administration and Office Management Best Practices and Technologies	6 Jul – 17 Jul	2 weeks	Nairobi	2,900
68.	Contracts Administration: Understanding And Implementing Contractual Obligations	6 Jul – 17 Jul	2 weeks	Dubai	2,900
69.	Risk Management in Central Banks	6 Jul – 10 Jul	1 week	Nairobi	1,600
70.	Achieving Excellence in Customer Care	6 Jul – 10 Jul	2 week	Dubai	1,600
71.	Financial Accounting, Reporting and Presentation Techniques	13 Jul – 24 Jul	2 weeks	Nairobi	2,900
72.	Organisational Development (OD): Strategic HRM Course	13 Jul – 24 Jul	2 weeks	Nairobi	2,900
73.	Project Management, Implementation, Monitoring and Evaluation	13 Jul – 24 Jul	2 weeks	Dubai	2,900
74.	Accounts Payable: Efficiently Organising and Managing Accounts Payable	13 Jul – 24 Jul	2 weeks	Nairobi	2,900
75.	Effective Procurement and Supply Chain Management	27 Jul – 7 Aug	2 weeks	Nairobi	2,900
76.	Efficient Administrator, Report				

	Writing, Communication and Presentation Skills	27 Jul – 7 Aug	2 weeks	Nairobi	2,900
77.	Executive Chauffeuring Course	27 Jul – 7 Aug	2 weeks	Nairobi	2,900

AUGUST:

78.	Emotional Intelligence and Communication Skills	3 Aug – 14 Aug	2 weeks	Nairobi	2,900
79.	Budget Management	3 Aug – 7 Aug	1 week	Nairobi	1,600
80.	Public Procurement, Supply Chain and Contract Management	3 Aug – 14 Aug	2 weeks	Nairobi	2,900
81.	Procurement Audit in the Public Sector	3 Aug – 14 Aug	2 weeks	Nairobi	2,900
82.	Human Resource Management Master Class in a Digital Age	10 Aug – 21 Aug	2 weeks	Dubai	2,900
83.	Performance Management: Setting Objectives and Conducting Appraisals	10 Aug – 21 Aug	2 weeks	Nairobi	2,900
84.	Administration and Office Management Best Practices and Technologies	10 Aug – 21 Aug	2 weeks	Nairobi	2,900
85.	Financial Engineering and Risk Management	10 Aug – 21 Aug	2 weeks	Nairobi	2,900
86.	Financial Management, Planning and Control for Public & Private Sector	24 Aug – 4 Sep	2 weeks	Dubai	2,900
87.	Contract Management and Negotiation Skills	24 Aug – 4 Sep	2 weeks	Nairobi	2,900

SEPTEMBER:

88.	Digital Library Management and Information Retrieval	7 Sep – 18 Sep	2 weeks	Nairobi	2,900
89.	The Balanced Scorecard: Achieving Performance Excellence	7 Sep – 18 Sep	2 weeks	Nairobi	2,900
90.	Advanced Office Management and Administration for Secretaries and PAs	7 Sep – 18 Sep	2 weeks	Dubai	2,900
91.	Exceptional Customer Care	7 Sep – 18 Sep	2 weeks	Nairobi	2,900

92.	Electronic Records and Data Management	14 Sep – 25 Sep	2 weeks	Nairobi	2,900
93.	Project Management for Executive Assistants, PAs and Administrators	14 Sep – 25 Sep	2 weeks	Dubai	2,900
94.	Digital Marketing and Public Relations	14 Sep – 25 Sep	2 weeks	Dubai	2,900
95.	Project Management, Monitoring, Evaluation and Reporting	14 Sep – 25 Sep	2 weeks	Nairobi	2,900
96.	Emotional Intelligence and Communication Skills	28 Sep – 9 Oct	2 weeks	Nairobi	2,900
97.	Budget Formulation, Implementation Management and Control	28 Sep – 9 Oct	2 weeks	Nairobi	2,900

OCTOBER:

