



# YEAR 2025 CORPORATE TRAINING CALENDER

NITA/TRN/2587



# 1. INTRODUCTION

Stepsure Training & Research Institute (STRI) is a premier global provider of Training, Research, and Consultancy Services. We offer innovative solutions that address the unique needs of our partners, ensuring they achieve measurable and sustainable impact across various sectors. Our meticulously designed Training Courses equip professionals with the necessary knowledge, skills, and tools to excel in their roles and drive positive change. At STRI, we recognize the critical importance of continuous learning and professional development in today's rapidly evolving world.

## Key Highlights of Our Services:

- **Comprehensive Training Programs:** We provide a diverse range of training services tailored to the specific needs and challenges faced by professionals in different industries.
- **Customized Solutions:** Our programs are developed to align with the unique requirements of our partners, ensuring effective and relevant learning outcomes.
- **Expertise and Excellence:** Our experienced team delivers high-quality training, research, and consultancy services with a wealth of knowledge and expertise.
- **Sustainable Impact:** We focus on creating long-term success through our innovative solutions, helping our partners achieve their goals.





## MISSION

We champion excellence, integrity and competitiveness in individuals and corporates.

## VISION

To be a distinguished global training and consulting institute of excellence in organizational and business management practices.

## OUR TRAININGS ARE ACCREDITED

Stepsure Training and Research Institute (STRI) is accredited to offer training by NITA. The National Industrial Training Authority (NITA) is a state corporation established under the Industrial Training (Amendment) Act of 2011.

Its mandate is to promote the highest standards in the quality and efficiency of Industrial Training and ensure an adequate supply of properly trained manpower at all levels in the industry.



**"Empowerment is not giving people solutions; it's helping them discover their potential to create solutions." – Rosa Parks**

## Why Choose STRI?

- 1. Global Reach:** We serve clients worldwide, offering solutions that are culturally and contextually relevant.
- 2. Professional Growth:** Our programs promote continuous professional development, enabling individuals and organizations to thrive in their respective fields.
- 3. Commitment to Excellence:** We are dedicated to delivering the highest standards of service, ensuring our partners receive the best possible support and guidance.

At Stepsure Training & Research Institute (STRI), we believe that knowledge is power. We are committed to empowering our partners through education, research, and consultancy.

At Stepsure Training & Research Institute (STRI), we offer a diverse range of training services designed to meet the needs of professionals across various fields. Our areas of expertise include:

- Data Management and Analysis
- Leadership and Management
- Project Management
- Geographical Information Systems
- Office Administration
- Monitoring and Evaluation
- Information Technology
- Accounting and Financial Management
- Banking
- Healthcare
- Agriculture
- Climate Change
- Business Development
- Community and Rural Development
- And more





Our learner-centric approach ensures that we cater to the unique learning styles and preferences of individuals. We provide various training formats to suit different needs:

- Instructor-Led Virtual Classes: Flexible and interactive online learning experiences.
- Face-to-Face Classroom-Based Training: Traditional, in-person training for hands-on learning.
- Workshops: Intensive sessions designed to deepen knowledge and skills.
- Customized In-House Corporate Training Programs: Tailored programs specifically designed to address the unique challenges and goals of your organization.

At Stepsure Training & Research Institute (STRI), we are committed to equipping professionals with the knowledge, skills, and tools they need to excel in their roles and drive positive change.



**"The greatest skill is not solving problems, but seeing opportunities within them." – Napoleon Hill**





# Courses Overview

## 1. Course Costs

For Kenyan residents, course costs are **Kshs. 92,000**. Non residents undertaking courses in Kenya will be charged **USD 1,500**, and for training with venues outside Kenya, the cost is **USD 3,500**.

## 2. Course Duration

Our courses range from **1** to **2 weeks** based on intensity, with the option to extend up to 3 weeks at the participants' request.

## 3. Discount Offers

We provide discounts depending on the number of days and the number of participants.

## 4. Tailor-Made Programs

Customized programs are available upon request, including study tours or a blend of training (**physical** and **online**) and visit programs.

## 5. Venue Availability

Our programs are available in **Kigali, Dubai, South Africa, and Arusha**



# 1. MANAGEMENT AND LEADERSHIP

## Course Overview

Effective management and inspiring leadership are essential for driving organizational success, innovation, and growth. Our Management and Leadership courses are meticulously designed to enhance your skills in critical areas such as strategic planning, team building, resource management, and effective communication. Through immersive, hands-on training, you will learn how to motivate and inspire teams, solve complex problems, and lead with confidence.

Whether you are managing small teams or leading large organizations, our courses provide the tools and strategies needed for effective leadership and management. You will gain the ability to inspire and motivate, address challenges, and make informed decisions that drive success. This empowers you to create a positive organizational culture, enhance operational efficiency, and achieve your goals.



**"The greatest skill is not solving problems, but seeing opportunities within them." – Napoleon Hill**





Course Code	Courses
LM 1	Transformative Leadership for Implementing Public Sector Reforms
LM 2	Training on Transformational Leadership
LM 3	Top Secretaries Management Course
LM 4	Supervisory Skills Development Course
LM 5	Strategic Planning and Management
LM 6	Strategic Leadership Development Course
LM 7	Rewards and Performance Management
LM 8	Retirement Planning
LM 9	Policy Formulation, Implementation & Analysis
LM 10	Negotiation Skills
LM 11	Leadership Program for Managers and Supervisors
LM 12	Leadership and Policy Implementation
LM 13	Leadership and Change Management
LM 14	Knowledge Management
LM 15	Job Evaluation and Analysis
LM 16	Institutional Re-Engineering & Change Management
LM 17	Human Resource Management

