

2022

TMC TRAINING CALENDAR



(March - December)





Our Programme Categories at a Glance

MANAGEMENT AND LEADERSHIP DEVELOPMENT (MLD)

- Collaborative Leadership: Building the Organization of the Future
- Management & Leadership Skills for Managers & Supervisors
- Developing leadership competences
- Leadership Exploration and Development (LEAD)
- Management Development Programme for Administrators
- Step up to Supervisor: Making the Transition from Buddy to Boss
- Off My Plate: Effective Delegation Skills

HUMAN CAPITAL MANAGEMENT (HCM)

- Managing the HR function effectively
- Inclusion & Diversity: The Role on Unconscious Bias in the Workplace
- Employee Engagement: Beyond Satisfaction
- Performance Management for Supervisors and Managers
- Introduction to Employee Compensation and Benefits
- HR Metrics and Analytics
- Employee Onboarding: The best way to do it

FINANCE (FIN)

- Finance and Accounting for Non-Finance Professionals
- Financial Management and Credit Analysis
- Budgetary Policy and control in public sector
- Public sector accounting and Finance
- Financial Modelling and Forecasting techniques
- Managing working capital in public sector
- Bookkeeping Basics

OFFICE ADMINISTRATION (OA)

- Modern office management skills
- Effective administration for P. A's and Secretaries
- Supervising Basics: Managing People made easier
- High impact communication: effective writing and presentation skills
- Enhancing workplace productivity
- The Outstanding Administrative Assistant
- Effective Minute Taking: Minuting taking made easy – the theory and practical

PUBLIC RELATIONS MANAGEMENT (PRM)

- Management of Public Relations and Customer Care
- Executive Negotiation workshop: Bargaining for Advantage
- Public relationship management: Digital approach
- Social Media: From Engagement to Business Value
- Customer Service Excellence in the Public Sector
- PR in a Changing Environment

PROJECT MANAGEMENT (PM)

- Project Management Tools and software
- Effective Project Management with Simulation
- Strategies In Participatory Monitoring and Evaluation of Projects
- Monitoring and Evaluation Using the Logical Framework Approach
- Project Communications & Stakeholder Management
- Project Risk Management

ICT SKILLS (ICT)

- Basic ICT Skills For Administrators and Secretaries
- Microsoft Excel Specialist
- Presentation Graphics
- Desktop Operating Systems
- Practical Applications for Computing
- Computer Skills: Computer knowledge for you



Our Programme Categories at a Glance

OTHER COURSES (OC)

- Maintaining Professionalism and Etiquette
- Principles And Practices Corporate Governance
- Emotional Intelligence and Interpersonal Skills
- Retirement Planning
- Protocol, diplomacy and Etiquette
- Team Building



March

2022 Training Calendar

PROGRAMME	CATEGORY	DATE	DURATION	VENUE	FEE PER PARTICIPANTS (\$)
Collaborative Leadership: Building the Organization of the Future	MLD	14-18	1 Week	Mombasa	1,250
Managing the HR function effectively	HCM	14-23	10 Days	Diani	2,000
Finance and Accounting for Non-Finance Professionals	FIN	14-18	1 Week	Malindi	1,250
Modern office management skills	OA	14-25	2 Weeks	Nairobi	2,500
Management of Public Relations and Customer Care	PRM	21-25	1 Week	Malindi	1,250
Project Management Tools and software	PM	21-25	1 Week	Mombasa	1,250
Basic ICT Skills For Administrators and Secretaries	ICT	21-30	10 Days	Nairobi	2,000
Maintaining Professionalism and Etiquette	OC	25-31	1 Week	Nakuru	1,250



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Category



Discount applies for bulk nominations

MLD-Management and Leadership Development, **HCM**-Human Capital Management,
FIN-Finance, **AO**-Office Administration, **PRM**-Public Relations Management, **PM**-Project Management,
ICT-Information Communication Technology, **OC**-Other Courses

* All courses can be customized on request

April

2022 Training Calendar

PROGRAMME	CATEGORY	DATE	DURATION	VENUE	FEE PER PARTICIPANTS (\$)
Management & Leadership Skills Development for Managers & Supervisors	MLD	4-15	2 Week	Malindi	2,500
Inclusion & Diversity: The Role of Unconscious Bias in the Workplace	HCM	11-15	1 Week	Mombasa	1,250
Financial Management and Credit Analysis	FIN	11-15	1 Week	Malindi	1,250
Effective administration for P. A's and Secretaries	OA	11-20	10 Days	Diani	2,000
Executive Negotiation workshop: Bargaining for Advantage	PRM	18-27	10 Days	Diani	2,000
Effective Project Management with Simulation	PM	18-22	1 Week	Mombasa	1,250
Microsoft Excel Specialist	ICT	25-29	1 Week	Nairobi	1,250
Principles and Practices of Corporate Governance	OC	25-29	1 Week	Nairobi	1,250



