



## Centre for International Training & Executive Development

### COURSE & FEE SCHEDULE FOR JANUARY - DECEMBER 2024

**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.	The Efficient and Highly Productive Administrator	8 Jan – 19 Jan	2 weeks	Nairobi	3,000
2.	Document Control and Records Management	8 Jan – 19 Jan	2 weeks	Nairobi	3,000
3.	Records Digitization and Office Administration	8 Jan – 19 Jan	2 weeks	Nairobi	3,000
4.	Keeping the Audit on Track: Critical Skills for Heads of Internal Audit	8 Jan – 19 Jan	2 weeks	Dubai	3,000
5.	Executive PA Master Class	15 Jan - 26 Jan	2 weeks	Nairobi	3,000
6.	Efficient Finance and Accounting Operations: Best Practices	15 Jan – 26 Jan	2 weeks	Nairobi	3,000
7.	International Procurement Standards For Donor funded Projects	15 Jan – 26 Jan	2 weeks	Nairobi	3,000
8.	Advanced Inventory Management And Warehouse Materials Handling	15 Jan – 26 Jan	2 weeks	Dubai	3,000
9.	Effective Budgeting and Cost Control	15 Jan – 26 Jan	2 weeks	Nairobi	3,000
10.	Supervisory Skills Course for Managers and Supervisors	15 Jan – 26 Jan	2 weeks	Nairobi	3,000
11.	Cost Analysis, Cost Control and Optimization	15 Jan – 26 Jan	2 weeks	Nairobi	3,000

## FEBRUARY

1. Managing Relationship and Marketing Internal Auditing in Organisations	5 Feb – 16 Feb	2 weeks	Nairobi	3,000
2. Project Planning, Management, M&E Using MS Project	5 Feb – 16 Feb	2 weeks	Nairobi	3,000
3. Report Writing and Presentation Skills	5 Feb – 16 Feb	2 weeks	Nairobi	3,000
4. Public Policy Analysis and Formulation	5 Feb – 16 Feb	2 weeks	Dubai	3,000
5. Road Safety, Defensive Driving and Communication Skills for Drivers	5 Feb – 16 Feb	2 weeks	Nairobi	3,000
6. Dynamic Business Reports and Dashboards Using Excel	19 Feb – 1 Mar	2 weeks	Nairobi	3,000
7. Preparation of Financial Statements and Annual Reports	19 Feb – 1 Mar	2 weeks	Dubai	3,000
8. Corporate Governance, Principles. Policies and Best Practices	19 Feb – 1 Mar	2 weeks	Nairobi	3,000
9. Project Budgeting, Estimation and Cost-Saving Techniques	19 Feb – 1 Mar	2 weeks	Nairobi	3,000
10. Strategic Sourcing: Crucial Steps for Better Procurement Value	19 Feb – 1 Mar	2 weeks	Nairobi	3,000
11. Leading and Managing Vendor Relations	19 Feb – 1 Mar	2 weeks	Nairobi	3,000
12. Leadership and Management Skills for Senior Managers and Officers	19 Feb – 1 Mar	2 weeks	Nairobi	3,000

## MARCH:

13. Managing Events, Meetings, Workshops And Conferences	4 Mar – 15 Mar	2 weeks	Nairobi	3,000
14. High Impact Internal Audit Leadership	4 Mar – 15 Mar	2 weeks	Nairobi	3,000
15. The Efficient and Highly Effective: Executive Assistant and Office Administrator	4 Mar – 15 Mar	2 weeks	Dubai	3,000
16. Accounts Payable: Accounting and Management Best Practices	4 Mar – 15 Mar	2 weeks	Nairobi	3,000