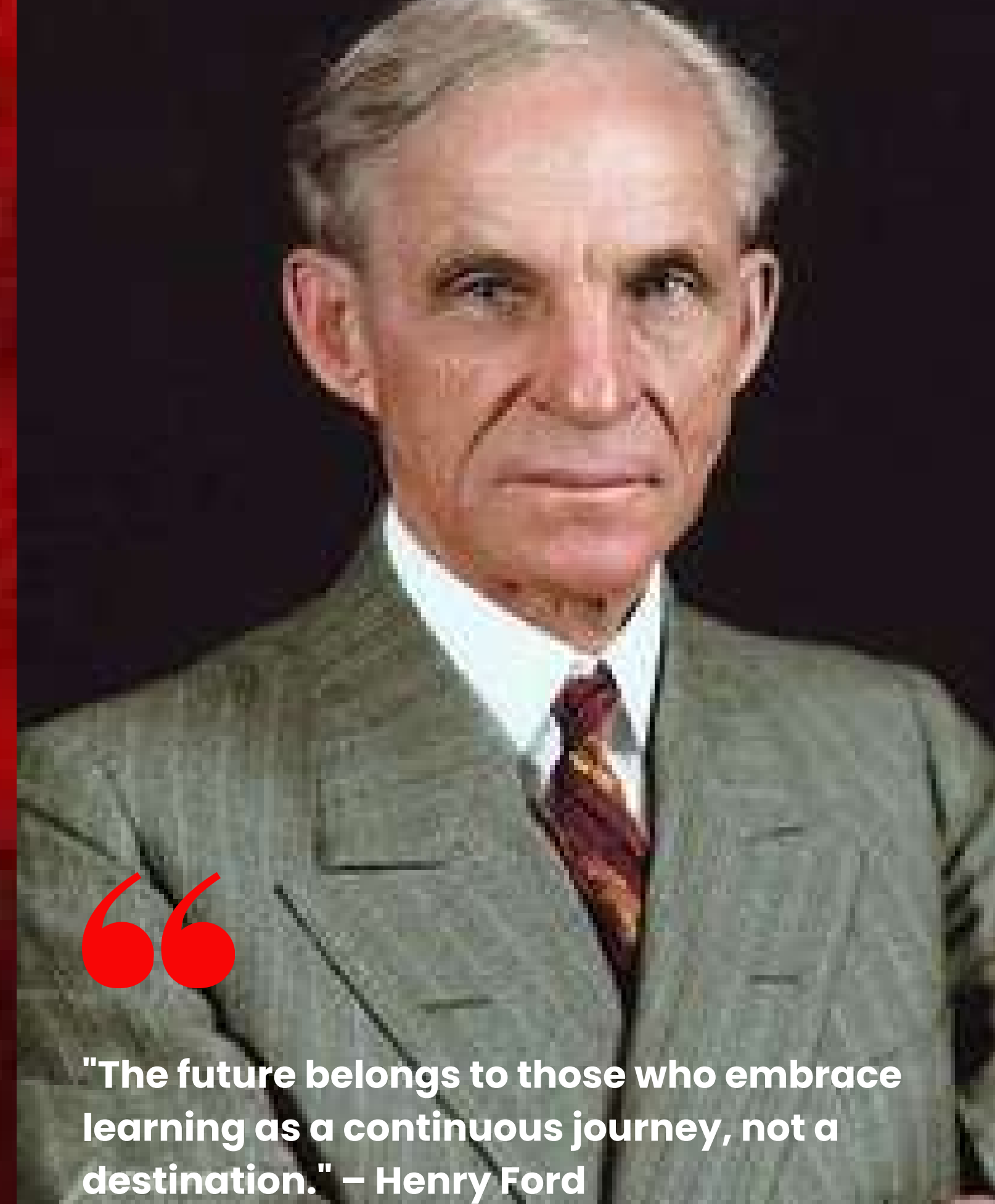


**"Great training doesn't teach you what to think, but how to think." – Confucius**





LM 18	Human Resource KPIs and Metrics
LM 19	Diplomacy and Stakeholder Engagement
LM 20	Cooperate Governance Course
LM 21	Balanced Score Card
LM 22	Advanced High-Performance Leadership
LM 23	Trade Negotiation
LM 24	Results Based Management
LM 25	Parliamentary
LM 26	Organizational Behavior Management
LM 27	Leadership Skills
LM 28	Leadership and Strategic Management
LM 29	Human Resource Metrics and Analytics
LM 30	Human Resource Compensation and Benefits Strategy



**"The future belongs to those who embrace learning as a continuous journey, not a destination." – Henry Ford**

LM 31	Facility Management
LM 32	Corporate Management
LM 33	Building Team Excellence
LM 34	Balance Scorecard
LM 35	Asset Management

Date and Duration				Venue	
2 weeks		1 week		Nairobi	Dubai**
Feb 3- 14	Sep 9-20	Feb 3-7	Sep 8-12	Mombasa	South Africa**
March 11-22	Nov 11-22	March 3-7	Nov 3 -7	Kisumu	Arusha**
May 6 -17	December 1-12	May 5 -9	December 1-5	Nakuru	
July 8-19		July 7-11		Naivasha	



**Challenges don't define us; how we choose to approach them does." – Winston Churchill**

## 2. PROJECT MANAGEMENT AND RESULT-BASED MONITORING & EVALUATION (PME) COURSE

### Course Overview

Project management training program equips project implementation teams with essential project management skills to effectively handle diverse projects. Key highlights include strategic planning, collaborative teamwork, scope management, scheduling and budgeting, client-focused deliverables, hands-on leadership training exercises, and thorough knowledge of project lifecycle phases. The course ensures practical application, enabling teams to execute projects seamlessly and successfully.



**"Education isn't about providing answers; it's about unlocking possibilities." – Malala Yousafzai**





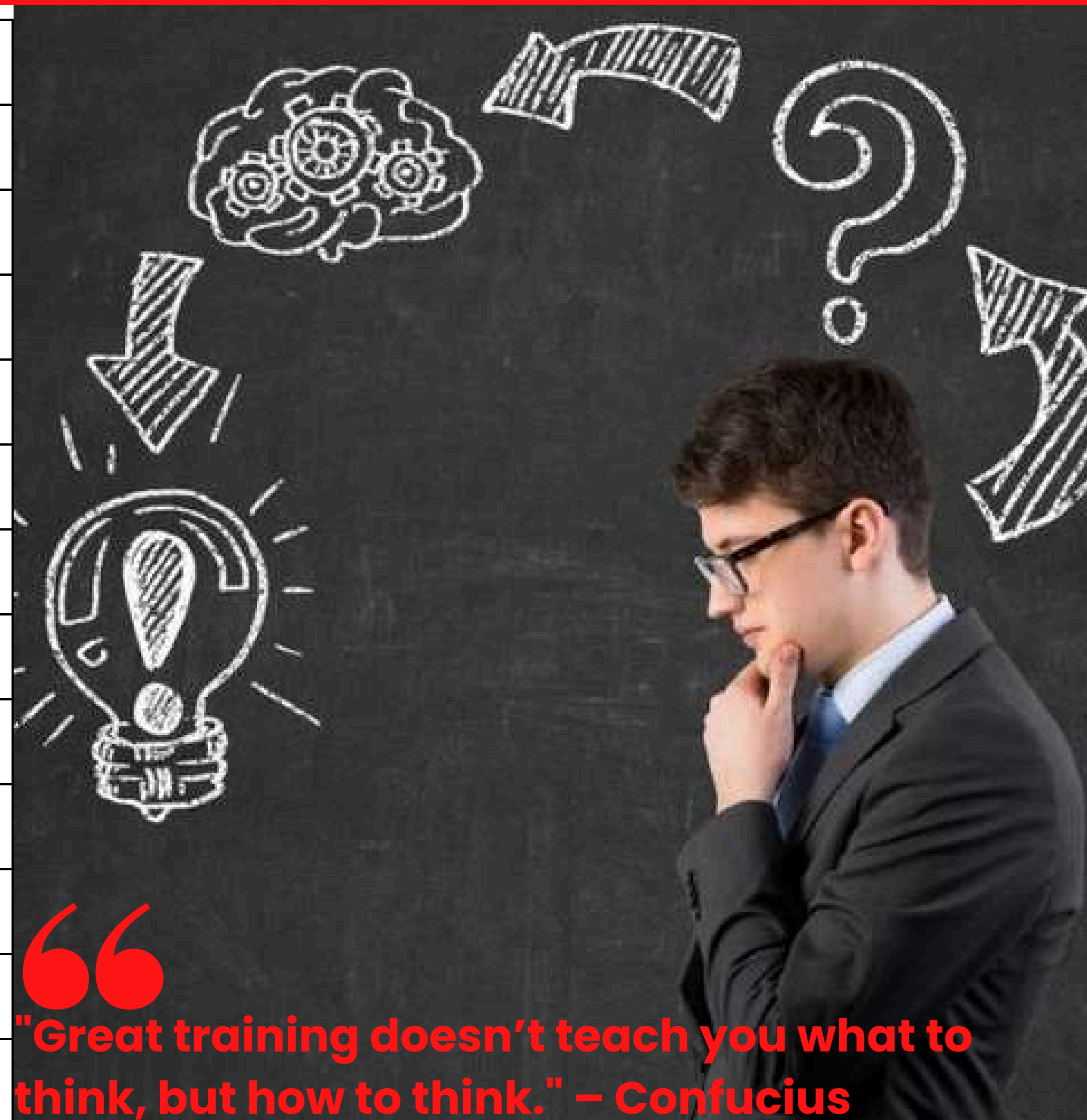
Course Code	Course
PM&E 1	Aid Coordination Management Information Systems (ACMIS)
PM&E 2	Application of M&E Framework in Project Management
PM&E 3	Certified Project Analyst Course
PM&E 4	Computerized M&E Systems
PM&E 5	Construction Delay Analysis Masterclass
PM&E 6	Decision Making in Project Management
PM&E 7	Developing Monitoring & Evaluation Systems
PM&E 8	Development Project Planning and Management
PM&E 9	Disaster Mitigation, Management, & Emergency Operation
PM&E 10	Effective Management of Donor Funded Projects
PM&E 11	Effective Project Planning & Scheduling
PM&E 12	Fundraising, Proposal Writing and Resource Mobilization
PM&E 13	Gender Mainstreaming and statistics



