

TRAINING CALENDAR 2019/2020 REVISED UNDER IMPLEMENTATION

COURSE NO	PROGRAMME COURSE TITLE	TARGETED GROUP	5 DAYS	DURATION-DATES	VENUE
1	FUNDAMENTAL ORGANIZATION DEVELOPMENT IN MANAGEMENT, ADMINISTRATION AND STRATEGIC PLANNING. (RESOURCES, MOBILIZATION, STRATEGY AND CONTROL).	(SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION)	1.	4TH-8TH FEB. 2019	BAHARI BEACH HOTEL MOBASA
			2.	11TH – 15TH MAR 2019	LAKE NAIVASHA PANORAMA PARK
			3.	13TH – 17TH MAY 2019	BAHARI BEACH HOTEL MOMBASA
			4.	3RD -7TH JUNE 2019	LAICO REGENCY (Formerly Grand Regency) NAIROBI
			5.	22ND-26TH JULY 2019	LAKE NAIVASHA PANORAMA PARK
			6.	12TH – 16TH AUG 2019	BAHARI BEACH HOTEL MOMBASA
			7.	2ND- 6TH SEPT 2019	LAICO REGENCY (Formerly Grand Regency) NAIROBI
			8.	16TH-20TH SEPT 2019	BAHARI BEACH HOTEL MOMBASA
			9.	7TH-11TH OCT 2019	LAKE NAIVASHA PANORAMA PARK
			10.	11TH -15TH NOV 2019	LAICO REGENCY (Formerly Grand Regency) NAIROBI

			11.	3 RD - 7 TH FEB 2020	BAHARI BEACH HOTEL MOMBASA
			12.	9 TH - 13 TH MAR 2020	LAKE NAIVASHA PANORAMA PARK
			13.	6 TH -10 TH APR 2020	BAHARI BEACH HOTEL MOMBASA
2	FINANCIAL MANAGEMENT PROGRAM FOR FINANCE AND NON FINANCE MANAGERS IN COOPERATING PROJECTS / CONTRACTS AND ACTIVITIES BASED BUDGETING.	5 DAYS	1.	11 TH -15 TH FEB 2019	LAKE NAIVASHA PANORAMA PARK- NAIVASHA
			2.	4 TH - 8 TH MAR 2019	BAHARI BEACH HOTEL MOMBASA
			3.	22 ND - 26 TH APR 2019	LAICO REGENCY(FORMALYGRAND
			4.	20 TH - 24 TH MAY 2019	BAHARI BEACH HOTEL MOMBASA
			5.	17 TH - 21 ST JUNE 2019	LAKE NAIVASHA PONAROMA PARK
			6.	22 ND - 26 TH JULY 2019	LAICO REGENCY(FORMALYGRAND
			7.	26 TH -30 TH AUG 2019	BAHARI BEACH HOTEL MOMBASA
			8.	2 ND -6 TH SEPT.2019	LAKE NAIVASHA PONAROMA PARK
			9.	7 TH -11 TH OCT 2019	LAICO REGENCY(FORMALYGRAND
			10.	4 TH -8 TH NOV 2019	LAKE NAIVASHA PONAROMA PARK
			11.	18 TH -22 ND NOV 2019	BAHARI BEACH HOTEL MOMBASA

			12.	2 ND -6 TH DEC 2019	BAHARI BEACH HOTEL MOMBASA
			13.	16 TH -20 TH DEC 2019	BAHARI BEACH HOTEL MOMBASA
			14.	17 TH -21 ST FEB 2020	BAHARI BEACH HOTEL
			15.	9 TH -13 TH MARCH 2020	LAKE NAIVASHA PONAROMA PARK
			16.	25 TH -29 TH MAY 2020	BAHARI BEACH HOTEL
3	SUPPLY CHAIN MNGEMENT PROGRAMME (INTERNATIONAL/LOCAL PROCUREMENT) INCORPERATING PURCHASING, LOGISTICS WAREHOUSING, TRANSPORT AND DISTRIBUTION MANAGEMENT	SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION	1.	4 TH -8 TH FEB 2019	BAHARI BEACH HOTEL MOMBASA
			2.	18 TH -22 ND FEB 2019	LAICO REGENCY(FORMALYGRAND
			3.	11 TH - 15 TH MAR 2019	BAHARI BEACH HOTEL MOMBASA
			4.	8 TH -12 TH APR 2019	LAKE NAIVASHA PONAROMA PARK
			5.	13 TH – 17 TH MAY 2019	BAHARI BEACH HOTEL MOMBASA
			6.	3 RD –7 TH JUNE 2019	LAICO REGENCY(FORMALYGRAND
			7.	5 TH – 9 TH AUG 2019	LAKE NAIVASHA PONAROMA PARK
			8.	23 RD -27 TH SEPT 2019	BAHARI BEACH HOTEL MOMBASA
			9.	14 TH -18 TH OCT 2019	LAKE NAIVASHA PONAROMA PARK