98.	Protocol, Events, Workshops and Conference Management	5 Oct – 16 Oct	2 weeks	Dubai	2,900
99.	Financial Accounting, Reporting and Presentation Techniques	5 Oct – 16 Oct	2 weeks	Nairobi	2,900
100.	Procurement Auditing	5 Oct – 16 Oct	2 weeks	Nairobi	2,900
101.	Public Sector Financial Management Planning and Control	5 Oct – 16 Oct	2 weeks	Nairobi	2,900
102.	Administration and Office Management Masterclass	19 Oct – 30 Oct	2 weeks	Nairobi	2,900
103.	Computerised Stores, Materials and Inventory Management	19 Oct – 30 Oct	2 weeks	Nairobi	2,900
104.	International Financial Reporting Standards (IFRS) and 2020 Updates	19 Oct – 30 Oct	2 weeks	Dubai	2,900
105.	Financial Planning and Management of International Donor Funded Projects	19 Oct – 30 Oct	2 weeks	Nairobi	2,900
106.	Financial Modelling and Strategy	26 Oct – 6 Nov	2 weeks	Nairobi	2,900
107.	Public Policy Analysis, Formulation and Management	26 Oct – 6 Nov	2 weeks	Nairobi	2,900
108.	Financial and Administrative Skills for Administrative Assistants in a Project Office	26 Oct – 6 Nov	2 weeks	Nairobi	2,900

109.	Purchasing Management and Cost Saving Techniques for Procurement Officers	26 Oct – 6 Nov	2 weeks	Dubai	2,900
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NOVEMBER:

110.	Corporate Communications: PR and Media Skills	2 Nov – 13 Nov	2 weeks	Nairobi	2,900
111.	Computerised Stores, Materials and Inventory Management	2 Nov – 13 Nov	2 weeks	Nairobi	2,900
112.	International Public Sector Accounting Standards (IPSAS)	2 Nov – 13 Nov	2 weeks	Dubai	2,900
113.	Project Management for Executive Assistants, PAs, Secretaries & Administrators	2 Nov – 13 Nov	2 weeks	Nairobi	2,900
114.	Efficient Finance and Accounting Operations: Best Practices	16 Nov – 27 Nov	2 weeks	Nairobi	2,900
115.	Strategy Planning and Budgeting: Linking Annual Budgets with Strategy	16 Nov – 27 Nov	2 weeks	Dubai	2,900
116.	Sports Management	16 Nov – 27 Nov	2 weeks	Nairobi	2,900
117.	Office Management in a Health Care Setting	16 Nov – 27 Nov	1 week	Nairobi	1,600
118.	Procurement and Performance Management in Public Organisations	23 Nov – 4 Dec	2 weeks	Nairobi	2,900
119.	Perfect PA and Effective Office Administrator Skills Programme	23 Nov – 4 Dec	2 weeks	Dubai	2,900
120.	Sustainable Utilization of Biomass Through Gasification Technology	23 Nov – 4 Dec	2 weeks	Nairobi	2,900
121.	Financial Management, Planning and Control for Public and Private Sector	23 Nov – 4 Dec	2 weeks	Nairobi	2,900

DECEMBER:

122.	Financial Analysis: The Accounting Tools	7 Dec – 18 Dec	2 weeks	Nairobi	2,900
123.	Financial and Administrative Skills for Administrative Assistants	7 Dec – 18 Dec	2 weeks	Nairobi	2,900
124.	Fleet Operations, Logistics and Transport Management	7 Dec – 18 Dec	2 weeks	Nairobi	2,900
125.	Financial Risk and Treasury Management	7 Dec – 18 Dec	2 weeks	Nairobi	2,900
126.	Human Resource Management in a Digital Age	7 Dec – 18 Dec	2 weeks	Nairobi	2,900
127.	High Performance Skills Course for PAs, Secretaries and Administrators	7 Dec – 18 Dec	2 weeks	Nairobi	2,900
128.	Goods, Equipment, Materials and Services Procurement Programme	7 Dec – 18 Dec	2 weeks	Nairobi	2,900
129.	Gender and Equity Programme for the Energy Sector	7 Dec – 18 Dec	2 weeks	Nairobi	2,900
130.	Improving Interpersonal Skills, Business Communication and Customer Experience	7 Dec – 18 Dec	2 weeks	Nairobi	2,900
131.	Internal Audit, Risk Management and Compliance	7 Dec – 18 Dec	2 weeks	Nairobi	2,900
132.	Inventory, Property and Asset Management	7 Dec – 18 Dec	2 weeks	Nairobi	2,900
133.	Administration and Office Management Masterclass	7 Dec – 18 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 asterisk are compulsory.