**“The most powerful tool in problem-solving is perspective.” – Albert Einstein**



PM&E 14	Geographical Information Systems & Remote Sensing
PM&E 15	Hostile Environment Awareness Training for Humanitarian Organizations
PM&E 16	Information System-M/S Project Software R
PM&E 17	Leadership and Management in Community Development Programs
PM&E 18	Managing Projects with Project Management Information Systems (PMIS)
PM&E 19	Mastering Project Management for Contractors
PM&E 20	Mobile phone tools for monitoring and evaluation course
PM&E 21	Monitoring and evaluation for development result course
PM&E 22	Monitoring and Evaluation of Community and Development Projects
PM&E 23	Monitoring and Evaluation of Projects
PM&E 24	Oil and Gas Project Management Course
PM&E 25	Participatory Project Planning and Management
PM&E 26	Planning and Engaging in M&E Consultancy



**"Great training doesn't teach you what to think, but how to think." – Confucius**



PM&E 27	Primavera Contract Management Training
PM&E 28	PRINCE2 Practitioner Course
PM&E 29	Private Public Partnerships for Development Projects
PM&E 30	Project Assessment and Evaluation Course
PM&E 31	Project Control Course
PM&E 32	Project Design Planning and Management
PM&E 33	Project Design, Proposal Writing Fund Raising
PM&E 34	Project Leadership & Governance Training
PM&E 35	Project Management & Negotiation Skills
PM&E 36	Project Management & Result Based Monitoring and Evaluation of Development Projects
PM&E 37	Project Management Course for Beginners and Engineers
PM&E 38	Project Management for PAs, Secretaries and Administrators.



**"Coming together is a beginning, staying together is progress, and working together is success." – Henry Ford**



PM&E 39	Project Management Office (PMO): Setting up, Structure, Roles and Responsibilities
PM&E 40	Project Management Professionals (PMP)
PM&E 41	Project Management Skills for Non-Project Managers
PM&E 42	Project Management Training on Google Cloud
PM&E 43	Project Performance Evaluation & Management
PM&E 44	Project Planning and Management for NGOs
PM&E 45	Project Risk Analysis, Management & Compliance
PM&E 46	Public private partnership for development projects
PM&E 47	Report writing for monitoring and evaluation course
PM&E 48	Results based monitoring and evaluation course
PM&E 49	Results Based Monitoring and Evaluation of Development Projects
PM&E 50	Sustainable Development Projects in Rural Communities
PM&E 51	TILOS Software Training



**"The strength of the team is each individual member. The strength of each member is the team." – Phil Jackson**





PM&E 52	Training on GIS monitoring and evaluation
PM&E 53	Training on Participatory Monitoring and evaluation
PM&E 54	Training on Project Monitoring and Evaluation with Data management and Analysis
PM&E 55	Training on Results based Monitoring and Evaluation
PM&E 56	WASH Emergency Project Management

Date and Duration				Venue
2 weeks		1 week		Dubai**
Feb 3- 14	Sep 9-20	Feb 3-7	Sep 8-12	South Africa**
March 11-22	Nov 11-22	March 3-7	Nov 3 -7	Arusha**
May 6 -17	December 1-12	May 5 -9	December 1-5	Kigali**
July 8-19		July 7-11		



**Teamwork divides the task and multiplies the success."**



## 3. DATA MANAGEMENT AND ANALYSIS (DM&A).

### COURSE

#### **Course Overview**

Data Management and Analysis (DM&A) Course is designed to overcome these barriers and enhance practical skills in statistical data analysis.

The course covers essential areas including data collection, data cleaning, data visualization, and advanced statistical techniques. Participants will gain hands-on experience with statistical tools and software, learn how to interpret complex datasets, and apply these skills to real-world scenarios.

Data Management and Analysis (DM&A) Course gives knowledge and competencies required to meet the demands of modern data-driven projects and programs.



**"A true innovator doesn't just adapt to change but reshapes the way change is perceived." – Steve Jobs**



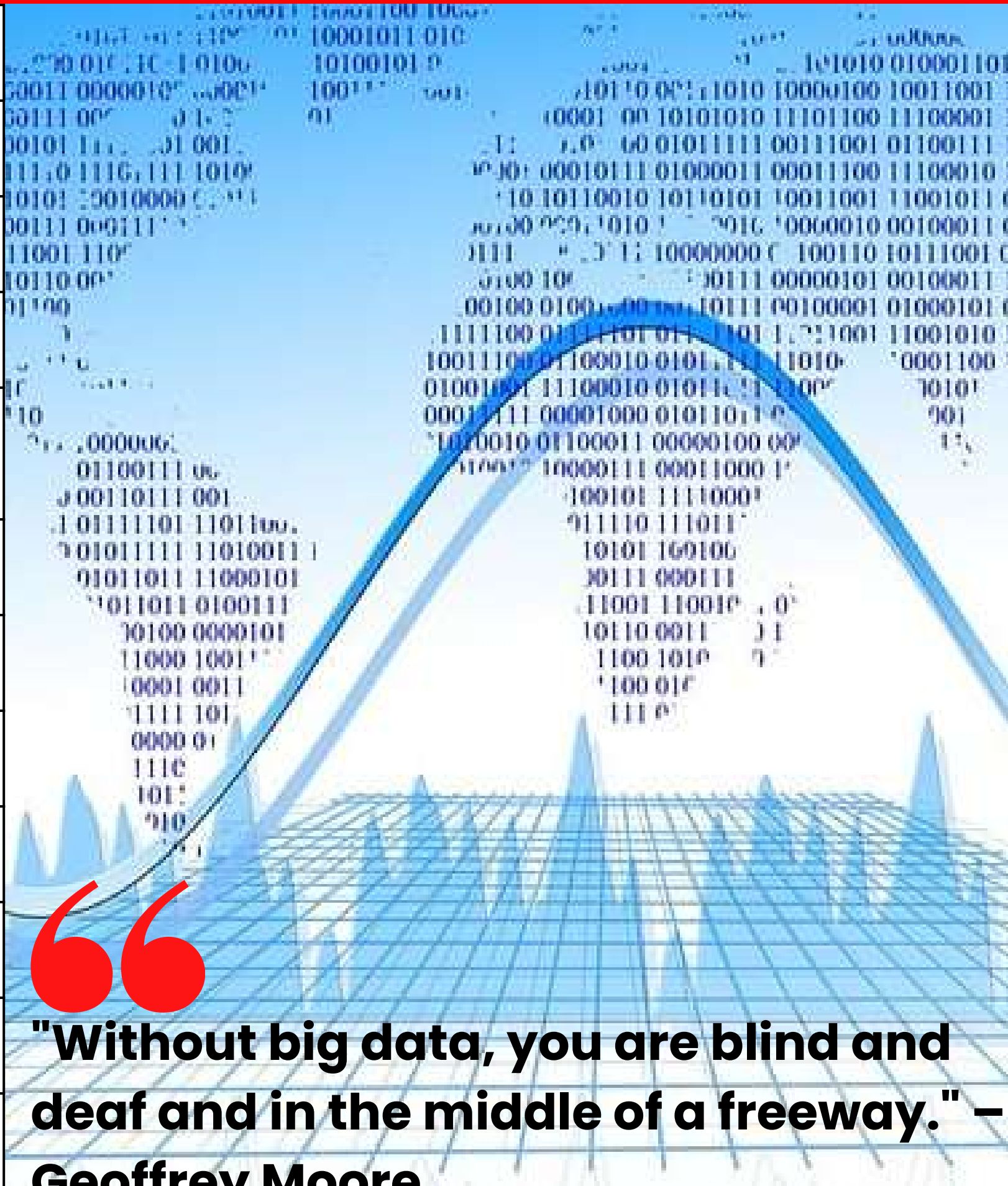


Course Code	Course
DM & A 1	Advanced Data Analysis and Dashboard Reporting
DM & A 2	Big Data Analytics
DM & A 3	Business Analytics Using Excel
DM & A 4	Business Intelligence Analyst and Data Science Certification Course
DM & A 5	Data Analysis Concepts, Tools and Techniques using E-View, R
DM & A 6	Data Analysis Training Certification Course
DM & A 7	Data Analysis using R
DM & A 8	Data Analytics for Financial Analysts using Python Course
DM & A 9	Data analytics for Managerial Decision Making
DM & A 10	Data Analytics with Python Training Course
DM & A 11	Data and Information Governance Certification Course