17. Driver Ethics, Communication Skills and Computer Skills Course	4 Mar – 15 Mar	2 weeks	Nairobi	3,000
18. Professional Etiquette, Office Protocol and Customer Care for Drivers	18 Mar – 29 Mar	2 weeks	Nairobi	3,000
19. Strategy Planning and Budgeting - Linking Annual Budgets with Strategy	18 Mar – 29 Mar	2 weeks	Nairobi	3,000
20. Report Writing and Presentation Skills	18 Mar – 29 Mar	2 weeks	Nairobi	3,000
21. Executive Chauffeuring	18 Mar – 29 Mar	2 weeks	Nairobi	3,000
22. Inventory and Supply Chain Management: Best Practices	25 Mar – 5 Apr	2 weeks	Nairobi	3,000
23. Fixed Assets Accounting and Management	25 Mar – 5 Apr	2 weeks	Nairobi	3,000

#### APRIL:

24. Project Management Using MS Project	8 Apr – 19 Apr	2 weeks	Nairobi	3,000
25. Stores and Warehouse Operations Management	8 Apr – 19 Apr	2 weeks	Dubai	3,000
26. Procurement Planning and Bid Management	8 Apr – 19 Apr	2 weeks	Nairobi	3,000
27. Financial Analysis, Modelling and Forecasting	8 Apr – 19 Apr	2 weeks	Nairobi	3,000
28. Seamless Internal Audit and Stakeholder Relationship Management	15 Apr – 26 Apr	2 weeks	Dubai	3,000
29. Transport and Logistics Management	15 Apr – 26 Apr	2 weeks	Nairobi	3,000
30. Effective Communication and Public Speaking Skills	15 Apr – 26 Apr	2 weeks	Nairobi	3,000
31. Audit Governance, Roles and Responsibilities	15 Apr – 26 Apr	2 weeks	Dubai	3,000
32. Project Management, Monitoring Evaluation and Reporting	22 Apr – 3 May	2 weeks	Nairobi	3,000
33. Accounts Receivable: Accounting and Management Best Practices	22 Apr – 3 May	2 weeks	Nairobi	3,000

34. Executive Chauffeuring	22 Apr – 3 May	2 weeks	Nairobi	3,000
35. Building Strategy Maps and a Balanced Score Card	22 Apr – 3 May	2 weeks	Nairobi	3,000
36. Advanced Excel Functions, Power Query and Power Pivots	22 Apr – 3 May	2 weeks	Nairobi	3,000

### MAY:

1. Currency Management	6 May – 17 May	2 weeks	Nairobi	3,000
2. Trade Finance, Letters of Credit and Bank Guarantees	6 May – 17 May	2 weeks	Nairobi	3,000
3. Procurement and Supply Chain Management	6 May – 17 May	2 weeks	Dubai	3,000
4. Preparing Financial Statement and Annual Report	6 May – 17 May	2 weeks	Nairobi	3,000
5. Fixed Assets Accounting and Management	13 May – 24 May	2 weeks	Nairobi	3,000
6. Emotional Intelligence and Communication Skills	13 May – 24 May	2 weeks	Nairobi	3,000
7. Performance Management: Setting Objectives and Conducting Appraisals	13 May – 24 May	2 weeks	Dubai	3,000
8. Contract Management and Negotiation Skills	13 May – 24 May	2 weeks	Nairobi	3,000
9. Budget Formulation, Implementation Management and Control	20 May – 31 May	2 weeks	Nairobi	3,000
10. Public Policy Analysis and Management	20 May – 24 May	1 week	Nairobi	1,800
11. Effective Customer Care Planning and Management	20 May – 31 May	2 weeks	Dubai	3,000
12. Essential Skills Development Training for Dispatchers and Drivers	20 May – 31 May	2 weeks	Nairobi	3,000