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May

2022 Training Calendar

PROGRAMME	CATEGORY	DATE	DURATION	VENUE	FEE PER PARTICIPANTS (\$)
Developing leadership competences	MLD	2-11	10 Days	Nairobi	2,000
Employee Engagement: Beyond Satisfaction	HCM	2-11	10 Days	Nairobi	2,000
Budgetary Policy and control in public sector	FIN	9-13	1 Week	Nairobi	1,250
Supervising Basics: Managing People made easier	OA	9-18	10 Days	Malindi	2,000
Public relationship management: Digital approach	PRM	16-25	10 Days	Mombasa	2,000
Strategies In Participatory Monitoring and Evaluation of Projects	PM	16-25	10 Days	Mombasa	2,000
Presentation Graphics	ICT	23-27	1 Week	Nairobi	1,250
Total Quality Management	OC	23-27	1 Week	Nairobi	1,250



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June

2022 Training Calendar

PROGRAMME	CATEGORY	DATE	DURATION	VENUE	FEE PER PARTICIPANTS (\$)
Leadership Exploration and Development (LEAD)	MLD	1-14	2 Weeks	Malindi	2,500
Performance Management for Supervisors and Managers	HCM	1-14	2 Weeks	Malindi	2,500
Public sector accounting and Finance	FIN	6-17	2 Weeks	Mombasa	2,500
High impact communication: effective writing and presentation skills	OA	6-17	2 Weeks	Diani	2,500
Social Media: From Engagement to Business Value	PRM	13-22	10 Days	Mombasa	2,000
Monitoring and Evaluation Using the Logical Framework Approach	PM	13-22	10 Days	Mombasa	2,000
Desktop Operating Systems	ICT	20-24	1 Week	Nairobi	1,250
Protocol, diplomacy and Etiquette	OC	20-29	10 Days	Diani	2,000



June

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July

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PROGRAMME	CATEGORY	DATE	DURATION	VENUE	FEE PER PARTICIPANTS (\$)
Management Development Programme for Administrators	MLD	4-15	2 Weeks	Mombasa	2,500
Introduction to Employee Compensation and Benefits	HCM	4-13	10 Days	Malindi	2,000
Financial Modelling and Forecasting techniques	FIN	11-15	1 Week	Mombasa	1,250
Enhancing workplace productivity	OA	11-15	1 Week	Nairobi	1,250
Customer Service Excellence in the Public Sector	PRM	11-20	10 Days	Mombasa	2,000
Project Communications & Stakeholder Management	PM	18-27	10 Days	Diani	2,000
Practical Applications for Computing	ICT	18-22	1 Week	Mombasa	1,250
Team Building	OC	25-29	1 Week	Malindi	1,250



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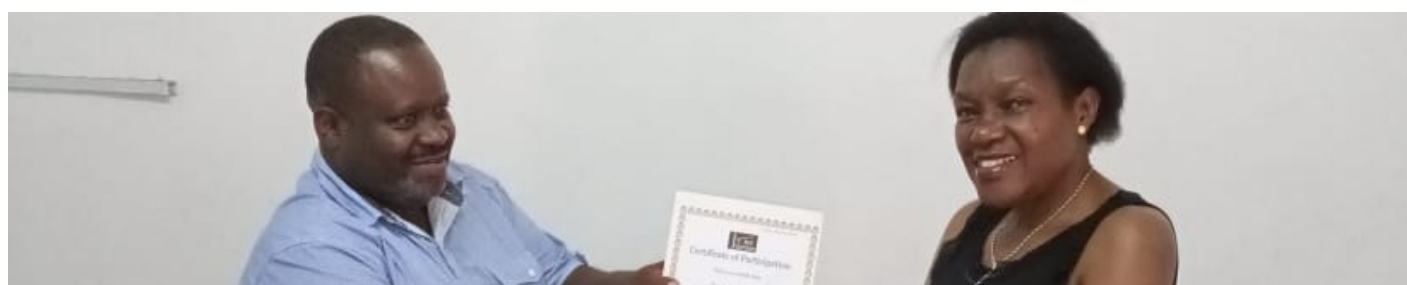
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August

2022 Training Calendar

PROGRAMME	CATEGORY	DATE	DURATION	VENUE	FEE PER PARTICIPANTS (\$)
Step up to Supervisor: Making the Transition from Buddy to Boss	MLD	1-5	1 Week	Nairobi	1,250
HR Metrics and Analytics	HCM	1-5	1 Week	Diani	1,250
Managing working capital in public sector	FIN	8-12	1 Week	Nakuru	1,250
The Outstanding Administrative Assistant	OA	8-17	10 Days	Mombasa	2,000
PR in a Changing Environment	PRM	15-24	10 Days	Mombasa	2,000
Project Risk Management	PM	15-19	1 Week	Nairobi	1,250
Computer Skills: Computer knowledge for you	ICT	22-26	1 Week	Mombasa	1,250
Retirement Planning	OC	22-31	10 Days	Malindi	2,000