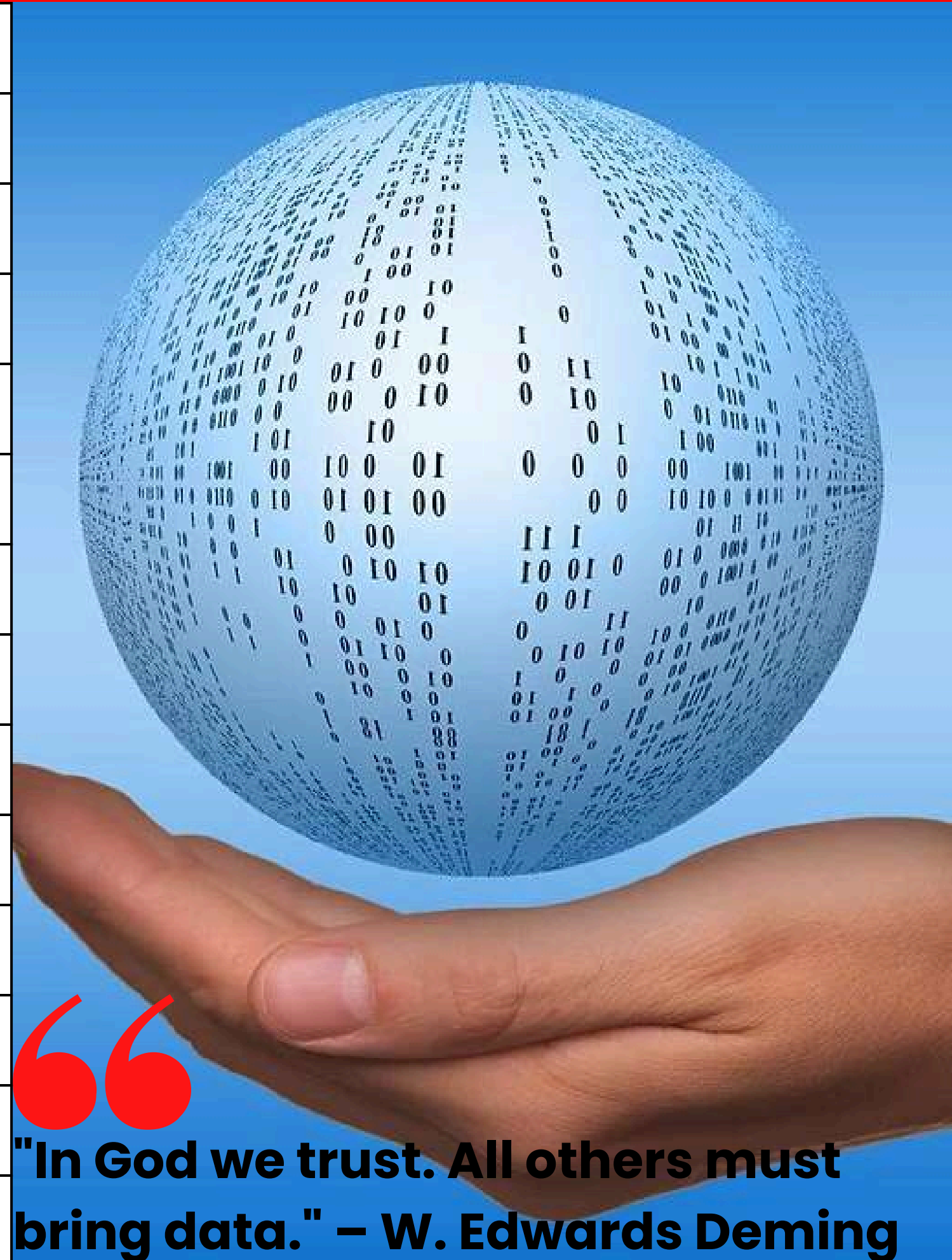
DM & A 12	Data Capture, Collection and Analysis Course
DM & A 13	Data Collection, Analysis and reporting in Development Projects and Programs
DM & A 14	Data management and analysis for qualitative data using NVIVO
DM & A 15	Data Management and Analysis using Advanced Excel for Data Capturing Officers
DM & A 16	Data Management and Analysis using Advanced Excel for Project Managers and Officers
DM & A 17	Data Management and Analysis using SPSS, STATA
DM & A 18	Data management and statistical analysis using STATA
DM & A 19	Data mining and Analysis using SPSS
DM & A 20	Data Protection and Freedom of Information (FOI) Certification Course
DM & A 21	Data visualization by Power BI
DM & A 22	Data visualization using Tableau
DM & A 23	Effective Research Design



**"Without big data, you are blind and deaf and in the middle of a freeway." – Geoffrey Moore**



DM & A 24	Fundamentals of Predictive Analytics Course
DM & A 25	Infographics Design and Reporting
DM & A 26	Masterclass in Data Management
DM & A 27	Mathematical Modelling for Data Analysis
DM & A 28	Quantitative Data Management and Analysis using NVIVO for Project Managers and Officers
DM & A 29	Research methodology, Data collection, analysis & visualization
DM & A 30	Research Methods-Quantitative & Qualitative Data Analysis
DM & A 31	Sales Analytics Using Power BI
DM & A 32	Scientific Writing and Publishing
DM & A 33	Seismic Data processing
DM & A 34	SPSS statistics Course
DM & A 35	Statistical Analysis for Planners, Budget Officers and Economists
DM & A 36	Statistical analysis using R
DM & A 37	Statistical Methods and Computer Applications for Data Analysis



**"In God we trust. All others must bring data." – W. Edwards Deming**

Date and Duration				Venue	
2 weeks		1 week		Nairobi	Dubai**
Feb 3- 14	Sep 9-20	Feb 3-7	Sep 8-12	Mombasa	South Africa**
March 11-22	Nov 11-22	March 3-7	Nov 3 -7	Kisumu	Arusha**
May 6 -17	December 1-12	May 5 -9	December 1-5	Nakuru	Kigali**
July 8-19		July 7-11		Naivasha	



**"Information is the oil of the 21st century,  
and analytics is the combustion  
engine." – Peter Sondergaard**





## 4. FINANCE AND FINANCIAL MANAGEMENT

### (FM) TRAINING PROGRAM

#### Course overview

Effective financial management, budgeting, and grants management are critical for the success and sustainability of any project. However, many projects often overlook these aspects, leading to a lack of robust financial planning and monitoring systems, which can negatively impact their viability.

