

| No. | Course Description | Amount Excl. VAT | Venue | August | September | October | November | December |
|-----|--|------------------|----------|------------------|------------------|------------------|------------------|------------------|
| 1 | Advanced Effective Communication and Presentation Skills | 87,100 | Mombasa | | 5 days 8th-12th | 5 days 6th-10th | | 5 days 1st-5th |
| | | 87,100 | Machakos | 5 days 4th-8th | | | | |
| 2 | Advanced Minutes Taking and Report Writing Skills | 87,100 | Mombasa | 5 days 18th-22nd | | | 5 days 17th-21st | |
| | | 87,100 | Machakos | | 5 days 15th-19th | | | |
| | | 87,100 | Naivasha | | | 5 days 20th-24th | | |
| 3 | Advanced Project Risk Management program | 87,100 | Mombasa | 5 days 11th-15th | | | 5 days 3rd-7th | |
| 4 | Advanced Supervisory Management Skills Training Course | 175,600 | Mombasa | | | | | 10 days 1st-12th |
| 5 | Asset Tracing and Preservation Course | 87,100 | | 5 days 11th-15th | | | 5 days 3rd-7th | |
| 6 | Business Ethics and Integrity Compliance course | 87,100 | Mombasa | | 5 days 22nd-26th | 5 days 13th-17th | | |
| | | 87,100 | Machakos | | | | 5 days 10th-14th | |
| | | 87,100 | Naivasha | 5 days 25th-29th | | | | |
| 7 | Change Management in the modern society Program | 87,100 | Mombasa | 5 days 11th-15th | | | 5 days 3rd-7th | |
| | | 87,100 | Machakos | | 5 days 1st-5th | | | 5 days 8th-12th |
| 8 | Coaching and mentoring by modern leaders | 87,100 | Mombasa | | 5 days 22nd-26th | 5 days 13th-17th | | |
| | | 87,100 | Machakos | | | | 5 days 10th-14th | |
| | | 87,100 | Naivasha | 5 days 25th-29th | | | | |
| 9 | Conflict Management and Resolution Course | 87,100 | Mombasa | 5 days 11th-15th | | | 5 days 3rd-7th | |
| | | 87,100 | Machakos | | 5 days 1st-5th | | | 5 days 8th-12th |
| 10 | Customers Management and General Office Public Relations | 87,100 | Mombasa | 5 days 11th-15th | | | 5 days 3rd-7th | |
| | | 87,100 | Machakos | | 5 days 1st-5th | | | 5 days 8th-12th |

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| 11 | Data Analysis, Modelling and Simulation using Excel Course | 175,600 | Mombasa | 10 days 11th-22nd | | | | 10 days 1st-12th |
| | | 175,600 | Machakos | 10 days 11th-22nd | | 10 days 13th-24th | | |
| 12 | Data Analytics using Python Course | 87,100 | Mombasa | | 5 days 22nd-26th | 5 days 13th-17th | | |
| | | 87,100 | Machakos | 5 days 4th-8th | | | | |
| 13 | Decision Making and Problem Solving | 87,100 | Mombasa | | 5 days 8th-12th | 5 days 6th-10th | | 5 days 1st-5th |
| | | 87,100 | Machakos | 5 days 4th-8th | | | | |
| 14 | Documentation & Records Management Masterclass | 87,100 | Mombasa | | 5 days 8th-12th | 5 days 6th-10th | | 5 days 1st-5th |
| | | 87,100 | Machakos | 5 days 4th-8th | | | | |
| 15 | Effective Time Management | 87,100 | Mombasa | 5 days 18th-22nd | | | 5 days 17th-21st | |
| | | 87,100 | Machakos | | 5 days 15th-19th | | | |
| | | 87,100 | Naivasha | | | 5 days 20th-24th | | |
| 16 | Electronic Records Management Program | 87,100 | Mombasa | 5 days 18th-22nd | | | 5 days 17th-21st | |
| | | 87,100 | Machakos | | 5 days 15th-19th | | | |
| | | 87,100 | Naivasha | | | 5 days 20th-24th | | |
| 17 | Emotional Intelligence in Leadership | 87,100 | Mombasa | 5 days 18th-22nd | | | 5 days 17th-21st | |
| | | 87,100 | Machakos | | 5 days 15th-19th | | | |
| | | 87,100 | Naivasha | | | 5 days 20th-24th | | |
| 18 | Excel and Financial Modelling Course | 87,100 | Mombasa | | 5 days 8th-12th | 5 days 6th-10th | | 5 days 1st-5th |
| | | 87,100 | Machakos | 5 days 4th-8th | | | | |
| 19 | Finance Management for Non-Finance Managers | 87,100 | Mombasa | 5 days 11th-15th | | | 5 days 3rd-7th | |
| | | 87,100 | Machakos | | 5 days 1st-5th | | | 5 days 8th-12th |
| 20 | HR Audit, Metrics and Analytics | 175,600 | Mombasa | 10 days 11th-22nd | | | | |