			10.	4 TH -8 TH NOV 2019	BAHARI BEACH HOTEL MOMBASA
			11.	16 TH -20 TH DEC 2019	BAHARI BEACH HOTEL MOMBASA
			12.	24 TH -28 TH FEB 2020	BAHARI BEACH HOTEL MOMBASA
			13.	9 TH -13 TH MAR 2020	LAICO REGENCY HOTEL NAIROBI
			14.	4 TH -8 TH MAY 2020	BAHARI BEACH HOTEL MOMBASA
			15.	15 TH -19 TH JUN 2020	LAICO REGENCY HOTEL NAIROBI
4.	HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT PROGRAMME FOR HUMAN RESOURCE MANAGEMENT AND HUMAN RESOURCE DEVELOPMENT MANAGERS INCLUDING PERSONNEL OFFICERS AND HEADS OF DEPARTMENTS (Management oriented Programme)	MIDDLE/SENIOR MANAGEMENT LEVEL PARTICIPATION	5 DAYS	4 TH -8 TH FEB 2019	BAHARI BEACH HOTEL MOMBASA
			1.	11 TH -15 TH MAR 2019	LAKE NAIVASHA PONAROMA PARK- NAIVASHA
			2.	8 TH -12 TH APR 2019	LAICO REGENCY HOTEL NAIROBI
			3.	20 TH -24 TH MAY 2019	BAHARI BEACH HOTEL MOMBASA
			4.	12 TH -16 TH AUG 2019	LAKE NAIVASHA PONAROMA PARK- NAIVASHA
			5.	9 TH -13 TH SEP 2019	BAHARI BEACH HOTEL MOMBASA
			6.	21 ST -25 TH OCT 2019	LAKE NAIVASHA PANORAMA PARK- NAIVASHA
			7.	4 TH -8 TH NOV	LAICO REGENCY HOTEL NAIROBI
			8.		

				2019	
			9.	25 TH -29 TH NOV 2019	BAHARI BEACH HOTEL MOMBASA
			10.	2 ND -6 TH DEC 2019	LAICO REGENCY HOTEL NAIROBI
			11.	16 TH -20 TH DEC 2019	BAHARI BEACH HOTEL MOMBASA
			12	24 TH -28 TH FEB 2020	LAKE NAIVASHA PANORAMA PARK- NAIVASHA
			13	23 RD -27 TH MAR 2020	BAHARI BEACH HOTEL MOMBASA
			14	18 TH -22 ND MAY 2020	BAHARI BEACH HOTEL MOMBASA
			15	8 TH -12 TH JUN 2020	LAICO REGENCY HOTEL NAIROBI
5.	EXECUTIVE SECRETARIAL MANAGEMENT PROGRAMME FOR EXECUTIVE SECRETARIES AND PERSONAL ASSISTANTS (PAS) (Management and Administrative oriented programs. Participatory Learning Approach(PLA)	2 WEEKS SECRETARIES AND PERSONAL ASSISTANTS SECRETARIES MIDDLE SENIOR MANAGEMENT LEVEL PARTICIPATION	1.	4 TH -15 TH FEB 2019	BAHARI BEACH HOTEL MOMBASA
			2.	4 TH -15 TH MAR 2019	LAKE NAIVASHA PONAROMA PARK
			3.	8 TH -19 TH APR 2019	LAICO REGENCY HOTEL NAIROBI
			4.	6 TH -17 TH MAY 2019	BAHARI BEACH HOTEL MOMBASA
			5.	10 TH -21 ST JUNE 2019	LAICO REGENCY HOTEL NAIROBI
			6.	15 TH -26 TH JULY 2019	LAKE NAIVASHA PONAROMA PARK
			7.	12 TH -23 RD AUG	BAHARI BEACH HOTEL MOMBASA

				2019	
			8.	2ND-13TH SEP 2019	LAICO REGENCY HOTEL NAIROBI
			9.	7TH-18TH OCT 2019	LAKE NAIVASHA PONAROMA PARK
			10.	18TH-29TH NOV 2019	LAKE NAIVASHA PONAROMA PARK
			11.	9TH-20TH DEC 2019	BAHARI BEACH HOTEL MOMBASA
			12.	3RD -14TH FEB 2020	BAHARI BEACH HOTEL MOMBASA
			13.	2ND -13TH MAR 2020	LAKE NAIVASHA PONAROMA PARK
			14.	6TH-17TH APR 2020	LAICO REGENCY HOTEL NAIROBI
			15.	4TH-15TH MAY 2020	BAHARI BEACH HOTEL MOMBASA
			16.	18TH-29TH MAY 2020	LAKE NAIVASHA PONAROMA PARK
			17	8TH-19TH JUNE 2020	BAHARI BEACH HOTEL MOMBASA
6.	ASSETS MANAGEMENT, INVENTORY AND STOCK CONTROL PROGRAMME, INCORPORATING LOGISTICS , WAREHOUSING AND DISTRIBUTIONS CONCEPTS MANAGEMENT	SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION	1.	4TH-8TH FEB 2019	LAICOREGENCY HOTEL NAIROBI
			2.	18TH-22ND FEB 2019	BAHARI BEACH HOTEL MOMBASA
			3.	11TH-15TH MAR 2019	LAKE NAIVASHA PONAROMA PARK
			4.	13TH-17TH MAY	BAHARI BEACH HOTELL MOMBASA