August

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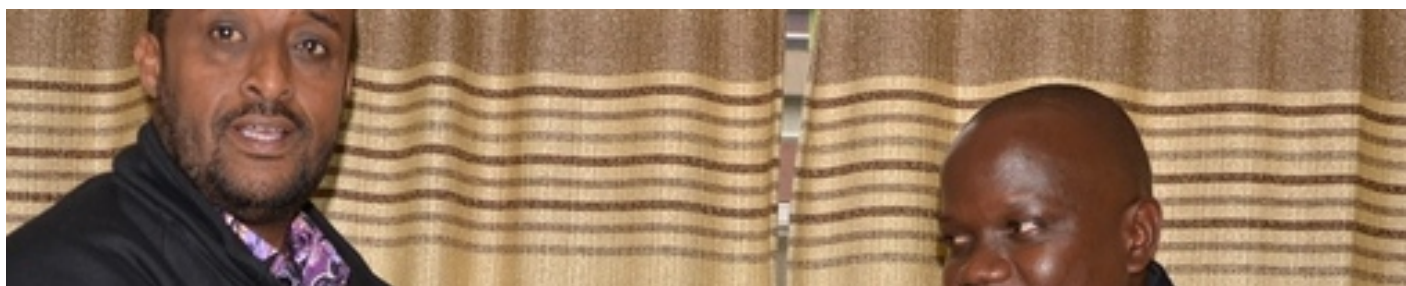
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September

2022 Training Calendar

PROGRAMME	CATEGORY	DATE	DURATION	VENUE	FEE PER PARTICIPANTS (\$)
Developing leadership competencies	MLD	1-10	10 Days	Diani	2,000
Employee Engagement: Beyond Satisfaction	HCM	1-10	10 Days	Mombasa	2,000
Budgetary Policy and control in public sector	FIN	5-9	1 Week	Nairobi	1,250
Supervising Basics: Managing People made easier	OA	5-14	10 Days	Nairobi	2,000
Public relationship management: Digital approach	PRM	12-21	10 Days	Mombasa	2,000
Project Communications & Stakeholder Management	PM	12-21	10 Days	Malindi	2,000
Presentation Graphics	ICT	26-30	1 Week	Nairobi	1,250
Retirement Planning	OC	26-30	1 Week	Diani	1,250



September

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October

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PROGRAMME	CATEGORY	DATE	DURATION	VENUE	FEE PER PARTICIPANTS (\$)
Management & Leadership Skills Development for Managers & Supervisors	MLD	3-14	2 Weeks	Malindi	2,500
Inclusion & Diversity: The Role of Unconscious Bias in the Workplace	HCM	3-7	1 Week	Mombasa	1,250
Bookkeeping Basics	FIN	10-14	1 Week	Diani	1,250
High impact communication: effective writing and presentation skills	OA	10-21	2 Weeks	Diani	2,500
Executive Negotiation workshop: Bargaining for Advantage	PRM	17-26	10 Days	Nakuru	2,000
Effective Project Management with Simulation	PM	17-21	1 Week	Nairobi	1,250
Microsoft Excel Specialist	ICT	24-28	1 Week	Nairobi	1,250
Protocol, diplomacy and Etiquette	OC	24-28	1 Week	Mombasa	1,250



October

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November

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PROGRAMME	CATEGORY	DATE	DURATION	VENUE	FEE PER PARTICIPANTS (\$)
Leadership Exploration and Development (LEAD)	MLD	7-18	2 Weeks	Malindi	2,500
Performance Management for Supervisors and Managers	HCM	7-18	2 Weeks	Malindi	2,500
Public sector accounting and Finance	FIN	14-25	2 Weeks	Mombasa	2,500
The Outstanding Administrative Assistant	OA	14-23	10 Days	Diani	2,000
Social Media: From Engagement to Business Value	PRM	14-23	10 Days	Mombasa	2,000
Monitoring and Evaluation Using the Logical Framework Approach	PM	14-23	10 Days	Nairobi	2,000
Desktop Operating Systems	ICT	21-25	1 Week	Nairobi	1,250
Emotional Intelligence and Interpersonal Skills	OC	21-30	10 Days	Diani	2,000



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December

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PROGRAMME	CATEGORY	DATE	DURATION	VENUE	FEE PER PARTICIPANTS (\$)
Collaborative Leadership: Building the Organization of the Future	MLD	5-9	1 Week	Mombasa	1,250
Managing the HR function effectively	HCM	5-14	10 Days	Diani	2,000
Finance and Accounting for Non-Finance Professionals	FIN	12-16	1 Week	Malindi	1,250
Modern office management skills	OA	12-23	2 Weeks	Nairobi	2,500
Management of Public Relations and Customer Care	PRM	12-16	1 Week	Malindi	1,250
Project Management Tools and software	PM	19-23	1 Week	Mombasa	1,250
Basic ICT Skills For Administrators and Secretaries	ICT	19-23	1 Week	Nairobi	1,250
Team Building	OC	19-23	1 Week	Mombasa	1,250



December

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