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| 21 | Idea Analytics | 175,600 | Mombasa | | | 10 days 13th-24th | | |
| 22 | Leadership Development Program | 175,600 | Mombasa | | | | | 10 days 1st-12th |
| | | 87,100 | Mombasa | | 5 days 8th-12th | 5 days 6th-10th | | 5 days 1st-5th |
| 23 | Management Development Programme for Executive Assistants I | 87,100 | Machakos | 5 days 4th-8th | | | | |
| 24 | Office Management & documentation program | 87,100 | Mombasa | | 5 days 8th-12th | 5 days 6th-10th | | 5 days 1st-5th |
| | | 87,100 | Machakos | 5 days 4th-8th | | | | |
| 25 | Pre-Retirement Training | 87,100 | Mombasa | | 5 days 22nd-26th | 5 days 13th-17th | | |
| | | 87,100 | Machakos | | | | 5 days 10th-14th | |
| | | 87,100 | Naivasha | 5 days 25th-29th | | | | |
| 26 | Professional telephone skills training | 175,600 | Mombasa | 10 days 11th-22nd | | 10 days 13th-24th | | |
| | | 175,600 | Machakos | | 10 days 1st-12th | | | 5 days 8th-19th |
| 27 | Protocol and Events Management Program | 87,100 | Mombasa | 5 days 18th-22nd | | | 5 days 17th-21st | |
| | | 87,100 | Machakos | | 5 days 15th-19th | | | |
| 28 | Protocol and Events Management Program | 87,100 | Mombasa | | | 5 days 20th-24th | | |
| 29 | Public Sector Governance and Management Program | 87,100 | Mombasa | | 5 days 22nd-26th | 5 days 13th-17th | | |
| | | 87,100 | Machakos | | | | 5 days 10th-14th | |
| | | 87,100 | Naivasha | 5 days 25th-29th | | | | |
| 30 | Records Management Master Class | 175,600 | Mombasa | 10 days 11th-22nd | | 10 days 13th-24th | | |
| 31 | Safety and security Planning Course | 175,600 | Mombasa | 10 days 11th-22nd | | | | 10 days 1st-12th |

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| 32 | Salesforce and PR Masterclass course | 87,100 | Mombasa | 5 days 18th-22nd | | | 5 days 17th-21st | |
| | | 87,100 | Machakos | | 5 days 15th-19th | | | |
| | | 87,100 | Naivasha | | | 5 days 20th-24th | | |
| 33 | Skip Tracing Techniques | 87,100 | Mombasa | | 5 days 22nd-26th | 5 days 13th-17th | | |
| | | 87,100 | Machakos | 5 days 4th-8th | | | | |
| 34 | Strategic Negotiations Program | 87,100 | Mombasa | 5 days 11th-15th | | | 5 days 3rd-7th | |
| | | 87,100 | Machakos | | 5 days 1st-5th | | | 5 days 8th-12th |
| 35 | Stress Management and Conflict Resolution Program | 175,600 | Mombasa | 10 days 11th-22nd | | 10 days 13th-24th | | |
| 36 | Stress Management Course | 87,100 | Mombasa | | 5 days 8th-12th | 5 days 6th-10th | | 5 days 1st-5th |
| | | 87,100 | Machakos | 5 days 4th-8th | | | | |
| 37 | Supervisory Skills Development Course | 87,100 | Mombasa | | 5 days 22nd-26th | 5 days 13th-17th | | |
| | | 87,100 | Machakos | | | | 5 days 10th-14th | |
| | | 87,100 | Naivasha | 5 days 25th-29th | | | | |
| 38 | Tech world Customer Relationship Management Program | 87,100 | Mombasa | | 5 days 22nd-26th | 5 days 13th-17th | | |
| | | 87,100 | Machakos | | | | 5 days 10th-14th | |
| | | 87,100 | Naivasha | 5 days 25th-29th | | | | |
| 39 | The 21st Century Executive Assistants | 87,100 | Mombasa | 5 days 11th-15th | | | 5 days 3rd-7th | |
| | | 87,100 | Machakos | | 5 days 1st-5th | | | 5 days 8th-12th |
| 40 | Training Needs Assessment and Evaluation of Training | 87,100 | Mombasa | 5 days 11th-15th | | | 5 days 17th-21st | |
| | | 87,100 | Machakos | | 5 days 15th-19th | | | |