				2019	
			5.	3 RD -7 TH JUNE 2019	LAICOREGENCY HOTEL NAIROBI
			6.	22 ND -26 TH JULY 2019	LAKE NAIVASHA PONAROMA PARK
			7.	5 TH -9 TH AUG 2019	BAHARI BEACH HOTEL MOMBASA
			8.	16 TH -20 TH SEP 2019	LAKE NAIVASHA PONAROMA PARK
			9.	14 TH -18 TH OCT 2019	BAHARI BEACH HOTEL MOMBASA
			10.	11 TH -15 TH NOV 2019	LAICO REGENCY HOTEL NAIROBI
			11.	16 TH -20 TH DEC 2019	BAHARI BEACH HOTEL MOMBASA
			12.	24 TH -28 TH FEB 2020	BAHARI BEACH HOTEL MOMBASA
			13.	9 TH -13 TH MAR 2020	LAICO REGENCY HOTEL NAIROBI
			14.	4 TH -8 TH MAY 2020	LAKE NAIVASHA PONAROMA PARK- NAIVASHA
			15.	15 TH -19 TH JUN 2020	BAHARI BEACH HOTEL MOMBASA
			16.	27 TH -31 ST JULY 2020	LAKE NAIVASHA PANORAMA PARK- NAIVASHA
7.	RECORDS MANAGEMENT AND INFORMATION TECHNOLOGY IN RECORDS KEEPING	2 WEEKS MIDDLE/SENIOR	1.	4 TH -15 TH FEB 2019	LAKE NAIVASHA PONAROMA PARK
			2.	4 TH -15 TH MAR	BAHARI BEACH HOTEL MOMBASA

<p>PROGRAMME</p> <p>(All Type of Records in an Organization) This program can also be Tailor made to organizations managing Hospital records and such similar institutions.</p>	<p>MANAGEMENT LEVEL PARTICIPATION</p>		2019	
		3.	8TH-19TH APRIL 2019	LAICO REGENCY HOTEL NAIROBI
		4.	13TH-24TH MAY 2019	BAHARI BEACH HOTEL
		5.	10TH-21ST JUN 2019	BAHARI BEACH HOTEL MOMBASA
		6.	15TH-26TH JULY 2019	LAKE NAIVASHA PONAROMA PARK
		7.	12TH-23RD AUG 2019	LAICO REGENCY HOTEL NAIROBI
		8.	2ND-13TH SEP 2019	BAHARI BEACH HOTEL MOMBASA
		9.	7TH-18TH OCT 2019	LAKE NAIVASHA PONAROMA PARK
		10.	21ST OCT-1ST NOV 2019	BAHARI BEACH HOTEL MOMBASA
		11.	18TH-29TH NOV 2019	BAHARI BEACH HOTEL MOMBASA
		12.	2ND-13TH DEC 2019	LAKE NAIVASHA PONAROMA PARK
		13.	3RD-14TH FEB 2020	BAHARI BEACH HOTEL
		14.	16TH-27TH MAR 2020	LAKE NAIVASHA PONAROMA PARK
		15.	6TH-17TH APR 2020	LAICO REGENCY HOTEL NAIROBI
		16.	4TH-15TH MAY	BAHARI BEACH HOTEL MOMBASA

				2020	
			17.	8TH-19TH JUNE 2020	LAICO REGENCY HOTEL NAIROBI
			18.	20TH-31ST JUL 2020	LAKE NAIVASHA PANORAMA PARK
8.	SUPERVISORY/ MANAGEMENT PROGRAMME FOR SUPERVISORS AND ADMINISTRATORS INCLUDING HEADS OF DEPARTMENTAL UNITS BOTH IN HUMAN RESOURCE, ACCOUNTS, SUPPLIES, AND GENERAL OFFICE SERVICES. IT ALSO COVERS SUPERVISERS WORKING UNDER TECHNICAL SERVICES.	SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION	5 DAYS	11TH-15TH FEB 2019	BAHARI BEACH HOTEL MOMBASA
			1.		
			2.	4TH-8TH MAR 2019	LAICO REGENCY HOTEL NAIROBI
			3.	20TH-24TH MAY 2019	LAKE NAIVASHA PONAROMA PARK- NAIVASHA
			4.	22ND-26TH JULY 2019	LAKE NAIVASHA PONAROMA PARK- NAIVASHA
			5.	5TH-9TH AUG 2019	BAHARI BEACH HOTEL MOMBASA
			6.	23RD-27TH SEP 2019	LAKE NAIVASHA PANORAMA PARK- NAIVASHA
			7.	4TH-8TH NOV 2019	BAHARI BEACH HOTEL MOMBASA
			8.	3RD-7TH FEB 2020	BAHARI BEACH HOTEL MOMBASA
			9.	24TH-28TH FEB 2020	LAICO REGENCY HOTEL NAIROBI
			10.	16TH-20TH MAR 2020	BAHARI BEACH HOTEL MOMBASA
			11.	18TH-22ND MAY 2020	LAKE NAIVASHA PONAROMA PARK- NAIVASHA