### JUNE:

13. Talent Management and Retention Techniques	3 Jun – 14 Jun	2 weeks	Nairobi	3,000
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14. Driver Ethics, Communication Skills and Computer Skills Course	3 Jun – 28 Jun	4 weeks	Nairobi	4,000
15. HR Professional: From Traditional HR To Business Partner	3 Jun – 28 Jun	2 weeks	Nairobi	3,000
16. Workforce Planning, Talent Acquisition and Succession Planning	3 Jun – 28 Jun	2 weeks	Nairobi	3,000
17. Recruitment, Interviewing and Selection Specialist Programme	10 Jun – 21 Jun	2 weeks	Nairobi	3,000
18. Essential Skills Development Training for Dispatchers and Drivers	10 Jun – 21 Jun	2 weeks	Nairobi	3,000
19. Electronic Records Management And Archiving	10 Jun – 21 Jun	2 weeks	Nairobi	3,000
20. Records Digitization and Office Administration	10 Jun – 21 Jun	2 weeks	Nairobi	3,000
21. Human Resource KPIs: Benchmarking HR Performance	24 Jun – 5 Jul	2 weeks	Dubai	3,000
22. Contracts Administration: Understanding And Implementing Contractual Administration	24 Jun – 5 Jul	2 weeks	Nairobi	3,000
23. Interpersonal and Communication Skills For Administrators	24 Jun – 5 Jul	1 week	Nairobi	1,800
24. Accounts Payable: From Accounting To Management	24 Jun – 5 Jul	2 weeks	Dubai	3,000
25. Journalism, Media Skills and Adobe Desktop Publishing	24 Jun – 5 Jul	2 weeks	Nairobi	3,000

### JULY:

26. Advanced Executive Assistants Management Course	1 Jul – 12 Jul	2 weeks	Nairobi	3,000
27. Preparation of Financial Statements And Annual Report	1 Jul – 12 Jul	2 weeks	Nairobi	3,000
28. Internal Audit and Risk Management	1 Jul – 12 Jul	2 weeks	Nairobi	3,000
29. Innovative Problem-Solving in Audit	1 Jul – 12 Jul	2 weeks	Nairobi	3,000

30. ICT Tech Support and Network Administrator	15 Jul – 26 Jul	2 weeks	Nairobi	3,000
31. Supervisory Skills for Supervisors And Managers	15 Jul – 26 Jul	2 weeks	Nairobi	3,000
32. Managing Information Assets: Modern Information and Records Management Strategies	15 Jul – 26 Jul	2 weeks	Nairobi	3,000
33. Effective Business Writing, Report Writing and Communication Skills	15 Jul – 26 Jul	2 weeks	Nairobi	3,000
34. Job Analysis and Job Evaluation Techniques	22 Jul – 2 Aug	2 weeks	Nairobi	3,000
35. Customer Care and Front Office Skills For Front Office Staff	22 Jul – 2 Aug	2 weeks	Nairobi	3,000
36. Computerized Stores, Materials and Inventory Management	22 Jul – 2 Aug	2 weeks	Dubai	3,000
37. Protocol Procedures and Diplomatic Etiquette	22 Jul – 2 Aug	2 weeks	Nairobi	3,000
38. Advanced Library Supervision and Management	22 Jul – 2 Aug	2 weeks	Nairobi	3,000

### AUGUST:

39. Competency Development and Implementation	5 Aug – 16 Aug	2 weeks	Nairobi	3,000
40. Equity, Diversity and Inclusion: From Concept to Application	5 Aug – 16 Aug	2 weeks	Nairobi	3,000
41. Data Governance: Protection and Compliance	5 Aug – 16 Aug	2 weeks	Nairobi	3,000
42. Managing Self, Leading Others and Creating High Performance Teams	5 Aug – 16 Aug	2 weeks	Nairobi	3,000
43. Emotional Intelligence, Time Management And Stress Control	12 Aug – 16 Aug	1 week	Nairobi	1,800
44. Digital Marketing and Communication Techniques in the 21 <sup>st</sup> Century	12 Aug – 23 Aug	2 weeks	Nairobi	3,000
45. Transformational Change Management And Strategic Leadership	12 Aug – 23 Aug	2 weeks	Nairobi	3,000