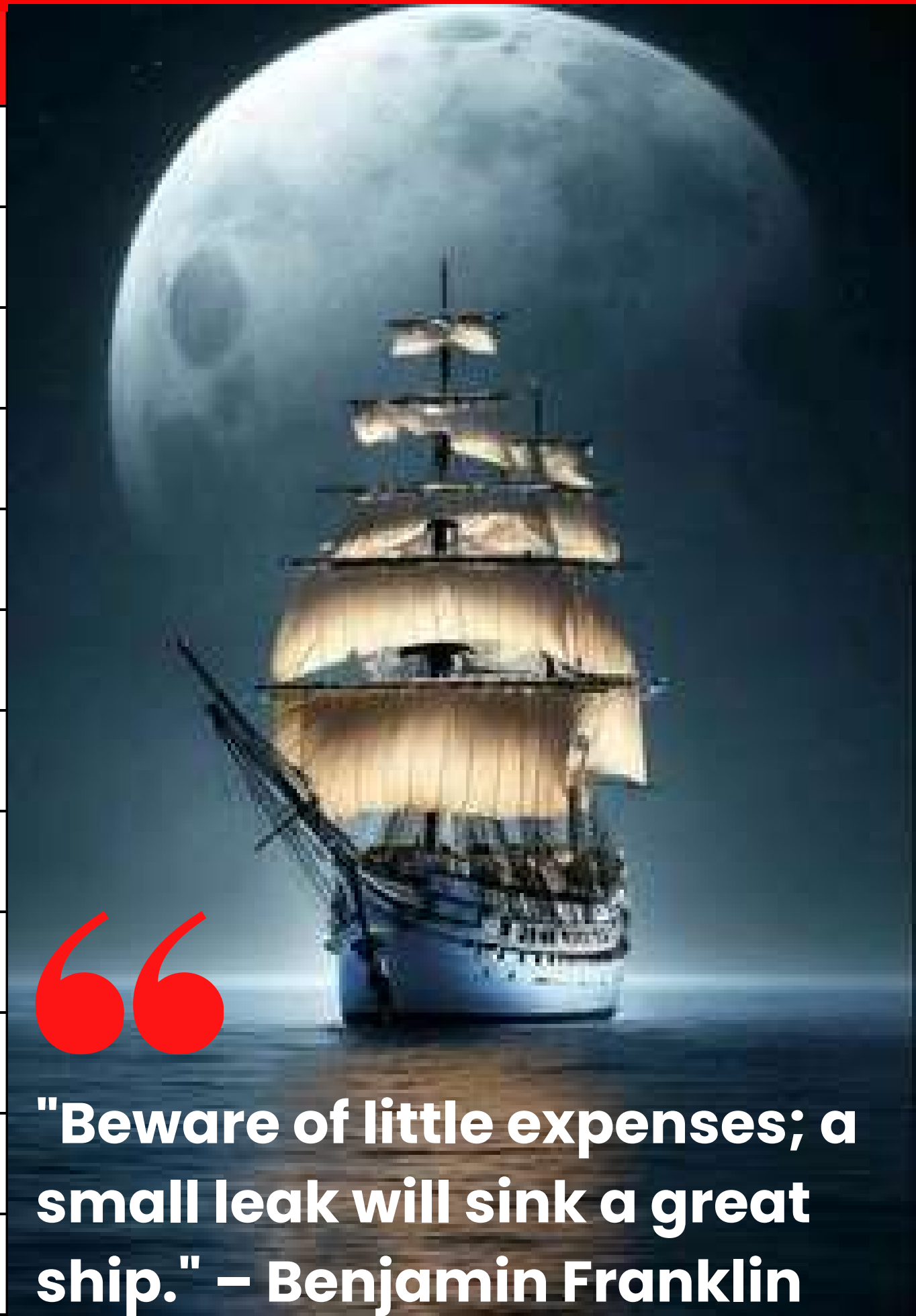
Participants will learn best practices in financial management, strategic budgeting, and efficient grants management. The course emphasizes the importance of financial planning and monitoring to ensure long-term sustainability and success.

By developing these crucial skills, participants will be better prepared to navigate the financial challenges of modern projects and achieve sustainable development goals.





Course Code	Course
FM& AA 1	Accounts payable: Accounting & Management
FM& AA 2	Advanced Accounting and Auditing for Public Sector Organizations
FM& AA 3	Advanced Business Financial Analysis
FM& AA 4	Advanced Financial Management & Auditing
FM& AA 5	Advanced Financial Management and Budgeting, Reporting and Analysis
FM& AA 6	Advanced Grants Management Training
FM& AA 7	Advanced Internal and External Auditing Skills
FM& AA 8	Aid Coordination Management Information Systems (ACMIS)
FM& AA 9	Application of Advanced Excel & Quick Books in Financial Management & Microsoft Dynamics
FM& AA 10	Asset, Liability & Facility Management
FM& AA 11	Auditing of computerized Accounting Systems
FM& AA 12	Budgetary Control in Project Control Management



**"Beware of little expenses; a small leak will sink a great ship." – Benjamin Franklin**



FM& AA 13	Budgeting and Budgetary Control
FM& AA 14	Budgeting and Forecasting
FM& AA 15	Budgeting-Medium Term Expenditure Frameworks (MTEFs)
FM& AA 16	Cash Management & Disbursements of Public Funds & Donor Funds
FM& AA 17	Combating Money Laundering & Other Financial Crimes
FM& AA 18	Compliance and Risk Management
FM& AA 19	Computer Applications in Accounting Auditing and Financial Management
FM& AA 20	Computerized Public Sector Financial Management
FM& AA 21	Credit Control & Debt Management
FM& AA 22	Data Management and Analysis Using Advanced Excel for Planners, Budget Officers and Economists
FM& AA 23	Debt Recovery & Credit Control
FM& AA 24	Development and Growth Strategies for MSMEs



**"An investment in knowledge  
pays the best interest." –  
Benjamin Franklin**







FM& AA 25	Evaluating Financial Performance
FM& AA 26	Finance and Budgeting for Non-Finance Managers
FM& AA 27	Finance for Non-Finance
FM& AA 28	Financial Accounting, Recording and Reporting (FARR)
FM& AA 29	Financial Analysis
FM& AA 30	Financial Compliance & Internal Audit
FM& AA 31	Financial Management & Grants Management for NGOs
FM& AA 32	Financial Management and Auditing of Donor-funded Projects
FM& AA 33	Financial Management and Budgetary control
FM& AA 34	Financial Management for Managers
FM& AA 35	Financial Planning & Forecasting
FM& AA 36	Financial Risk Management



**"Finance is not merely about making money. It's about achieving our deep goals and protecting the fruits of our labor." – Robert J. Shiller**





FM& AA 37	Financial Statements and Reporting
FM& AA 38	Fixed Asset Management and Project Accounting
FM& AA 39	Forensic Accounting in Public Sector
FM& AA 40	Forensic Auditing, Investigation & Fraud Analytics
FM& AA 41	Government, Donor Harmonization & Aid Effectiveness
FM& AA 42	IFRS Sustainability Disclosure Standards
FM& AA 43	Implementation of Effective Risk Management & Corporate Governance
FM& AA 44	Internal Audit, Compliance and Risk Assurance
FM& AA 45	International Financial Reporting Standards (IFRS)
FM& AA 46	International Public Sector Accounting Standards (IPSAS)
FM& AA 47	IT Audit, Forensic Audit, Fraud & Prevention
FM& AA 48	Managing the Internal Audit Function



**"A budget is telling your money where to go instead of wondering where it went." – Dave Ramsey**



FM& AA 49	Medium Term Debt Strategy (MTDS)
FM& AA 50	Microsoft Dynamics Navision for Accountants
FM& AA 51	Modern accounting Techniques for Accountants
FM& AA 52	Modern Accounting Techniques for Accountants and Auditors
FM& AA 53	Modern Accounting Techniques for Accountants and Auditors
FM& AA 54	Project Financial and Budgetary Management Training
FM& AA 55	Public Audit, Internal Audit, Risk & Governance
FM& AA 56	Public Debt Management
FM& AA 57	Public Expenditure Budgeting & Management
FM& AA 58	Public Sector Financial Management and Control
FM& AA 59	Revenue Collection Management & Auditing for Public Sector Organizations
FM& AA 60	Root cause Analysis in Auditing



**"You must gain control over your money, or the lack of it will forever control you." – Dave Ramsey**



FM& AA 61	Strategic Financial Management
FM& AA 62	Strategic Financial Management for NGOs
FM& AA 63	Sustainable Enterprise Development and Managem
FM& AA 64	Value for Money in Projects / Programs

Date and Duration				Venue	
2 weeks		1 week		Nairobi	Dubai**
Feb 3- 14	Sep 9-20	Feb 3-7	Sep 8-12	Mombasa	South Africa**
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May 6 -17	Decemb er 1-12	May 5 -9	December 1-5	Nakuru	Kigali**
July 8-19		July 7-11		Naivasha	