9.	CUSTOMER CARE/SERVICE, PUBLIC RELATIONS, HUMAN RELATIONS AND THE INTERPERSONAL RELATIONS MANAGEMENT PROGRAMME	2 WEEKS SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION	5 DAYS	4TH-15TH FEB 2019	LAKE NAIVASHA PONAROMA PARK
			1.	4TH -15TH MAR 2019	BAHARI BEACH HOTEL MOMBASA
			2.	8TH-19TH APRIL 2019	LAICO REGENCY HOTEL NAIROBI
			3.	13TH-24TH MAY 2019	BAHARI BEACH HOTEL
			4.	10TH-21ST JUN 2019	LAKE NAIVASHA PONAROMA PARK
			5.	15TH-26TH JUL 2019	LAICO REGENCY HOTEL NAIROBI
			6.	5TH-16TH AUG 2019	LAKE NAIVASHA PONAROMA PARK
			7.	2ND-13TH SEP 2019	BAHARI BEACH HOTEL MOMBASA
			8.	7TH-18TH OCT 2019	LAKE NAIVASHA PANORAMA PARK
			9.	18TH-29TH NOV 2019	BAHARI BEACH HOTEL MOMBASA
			10.	2ND -13TH DEC 2019	LAKE NAIVASHA PONAROMA PARK
			11.	20TH-31ST JAN 2020	LAICO REGENCY HOTEL NAIROBI
			12.	3RD-14TH FEB 2020	LAKE NAIVASHA PANORAMA PARK
			13.	16TH-27TH MAR 2020	BAHARI BEACH HOTEL MOMBASA
14.					

			15.	6 TH -17 TH APRIL 2020	LAICO REGENCY HOTEL NAIROBI
			16.	11 TH -22 ND MAY 2020	BAHARI BEACH HOTEL MOMBASA
			17.	8 TH -19 TH JUN 2020	LAKE NAIVASHA PANORAMA PARK
10.	FINANCIAL RISKS MANAGEMENT, DEBTS MANAGEMENT AND CREDIT CONTROL PROGRAM FOR FINANCIAL INSTITUTIONS AND PUBLIC/ PRIVATE SECTORS INCLUDING BANKS	SENIOUR/MIDDLE MANAGEMENT PARTICIPATION	5 DAYS	11 TH -15 TH FEB 2019	LAKE NAIVASHA PONAROMA PARK-
			1.	4 TH -8 TH MAR 2019	BAHARI BEACH HOTEL MOMBASA
			2.	22 ND -26 TH APR 2019	LAICO REGENCY HOTEL NAIROBI
			3.	20 TH -24 TH MAY 2019	LAKE NAIVASHA PONAROMA PARK
			4.	17 TH -21 ST JUN 2019	BAHARI BEACH HOTEL
			5.	22 ND -26 TH JULY 2019	LAICO REGENCY HOTEL NAIROBI
			6.	5 TH -9 TH AUG 2019	LAKE NAIVASHA PANORAMA PARK
			7.	26 TH -30 TH AUG 2019	LAKE NAIVASHA PONAROMA PARK-
			8.	2 ND -6 TH SEP 2019	LAKE NAIVASHA PANORAMA PARK
			9.	16 TH -20 TH SEP 2019	LAICO REGENCY HOTEL NAIROBI
			10.	7 TH -11 TH OCT 2019	BAHARI BEACH HOTEL

			12.	4 TH -8 TH NOV 2019	LAKE NAIVASHA PONAROMA PARK-
			13.	25 TH -29 TH NOV 2019	BAHARI BEACH HOTEL
			14.	20 TH -24 TH JAN 2020	LAKE NAIVASHA PONAROMA PARK
			15.	10 TH -14 TH FEB 2020	BAHARI BEACH HOTEL MOMBASA
			16.	9 TH -13 TH MAR 2020	LAKE NAIVASHA PANORAMA PARK
			17.	20 TH -24 TH APRIL 2020	LAICO REGENCY HOTEL NAIROBI
			18.	18 TH -22 ND MAY 2020	BAHARI BEACH HOTEL
			19.	22 ND -26 TH JUNE 2020	LAKE NAIVASHA PANORAMA PARK
11.	FLEET AND TRANSPORT MANAGEMENT, DEFENSIVE DRIVING, ROAD SAFETY AND PREVENTIVE MAINTAINACE PROGRAM FOR FLEET AND TRANSPORT OFFICERS INCLUDING SENIOR DRIVERS	FLEET MANAGERS TRANSPORT OFFICERS AND DRIVERS	5 DAYS	4 TH -8 TH FEB 2019	BAHARI BEACH HOTEL MOMBASA
			1.	4 TH -8 TH MARCH 2019	LAKE NAIVASHA PONAROMA PARK- NAIVASHA
			2.	8 TH – 12 TH APR 2019	LAICO REGENCY HOTEL NAIROBI
			3.	13 TH -17 TH MAY 2019	BAHARI BEACH HOTEL MOMBASA
			4.	22 ND -26 TH JUL 2019	LAICO REGENCY HOTEL NAIROBI
			5.		