46. Project Risk Management: Preparation For Risk Management	12 Aug – 23 Aug	2 weeks	Dubai	3,000
47. Managerial Accounting: Tools for Facilitating and Guiding Business Decisions	26 Aug – 6 Sep	2 weeks	Nairobi	3,000
48. Concierge: Roles, Work Environment and Etiquette	26 Aug – 6 Sep	2 weeks	Nairobi	3,000
49. Accounting Principles for Management Accounting	26 Aug – 6 Sep	2 weeks	Nairobi	3,000
50. Transport and Logistics Management	26 Aug - 6 Sep	2 weeks	Nairobi	3,000
51. Managing Performance Using a Balanced Score Card	26 Aug – 6 Sep	2 weeks	Nairobi	3,000
52. Coaching and Mentoring at the Work Place	26 Aug – 6 Sep	2 weeks	Nairobi	3,000

### SEPTEMBER:

53. Supply Chain Operations: Principles For Continuity and Sustainability	2 Sep – 13 Sep	2 weeks	Nairobi	3,000
54. Statement of Work (SOW) Writing Training	2 Sep – 13 Sep	2 weeks	Nairobi	3,000
55. Effective Business Writing, Report Writing and Communication Skills	2 Sep – 13 Sep	2 weeks	Nairobi	3,000
56. Management Accounting: Tools for Facilitating and Guiding Business Decisions	2 Sep – 13 Sep	3 weeks	Nairobi	3,500
57. Medical Office Assistant: Skills For the Modern Assistant	9 Sep – 20 Sep	2 weeks	Nairobi	3,000
58. Computerized Stores, Materials and Inventory Management	9 Sep – 20 Sep	2 weeks	Nairobi	3,000
59. Essential Skills Development Training For Dispatchers and Drivers	9 Sep – 20 Sep	2 weeks	Nairobi	3,000
60. Public Relations and Media Skills	9 Sep – 20 Sep	2 weeks	Dubai	3,000
61. Project Management, Budgeting, Estimation and Cost-Saving Techniques	16 Sep – 27 Sep	2 weeks	Nairobi	3,000

62. Managing Multiple Tasks, Priorities And Deadlines	16 Sep – 20 Sep	1 week	Nairobi	1,800
63. Macroeconomic Analysis and Management	16 Sep – 27 Sep	2 weeks	Nairobi	3,000
64. Competencies, Concept Development And Report Writing Techniques	16 Sep – 27 Sep	2 weeks	Nairobi	3,000
65. Public Policy for Influencing and Advocacy	16 Sep – 27 Sep	2 weeks	Nairobi	3,000

### OCTOBER:

66. Logistics and Supply Chain Management	7 Oct – 18 Oct	2 weeks	Nairobi	3,000
67. Marketing, Communication and Social Selling in the New Normal	7 Oct – 18 Oct	2 weeks	Nairobi	3,000
68. Driver Ethics, Communication Skills and Computer Skills Course	7 Oct – 25 Oct	3 weeks	Nairobi	3,500
69. Performance Management Setting Objectives and Conducting Appraisals	7 Oct – 18 Oct	2 weeks	Nairobi	3,000
70. Electronic Records Management and Archiving	14 Oct – 25 Oct	2 weeks	Nairobi	3,000
71. Computerised Stores, Materials And Inventory Management	14 Oct – 25 Oct	2 weeks	Nairobi	3,000
72. Digital Marketing (e-Marketing) and Social Media Management	14 Oct – 25 Oct	2 weeks	Dubai	3,000
73. Mastering the Project Management Office (PMO): From Establishment to Project KPIs and Dashboards	14 Oct – 25 Oct	2 weeks	Nairobi	3,000
74. Contract Management, Negotiation Skills and Management of Vendor Relations	21 Oct – 1 Nov	2 weeks	Nairobi	3,000
75. The Essentials of Professional Etiquette, Work Ethic and Diplomatic Protocol	21 Oct – 1 Nov	2 weeks	Nairobi	3,000
76. Recruitment, Interviewing and				



Selection Specialist Training	21 Oct – 1 Nov	2 weeks	Nairobi	3,000
77. Logistics and Supply Chain Management	21 Oct – 1 Nov	2 weeks	Dubai	3,000