**"The individual investor should act consistently as an investor and not as a speculator."** — Benjamin Graham

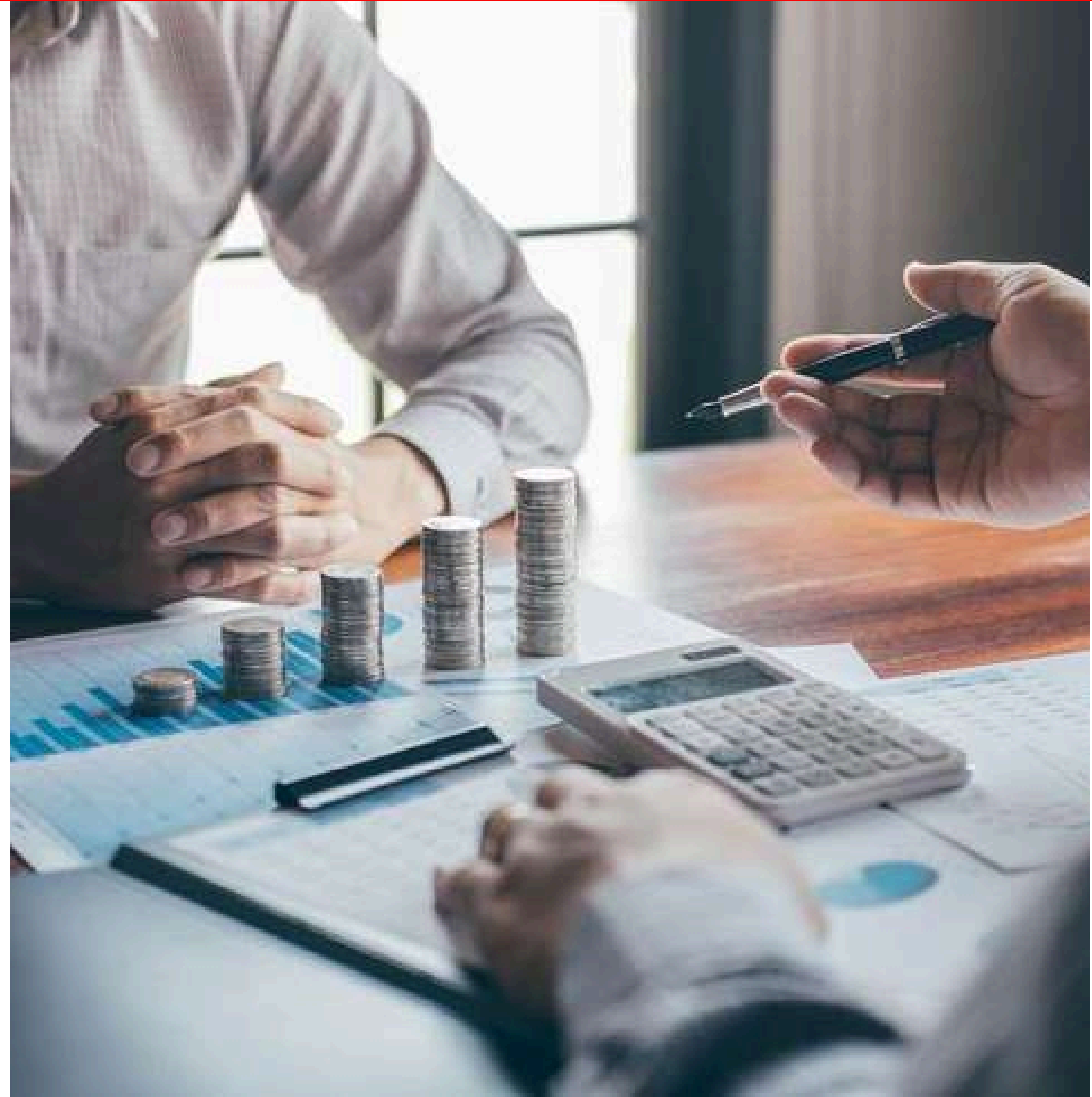
## 5. BANKING AND FINANCE TRAINING PROGRAM

### **COURSE OVERVIEW**

Dive into the essentials of banking and finance to excel in financial roles. This comprehensive program covers financial management, risk assessment, investment strategies, and regulatory compliance. Participants will gain hands-on experience with financial tools and software, interpret financial data, and apply these skills in real-world scenarios. Equip yourself with the knowledge to make sound financial decisions and navigate the modern banking landscape effectively.



**"The way to build your future is to invest in yourself today." – Warren Buffett**





Course Code	Course
BMM 1	Advanced Banking Supervision and Financial Stability
BMM 2	Advanced Course in Currency Management
BMM 3	Agency Banking Model, Strategy and Solutions
BMM 4	Anti-money laundering
BMM 5	Anti-Money Laundering and Combating Financial Crimes
BMM 6	Bank Stress Testing
BMM 7	Block chain
BMM 8	Branch Operations Course
BMM 9	Budgeting and Operational Cost Control
BMM 10	Business, Credit Appraisal and Entrepreneurship Development
BMM 11	Cash Management and Combating Counterfeit Currency
BMM 12	Cashiering and Back Office Operations



**"Finance is the art of passing money from hand to hand until it finally disappears." – Robert W. Sarnoff**



BMM 13	Combating Money Laundering and other Financial Crimes
BMM 14	Commonwealth Meridian Debt Management Software
BMM 15	Credit control & debt management
BMM 16	Currency Design Planning, Production & Distribution Management
BMM 17	Cyber Risks in Financial Market Infrastructure/ National Payments for Central Banks
BMM 18	Cyber Security
BMM 19	Data Analysis for Research, Macroeconomics and Debt Management Using Advanced Microsoft Excel
BMM 20	Debt Management Quantitative Analysis.
BMM 21	Debt Negotiations and Legal Aspects of Debt Management
BMM 22	Debt Restructuring and Risk Management.
BMM 23	Debt Sustainability Analysis
BMM 24	Development Strategies for SMEs





BMM 25	Domestic Debt and Securities
BMM 26	Domestic Debt Management and Analytical Tools
BMM 27	Examiner- complaints handling
BMM 28	Financial Analysis
BMM 29	Financial Management for Debt Managers & Administrators
BMM 30	Financial management for donor Funded projects
BMM 31	Financial market Infrastructure Course
BMM 32	Financial Markets and Instruments
BMM 33	Financial modelling using Excel, Power BI, Tableau and more
BMM 34	Financing Natural Resources-Oil, Mining and Gas
BMM 35	Fintech and Digital Currency
BMM 36	Forensic Auditing



**"The key to financial freedom and great wealth is a person's ability to convert earned income into passive income and portfolio income." – Robert Kiyosaki**





BMM 37	Foundation Banking Supervision
BMM 38	Foundation Course in Currency Management
BMM 39	Fraud And Forensic Audit and Investigations Course
BMM 40	Fraud and Internal Control
BMM 41	Implementation of Effective Risk Management and Good Corporate Governance
BMM 42	Integrating budget, forecasting and Business planning
BMM 43	Intermediate Course in Currency Management
BMM 44	Internal Audit, Compliance and Risk Assurance
BMM 45	International Central Banking Models and Legal Framework
BMM 46	ISO 22301- Business Continuity Management Systems
BMM 47	Liquidity Risk Management
BMM 48	Loan Analysis



**"The single biggest difference between financial success and financial failure is how well you manage your money." – Dave Ramsey**



BMM 49	Managing Public Debt and its Implications for Financial Stability
BMM 50	Medium Term Debt Management Strategy.
BMM 51	National Payments and Security Settlement Systems
BMM 52	Payment systems- SWIFT/RTGS
BMM 53	Payments Systems: Regional Integration and Operations
BMM 54	Project analysis and Appraisal
BMM 55	Public Domestic Debt Management and Bond Issuance.
BMM 56	Reserves Management
BMM 57	Revenue forecasting and analysis
BMM 58	Settlement systems
BMM 59	Sukuk (Islamic Bond)
BMM 60	Sukuk Funds and Bonds: Types, Issuance, Investment, Structure and Financing



**"In banking or investing, the return you get is often a reflection of the risk you take." – Anonymous**

BMM 61	The Treasury Function & Treasury Single Account (TSA)
BMM 62	Training For NGO using Quick Books
BMM 63	Training on Financial Management
BMM 64	Training on IFRS reporting standards
BMM 65	Treasury Management
BMM 66	Vault Management & Cash In-Transit

Date and Duration				Venue	
2 weeks		1 week		Nairobi	Dubai**
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**"An investment in knowledge pays the best interest." – Benjamin Franklin**



## 6. PROCUREMENT, LOGISTICS, AND SUPPLY

### CHAIN MANAGEMENT (LPSM) TRAINING

#### PROGRAM

#### **COURSE OVERVIEW**

Master critical strategies in procurement management and supply chain management to reduce operating costs and enhance quality. This program covers procurement processes from the PMBOK® Guide, including key tools and techniques, typical procurement activities, and contract management. Participants will explore contract negotiation, various contract types, and risk management. Interactive exercises provide hands-on experience, equipping you with the skills needed for success in procurement, logistics, and supply chain management.