			6.	26 TH -30 TH AUG 2019	BAHARI BEACH HOTEL MOMBASA
			7.	9 TH -13 TH SEP 2019	LAKE NAIVASHA PANORAMA PARK-NAIVASHA
			8.	14 TH -18 TH OCT 2019	BAHARI BEACH HOTEL MOMBASA
			9.	4 TH -8 TH NOV 2019	LAKE NAIVASHA PANORAMA PARK-NAIVASHA
			10	10 TH -14 TH FEB 2020	BAHARI BEACH HOTEL MOMBASA
			11	2 ND -6 TH MARCH 2020	LAKE NAIVASHA PANORAMA PARK-NAIVASHA
			12	11 TH -15 TH MAY 2020	BAHARI BEACH HOTEL MOMBASA
12.	PROJECTS/CONTRACTS MANAGEMENT, PLANNING, FINANCE, AND ACTIVITY BASED BUDGETING PROGRAMME FOR PROJECT MANAGERS, FINANCE OFFICERS AND HEADS OF DEPARTMENTAL UNITS DEALING WITH PROCUREMENT OF PROJECTS, CONTRACTS, WORKS AND SERVICES.	SENIOR/ MIDDLE MANAGEMENT LEVEL PARTICIPATION	5 DAYS	11 TH -15 TH FEB 2019	LAKE NAIVASHA PANORAMA PARK
			1.	11 TH -15 TH FEB 2019	LAKE NAIVASHA PANORAMA PARK
			2.	18 TH -22 ND MAR 2019	BAHARI BEACH HOTEL MOMBASA
			3.	6 TH -10 TH MAY 2019	LAKE NAIVASHA PANORAMA PARK-NAIVASHA
			4.	3 RD -7 TH JUN 2019	LAKE NAIVASHA PANORAMA PARK
			5.	15 TH -19 TH JULY 2019	BAHARI BEACH HOTEL MOMBASA
			6.	12 TH -16 TH AUG 2019	LAICO REGENCY HOTEL NAIROBI
			7.	16 TH -20 TH SEP 2019	LAKE NAIVASHA PANORAMA PARK

			8.	14 TH -18 TH OCT 2019	BAHARI BEACH HOTEL MOMBASA
			9.	4 TH -8 TH NOV 2019	LAKE NAIVASHA PONAROMA PARK-
			10.	2 ND -6 TH DEC 2019	BAHARI BEACH HOTEL MOMBASA
			11.	17 TH -21 ST FEB 2020	BAHARI BEACH HOTEL MOMBASA
			12.	2 ND -6 TH MARCH 2020	LAICO REGENCY HOTEL NAIROBI
			13.	4 TH -8 TH MAY 2020	LAKE NAIVASHA PONAROMA PARK
			14.	15 TH -19 TH JUN 2020	BAHARI BEACH HOTEL MOMBASA
			15.	13 TH -17 TH JULY 2020	LAKE NAIVASHA PANORAMA PARK
			16.	17 TH -21 ST AUG 2020	LAICO REGENCY HOTEL NAIROBI
13.	PERFOMANCE AND PRODUCTIVITY MANAGEMENT, INCLUDING RESOURCE-BASED MANAGEMENT AND THE ORGANIZATIONAL SCORE- CARD ANALYSIS IN RESOURCE MANAGEMENT.	SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION	5 DAYS 1.	4 TH -8 TH FEB 2019	BAHARI BEACH HOTEL MOMBASA
			2.	25 TH -29 TH MAR 2019	LAICO REGENCY HOTEL NAIROBI
			3.	13 TH -17 TH MAY 2019	BAHARI BEACH HOTEL MOMBASA
			4.	19 TH -23 RD AUG 2019	LAICO REGENCY HOTEL NAIROBI
			5.	9 TH -13 TH SEP 2019	BAHARI BEACH HOTEL MOMBASA