## NOVEMBER:

78. Records Digitization, Document Control and File Management	4 Nov – 15 Nov	2 weeks	Nairobi	3,000
79. Advanced High Performance Skills for Executive Assistants and Secretaries	4 Nov – 15 Nov	2 weeks	Nairobi	3,000
80. Supply Chain Management	4 Nov – 15 Nov	2 weeks	Dubai	3,000
81. Electronic Documents and Records Management	4 Nov – 15 Nov	3 weeks	Nairobi	3,500
82. Efficient Finance and Accounting Operations: Best Practices	4 Nov – 15 Nov	2 weeks	Nairobi	3,000
83. Advanced Stores and Inventory Control Management	11 Nov – 22 Nov	2 weeks	Nairobi	3,000
84. Managing Operational Risk and Business Continuity Strategies	11 Nov – 22 Nov	2 weeks	Nairobi	3,000
85. Procurement Planning Process And Bids Management	11 Nov – 22 Nov	2 weeks	Nairobi	3,000
86. The Highly Productive and Efficient Administrator and Office Manager	11 Nov – 22 Nov	2 weeks	Nairobi	3,000
87. High Impact Internal Audit Leadership Course for Heads of Internal Audit	11 Nov – 22 Nov	2 weeks	Nairobi	3,000
88. Financial Management of World Bank Funded Projects	18 Nov – 29 Nov	2 weeks	Dubai	3,000
89. Identifying Training needs and Evaluating Techniques	18 Nov – 29 Nov	2 weeks	Nairobi	3,000

## DECEMBER:

90. Project Risk Management: Preparation for Risk Management	2 Dec – 13 Dec	2 weeks	Nairobi	3,000
91. Strategic Management for Senior Management	2 Dec – 13 Dec	2 weeks	Nairobi	3,000
92. Administration and Office And Office Management: Best Practices And Technologies	2 Dec – 13 Dec	2 weeks	Nairobi	3,000
93. Project Management, M&E Using MS Project	2 Dec – 13 Dec	2 weeks	Nairobi	3,000
94. Effective Business Writing for Administrators & Executive Assistants	2 Dec – 13 Dec	2 weeks	Nairobi	3,000
95. Procurement, Supply Chain Management and Ethics in Procurement	2 Dec – 13 Dec	2 weeks	Nairobi	3,000
96. International Financial Reporting Standards (IFRS)	9 Dec – 20 Dec	2 weeks	Nairobi	3,000
97. Advanced Inventory Management and Warehouse Materials Handling	9 Dec – 20 Dec	2 weeks	Nairobi	3,000
98. Financial Reporting and Presentation Techniques	9 Dec – 20 Dec	2 weeks	Nairobi	3,000
99. Accounts Payable: Accounting And Management	9 Dec – 20 Dec	2 weeks	Nairobi	3,000
100. Financial Analysis Modelling And Forecasting	9 Dec – 20 Dec	2 weeks	Nairobi	3,000
101. Training the Trainer on e-Presentations in the Digital Era	9 Dec – 20 Dec	2 weeks	Nairobi	3,000
102. Keeping the Audit on Track: Critical Skills for Heads of Internal Audit	9 Dec – 20 Dec	2 weeks	Nairobi	3,000
103. Executive Personal Assistants and Administrators Masterclass	9 Dec – 20 Dec	2 weeks	Nairobi	3,000

## **GENERAL INFORMATION:**

**“FREE SAMSUNG TABLET” OR LAPTOP**

- All course delegates attending any programme listed in this brochure will receive a brand new Laptop or Tablet 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 agreeable 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. Mobile Phone: (+254) 720-657540 or (+254) 734-246581 or (+254) 772191392
2. e-mail: [info@cited.co.ke](mailto:info@cited.co.ke)
3. On our Website [www.cited.co.ke](http://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 and refreshments and light lunch.

Course fees may be paid in US\$, Great Britain Pound £, Euro €, South African Rand (ZAR), Kenya Shillings (KSh), 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:**

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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.