**"Behind every successful business is a well-managed supply chain."**





Course Code	Course
SCM 1	Advanced Logistics and Supply Chain Management
SCM 2	Advanced procurement skills course
SCM 3	Asset Management & Inventory Control
SCM 4	Category management in Procurement
SCM 5	Contract Administration, Claims Management & Dispute Resolution in Construction Projects
SCM 6	Contracts; reading, writing, negotiation
SCM 7	Crisis negotiation
SCM 8	Demand Planning and Demand Management
SCM 9	Effective Purchasing, Tendering & Supplier Selection
SCM 10	E-procurement
SCM 11	Evaluating, Rating and Selecting Suppliers
SCM 12	Fleet and Transport Management





SCM 13	Green /Sustainable Procurement & Procurement procedures for Development Partners
SCM 14	Humanitarian logistics
SCM 15	Industrial Procurement
SCM 16	Inventory control and fleet management Course
SCM 17	Inventory management Course
SCM 18	Lift & Elevator: Maintenance, Repair, Inspection & Testing
SCM 19	Logistics and Facility Management
SCM 20	Managing Logistics in the Supply Chain
SCM 21	Managing the Contract & Supplier Relationships
SCM 22	Maritime And Logistics Management
SCM 23	Mastering negotiation and dispute resolution
SCM 24	Materials and Supply Chain Management
SCM 25	Medical Procurement and Supply chain Management



**"Procurement, logistics, and supply chain management are not expenses—they are investments in growth."**

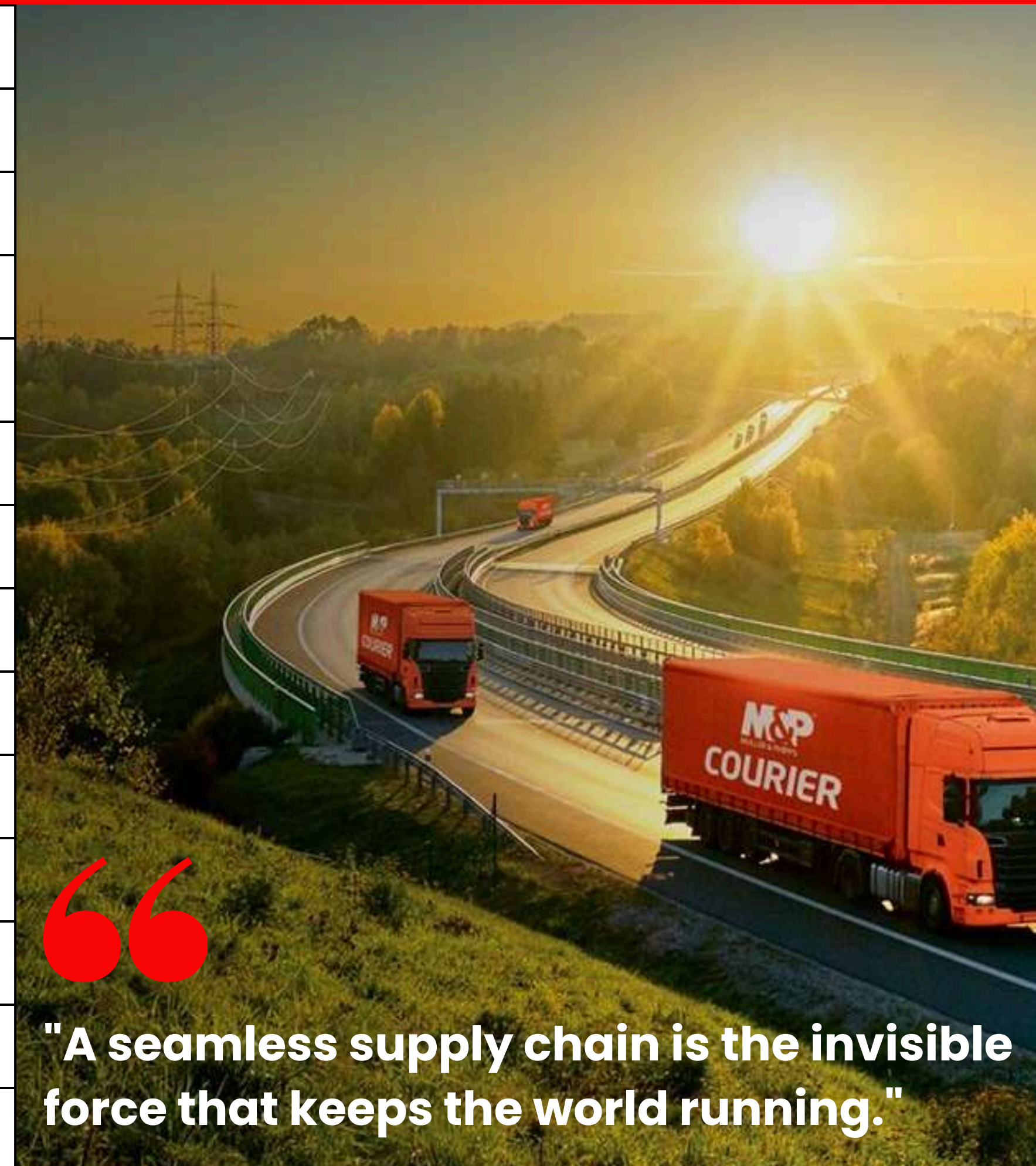


SCM 26	Negotiating drafting and understanding Contracts
SCM 27	Operations Risks Management and mitigation
SCM 28	Procurement & Supply Chain management
SCM 29	Procurement audit
SCM 30	Procurement BIDs and Tenders Management
SCM 31	Procurement Management for Donor Funded Projects
SCM 32	Procurement Policy Implementation
SCM 33	Procurement, Logistics and Supply Chain Management (LPSM)
SCM 34	Production Planning & Inventory Control
SCM 35	Project and Contract Management & Negotiation Skills
SCM 36	Property Management and Valuation
SCM 37	Public Procurement
SCM 38	Purchasing & Supply Management
SCM 39	Purchasing Techniques Negotiating and Cost reduction



**"Strong supply chains build strong economies."**

SCM 40	Records management and archiving in Procurement
SCM 41	Security Management
SCM 42	Specifying Requirements & Planning Supply
SCM 43	Stores and Inventory Control Management
SCM 44	Strategic Logistics, Planning and Management
SCM 45	Strategic sourcing and Procurement
SCM 46	Sustainable Supply chain management
SCM 47	Tendering procurement and negotiation skills
SCM 48	Third Party Logistics Warehouse, Transportation and Supply chain Management
SCM 49	Training on contract management
SCM 50	Training on Procurement management
SCM 51	Understanding & Negotiating Power Purchasing Agreement
SCM 52	Warehouse Operations and Management
SCM 53	Warehouse Safety Policies and Procedures



**"A seamless supply chain is the invisible force that keeps the world running."**



Date and Duration				Venue	
2 weeks		1 week		Nairobi	Dubai**
Feb 3- 14	August 4-15	Feb 3-7	August 4-15	Mombasa	South Africa**
April 7-18	October 6-17	April 7-11	October 6-17	Kisumu	Arusha**
June 9-20	December 1-12	June 9-13	December 1-12	Nakuru	Kigali**
				Naivasha	



**"Your supply chain is your business's competitive edge."**



## 7. PUBLIC RELATIONS AND COMMUNICATION

### Course Overview

Public Relations and Communication course offers a comprehensive understanding of communication strategies and public relations techniques. It's ideal for communication professionals or anyone interested in the field. Effective communication is crucial for organizational success, as it helps organizations build and maintain relationships with key stakeholders.