			6.	11 TH -15 TH NOV 2019	LAKE NAIVASHA PONAROMA PARK- NAIVASHA
			7.	3 RD -7 TH FEB 2020	BAHARI BEACH HOTEL MOMBASA
			8.	16 TH -20 TH MAR 2020	LAKE NAIVASHA PONAROMA PARK- NAIVASHA
			9.	18 TH -22 ND MAY 2020	BAHARI BEACH HOTEL MOMBASA
			10.	22 ND -26 TH JUN 2020	BAHARI BEACH HOTEL MOMBASA
			11.	17 TH -21 ST AUG 2020	LAKE NAIVASHA PONAROMA PARK- NAIVASHA
14.	<u>TRAINING FOR RETIREES.(PREPARATION FOR EARLY RETIREMENT FOR RETIREES IN BOTH PUBLIC/PRIVET AND PARASTATAL+ COUNTIES) ORGANISATIONS.</u>	All Categories of Staffs in the Organization who are due for Retirement	5 DAYS	21 ST -25 TH JAN 2019	BAHARI BEACH HOTEL MOMBASA
			1.	4 TH -8 TH FEB 2019	BOUNTY HOTEL NAIROBI
			2.	6 TH -10 TH MAY 2019	BAHARI BEACH HOTEL MOMBASA
			3.	10 TH -14 TH JUN 2019	BOUNTY HOTEL NAIROBI
			4.	8 TH -12 TH JUL 2019	BAHARI BEACH HOTEL MOMBASA
			5.	22 ND -26 TH JUL 2019	BAHARI BEACH HOTEL MOMBASA
			6.	12 TH -16 TH AUG 2019	BOUNTY HOTEL NAIROBI
			7.	2 ND -6 TH SEP	LAKE NAIVASHA PANORAMA PARK-
			8.		

				2019	NAIVASHA
			9.	14 TH -18 TH OCT 2019	BOUNTY HOTEL NAIROBI
			10.	18 TH -22 ND NOV 2019	BAHARI BEACH HOTEL MOMBASA
			11.	2 ND -6 TH DEC 2019	BOUNTY HOTEL NAIROBI
			12.	16 TH -20 TH DEC 2019	BOUNTY HOTEL NAIROBI
			13.	27 TH -31 ST JAN 2020	BOUNTY HOTEL NAIROBI
			14	3 RD -7 TH FEB 2020	BOUNTY HOTEL NAIROBI
			15	10 TH -14 TH FEB 2020	BOUNTY HOTEL NAIROBI
			16	2 ND -6 TH MAR 2020	LAKE NAIVASHA PANORAMA PARK- NAIVASHA
			17	16 TH -20 TH MAR 2020	BAHARI BEACH HOTEL MOMBASA
			18	4 TH -8 TH MAY 2020	LAKE NAIVASHA PANORAMA PARK- NAIVASHA
15.	LEADERSHIP MANAGEMENT AND GROUP EMPOWERMENT INCLUDING COOPERATE GOVERNANCE AND INTERGRITY.	SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION	5 DAYS 1.	4 TH -8 TH FEB 2019	BAHARI BEACH HOTEL MOMBASA
			2.	11 TH -15 TH MAR 2019	LAKE NAIVASHA PONAROMA PARK- NAIVASHA
			3.	13 TH -17 TH MAY 2019	BAHARI BEACH HOTEL MOMBASA

			4.	12 TH -16 TH AUG 2019	BAHARI BEACH HOTEL MOMBASA
			5.	16 TH -20 TH SEP 2019	LAICO REGENCY HOTEL NAIROBI
			6.	14 TH -18 TH OCT 2019	LAKE NAIVASHA PANORAMA PARK- NAIVASHA
			7.	4 TH -8 TH NOV 2019	BAHARI BEACH HOTEL MOMBASA
			8.	16 TH -20 TH DEC 2019	BAHARI BEACH HOTEL MOMBASA
			9.	27 TH -31 ST JAN 2020	LAICO REGENCY HOTEL NAIROBI
			10	10 TH -14 TH FEB 2020	LAKE NAIVASHA PONAROMA PARK- NAIVASHA
			11	16 TH -20 TH MAR 2020	BAHARI BEACH HOTEL MOMBASA
			12	18 TH -22 ND MAY 2020	LAKE NAIVASHA PONAROMA PARK- NAIVASHA
16.	TEAM BUILDING AND TEAM ACTIVITIES INVOLVEMENT, FIRST AID PROCEDURES AND PRACTICE INCLUDING DISASTER MANAGEMENT AND ETHICAL CODE OF CONDUCT TO EMPLOYEES	ALL STAFF IN THE ORGANISATION (from CEO to Support Staff).	5 DAYS	4 TH -8 TH FEB 2019	SAGANA LODGE NYERI
			1.	18 TH -22 ND MAR 2019	KISUMU
			3.	6 TH -10 TH MAY 2019	MOMBASA
			4.	3 RD -7 TH JUN 2019	NAIROBI
			5.	19 TH -23 RD AUG	MOMBASA

				2019	
			6.	16 TH -20 TH SEP 2019	NAIVASHA
			7.	7 TH -11 TH OCT 2019	NAIROBI
			8.	18 TH -22 ND NOV 2019	MOMBASA
			9	17 TH -21 ST FEB 2020	MOMBASA
			10	23 RD -27 TH MAR 2020	NAIROBI
			11	4 TH -8 TH MAY 2020	MOMBASA
			12.	8 TH -12 TH JUNE 2020	NAIVASHA
17.	STRESS MANAGEMENT AT WORK PLACE AND MANAGEMENT OF PEOPLE WITH HIV, STD AND SUCH RELATED CASES. (Participatory Learning Approach).	CROSS – CUTTING TO ALL EMPLOYEES IN THE ORGANISATION WITHIN DEPARTMENTAL UNITS.	3 DAYS 1.	25 TH -27 TH FEB 2019	BAHARI BEACH HOTEL MOMBASA
			2.	11 TH -13 TH MAR 2019	LAICO REGENCY HOTEL NAIROBI
			3.	8 TH -10 TH APR 2019	LAKE NAIVASHA PANORAMA PARK-NAIVASHA
			4.	17 TH -19 TH JUN 2019	BAHARI BEACH HOTEL MOMBASA
			5.	22 ND -24 TH JULY 2019	LAICO RGENCY HOTEL NAIROBI
			6.	14 TH -16 TH OCT 2019	BAHARI BEACH HOTEL MOMBASA

			7.	11 TH -13 TH NOV 2019	LAKE NAIVASHA PANORAMA PARK-NAIVASHA
			8.	4 TH -6 TH DEC 2019	LAICO REGENCY HOTEL NAIROBI
			9.	5 TH -7 TH FEB 2020	BAHARI BEACH HOTEL MOMBASA
			10.	18 TH -20 TH MAR 2020	BAHARI BEACH HOTEL MOMBASA
			11.	6 TH -8 TH MAY 2020	LAKE NAIVASHA PANORAMA PARK-NAIVASHA
18.	FUNDAMENTAL ORGANIZATION DEVELOPMENT IN CHANGE MANAGEMENT, DECISION MAKING, PROBLEM SOLVING AND BEHAVOURIAL CHANGE	SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION	5 DAYS	4 TH – 8 TH FEB 2019	LAICO REGENCY HOTEL NAIROBI
			1.	11 TH -15 TH MAR 2019	BAHARI BEACH HOTEL MOMBASA
			3.	13 TH -17 TH MAY 2019	LAKE NAIVASHA PANORAMA PARK-NAIVASHA
			4.	19 TH -23 RD AUG 2019	LAICO REGENCY HOTEL NAIROBI
			5.	14 TH -18 TH OCT 2019	LAKE NAIVASHA PANORAMA PARK-NAIVASHA
			6.	25 TH -29 TH NOV 2019	BAHARI BEACH HOTEL MOMBASA
			7.	2 ND -6 TH DEC 2019	LAKE NAIVASHA PANORAMA PARK
			8.	27 TH -31 ST JAN 2020	LAICO REGENCY HOTEL NAIROBI
			9.	17 TH -21 ST FEB	BAHARI BEACH HOTEL MOMBASA

				2020	
			10	9 TH -13 TH MAR 2020	LAKE NAIVASHA PANORAMA PARK- NAIVASHA
19.	PROFICIENCY/ EFFICIENCY SEMINAR PROGRAM FOR ADMINISTRATIVE OFFICERS IN PERSONNEL, SUPPLIES, GENERAL OFFICE SERVICES ACCOUNTS etc. (CAPACITY BUILDING PROGRAMME)	2 WEEKS SENOIR/ MIDDLE MANAGEMNT PARTICIPATION	1.	4 TH -15 TH FEB 2019	BAHARI BEACH HOTEL MOMBASA
			2.	18 TH -29 TH MAR 2019	LAKE NAIVASHA PONAROMA PARK- NAIVASHA
			3.	6 TH -17 TH MAY 2019	BAHARI BEACH HOTEL MOMBASA
			4.	17 TH -28 TH JUN 2019	LAICO REGENCY HOTEL NAIROBI
			5.	5 TH -16 TH AUG 2019	BAHARI BEACH HOTEL MOMBASA
			6.	14 TH -25 TH OCT 2019	LAICO REGENCY HOTEL NAIROBI
			7.	18 TH -22 ND NOV 2019	LAKE NAIVASHA PONAROMA PARK- NAIVASHA
			8.	17 TH -28 TH FEB 2020	LAKE NAIVASHA PANORAMA PARK- NAIVASHA
			9.	9 TH -20 TH MAR 2020	BAHARI BEACH HOTEL MOMBASA
			10	4 TH -15 TH MAY 2020	LAICO REGENCY HOTEL NAIROBI
			11	10 TH -21 ST AUG 2020	BAHARI BEACH HOTEL MOMBASA
			12	14 TH -25 TH SEP 2020	LAKE NAIVASHA PANORAMA PARK
			13	12 TH -23 RD OCT	BAHARI BEACH HOTEL MOMBASA

				2020	
			14	2ND-13TH NOV 2020	LAKE NAIVASHA PANORAMA PARK-NAIVASHA
20.	MANAGEMENT COMMUNICATION, REPORT WRITING SKILLS AND HOW TO ORGANISE AND CONDUCT MANAGEMENT MEETINGS.(Personal Assistants (PAs) Secretaries and Administrative Officers)	SENIOR/ MIDDLE MANAGEMENT LEVEL PARTICIPATION	3 DAYS	6TH-8TH FEB 2019	BAHARI BEACH HOTEL MOMBASA
			1.		
			2.	13TH-15TH MAR 2019	LAICO REGENCY HOTEL NAIROBI
			3.	15TH-17TH MAY 2019	LAICO REGENCY HOTEL NAIROBI
			4.	5TH-7TH JUNE 2019	LAICO REGENCY HOTEL NAIROBI
			5.	21ST-23RD AUG 2019	BAHARI BEACH HOTEL MOMBASA
			6.	4TH-6TH SEP 2019	LAKE NAIVASHA PANORAMA PARK-NAIVASHA
			7.	20TH-22ND NOV 2019	BAHARI BEACH HOTEL MOMBASA
			8.	12TH -14TH FEB 2020	BAHARI BEACH HOTEL MOMBASA
			9.	4TH-6TH MAR 2020	LAICO REGENCY HOTEL NAIROBI
			10.	6TH-8TH MAY 2020	LAKE NAIVASHA PANORAMA PARK-NAIVASHA
21.	PRODUCTION PLANING AND MATERIALS PLANNING, CONTROL INCLUDING WORK	SENIOR/ MIDDLE MANAGEMENT LEVEL	5 DAYS	11TH -15TH FEB 2019	BAHARI BEACH HOTEL MOMBASA

	SCHEDULING FOR MANUFACTURING AND PRODUCING/ASSEMBLING INDUSTRIES. (Large and Small Scale Industries)	PARTICIPATION	1.		
			2.	18 TH -22 ND MAR 2019	LAKE NAIVASHA PONAROMA PARK-NAIVASHA
			3.	20 TH -24 TH MAY 2019	BAHARI BEACH HOOtel MOMBASA
			4.	19 TH -23 RD AUG 2019	LAICO REGENCY HOTEL NAIROBI
			5.	7 TH -11 TH OCT 2019	BAHARI BEACH HOTEL MOMBASA
			6.	11 TH -15 TH NOV 2019	BAHARI BEACH HOTEL MOMBASA
			7.	3 RD -7 TH FEB 2020	LAKE NAIVASHA PONAROMA PARK-NAIVASHA
			8.	9 TH -13 TH MAR 2020	BAHARI BEACH HOTEL MOMBASA
			9.	18 TH -22 ND MAY 2020	BAHARI BEACH HOTEL MOMBASA
22.	SALES AND MARKETING MANAGEMENT PROGRAMME INCLUDING SHORT AND LONG TERM FINANCIAL FORECASTING.	SENIOR/ MIDDLE MANAGEMENT LEVEL PARTICIPATION	5 DAYS 1.	4 TH -8 TH FEB 2019	LAKE NAIVASHA PONAROMA PARK-NAIVASHA
			2.	18 TH -22 ND MAR 2019	BAHARI BEACH HOTEL MOMBASA
			3.	6 TH -10 TH MAY 2019	BAHARI BEACH HOTEL MOMBASA
			4.	22 ND -26 TH JUL 2019	LAKE NAIVASHA PANORAMA PARK-NAIVASHA
			5.	26 TH -30 TH AUG 2019	BAHARI BEACH HOTEL MOMBASA

			6.	4 TH -8 TH NOV 2019	LAICO REGENCY HOTEL
			7.	17 TH -21 ST FEB 2020	BAHARI BEACH HOTEL MOMBASA
			8.	9 TH -13 TH MAR 2020	LAKE NAIVASHA PANORAMA PARK- NAIVASHA
			9.	13 TH -17 TH APR 2020	LAICO REGENCY HOTEL NAIROBI
			10.	4 TH -8 TH MAY 2020	BAHARI BEACH HOTEL MOMBASA
			11.	22 ND -26 TH JUNE 2020	LAKE NAIVASHA PONAROMA PARK -NAIVASHA
23.	INTERNATIONAL TRADE (IMPORT/ EXPORT MANAGEMENT) CONCEPTS, PROCESS AND PROCEDURES.	SENIOR/MIDDLE MANAGEMENT LEVEL PARTICIPATION	5 DAYS 1.	4 TH -8 TH FEB 2019	BAHARI BEACH HOTEL MOMBASA
			2.	18 TH -22 ND MAR 2019	LAKE NAIVASHA PANORAMA PARK
			3.	13 TH -17 TH MAY 2019	LAICO REGENCY HOTEL NAIROBI
			4.	23 RD -27 TH SEP 2019	BAHARI BEACH HOTEL MOMBASA
			5.	7 TH -11 TH OCT 2019	LAICO REGENCY HOTEL NAIROBI
			6.	18 TH -22 ND NOV 2019	LAKE NAIVASHA PONAROMA PARK- NAIVASHA
			7.	16 TH -20 TH DEC 2019	BAHARI BEACH HOTEL MOMBASA
			8.	3 RD -7 TH FEB 2020	LAKE NAIVASHA PANORAMA PARK- NAIVASHA

			9	16TH-20TH MAR 2020	BAHARI BEACH HOTEL MOMBASA
			10.	6TH-10TH APR 2020	LAICO REGENCY HOTEL NAIROBI