Course Code	Course
PRC 1	Advanced communication Skills
PRC 2	Branding and Brand Management
PRC 3	Communication & Planning Skills
PRC 4	Communication and Report Writing Skills
PRC 5	Communication for development course



**"The art of communication is the language of leadership." – James Humes**



PRC 6	Conquering The Fear of Public Speaking
PRC 7	Corporate and Strategic Communications
PRC 8	Corporate social responsibility training
PRC 9	Creativity in Managing Public Relation and Media
PRC 10	Crisis Management in Public Relations
PRC 11	Customer Care & Communication Skills
PRC 12	Customer Relationship Management
PRC 13	Data Analytics and Digital Marketing
PRC 14	Developing Communication Tools
PRC 15	Digital PR & Social Media Marketing
PRC 16	Effective Communication tools
PRC 17	Enforcement in Broadcasting and Content Monitoring
PRC 18	Event and Conference Management Certification



**"PR is the art of finding the truth and telling it well."**



PRC 19	Fundamental for Public Communication Course
PRC 20	Government protocol, Etiquette & Events Management
PRC 21	Intensive communication and PR for Public Sector Course
PRC 22	International Protocol & Diplomacy Certification Course
PRC 23	International Protocol and Diplomacy Certification
PRC 24	Market Research & Analysis
PRC 25	Marketing & Campaign Development
PRC 26	Marketing for non-Marketing Managers
PRC 27	Marketing Strategy and planning
PRC 28	Office Etiquette, Ethics and Professionalism
PRC 29	Organization speech writing
PRC 30	PR and Strategic Communication Skills



“Communicate unto the other person that which you would want him to communicate unto you if your positions were reversed.” – Aaron Goldman



PRC 31	Proposal and Report writing Course
PRC 32	Protocol and Etiquette Certification Course
PRC 33	Protocol Etiquette and events management Course
PRC 34	Protocol Procedures and Diplomatic Etiquette
PRC 35	Protocols and Etiquette for Drivers
PRC 36	Public Relations
PRC 37	Public Relations (PR) Campaign: Plan, Strategies and Evaluation
PRC 38	Public Relations Best Practices
PRC 39	Social Media Management
PRC 40	Strategic Public Relations and Corporate Communications Management
PRC 41	Telephone etiquette



# CRISIS COMMUNICATION

**"How you communicate during a crisis defines your organization's values."**



Date and Duration				Venue	
2 weeks		1 week		Nairobi	Dubai**
Feb 3- 14	Sep 9-20	Feb 3-7	Sep 8-12	Mombasa	South Africa**
March 11-22	Nov 11-22	March 3-7	Nov 3 -7	Kisumu	Arusha**
May 6 -17	December 1-12	May 5 -9	December 1-5	Nakuru	Kigali**
July 8-19		July 7-11		Naivasha	



Public Relations



**"The best defense in a PR crisis is a strong, credible, and timely response."**



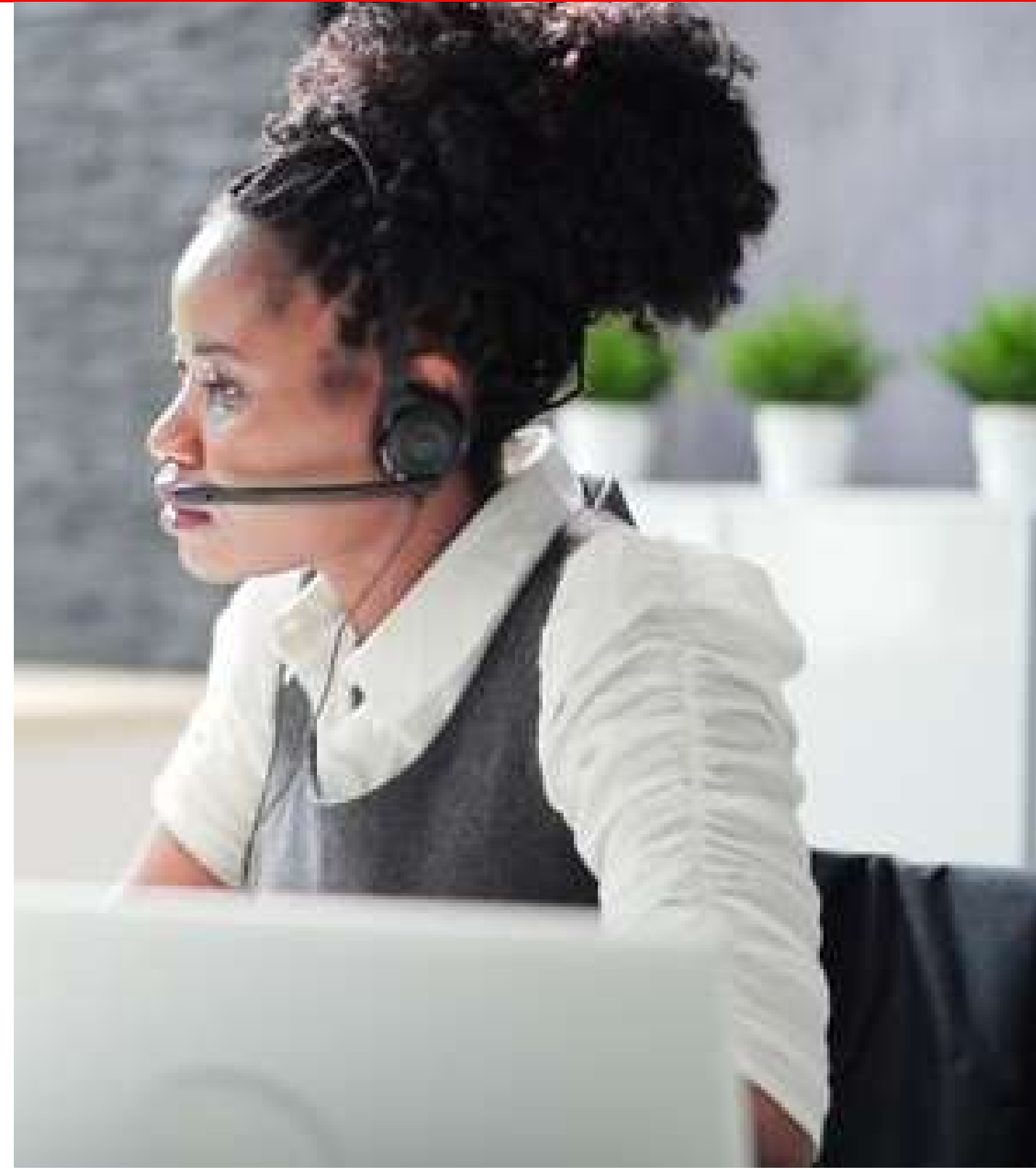
## 8. SECRETARIAL & OFFICE ADMINISTRATION (SOM)

### Course Overview

Secretarial & Office Administration (SOM) Course equips administrators and executive assistants with essential skills in financial services, budget preparation, procurement, travel arrangements, and property control. Participants will learn to build confidence, maintain productive conversations, exhibit knowledge and credibility, and influence daily interactions. The course emphasizes forming strong alliances with superiors, enhancing professional profiles, developing relationship-building skills, and making a significant impact within the organization. In today's rapidly changing work environment, it's crucial to understand the organization's business, manage change, communicate strategically, lead, work in teams, and balance new assignments with current responsibilities.



**"Behind every successful leader is an exceptional secretary ensuring everything runs smoothly."**





Course Code	Course
SOM 1	Advanced Administration Skills Training Course
SOM 2	Advanced Executive Office Administration and Secretarial Skills
SOM 3	Advanced Report Writing Skills
SOM 4	Basic Executive Office Administration and Secretarial skills
SOM 5	Business Etiquette and protocol
SOM 6	Communication & Planning Skills for Administrative Professionals
SOM 7	Computer based office administration and organization course
SOM 8	Customer Care & Communication Skills Training
SOM 9	Development Core Skills for administrators and secretaries
SOM 10	Document Control Training Certification Course
SOM 11	Effective report writing and minutes taking Course
SOM 12	Effective Writing and Presentation Skills



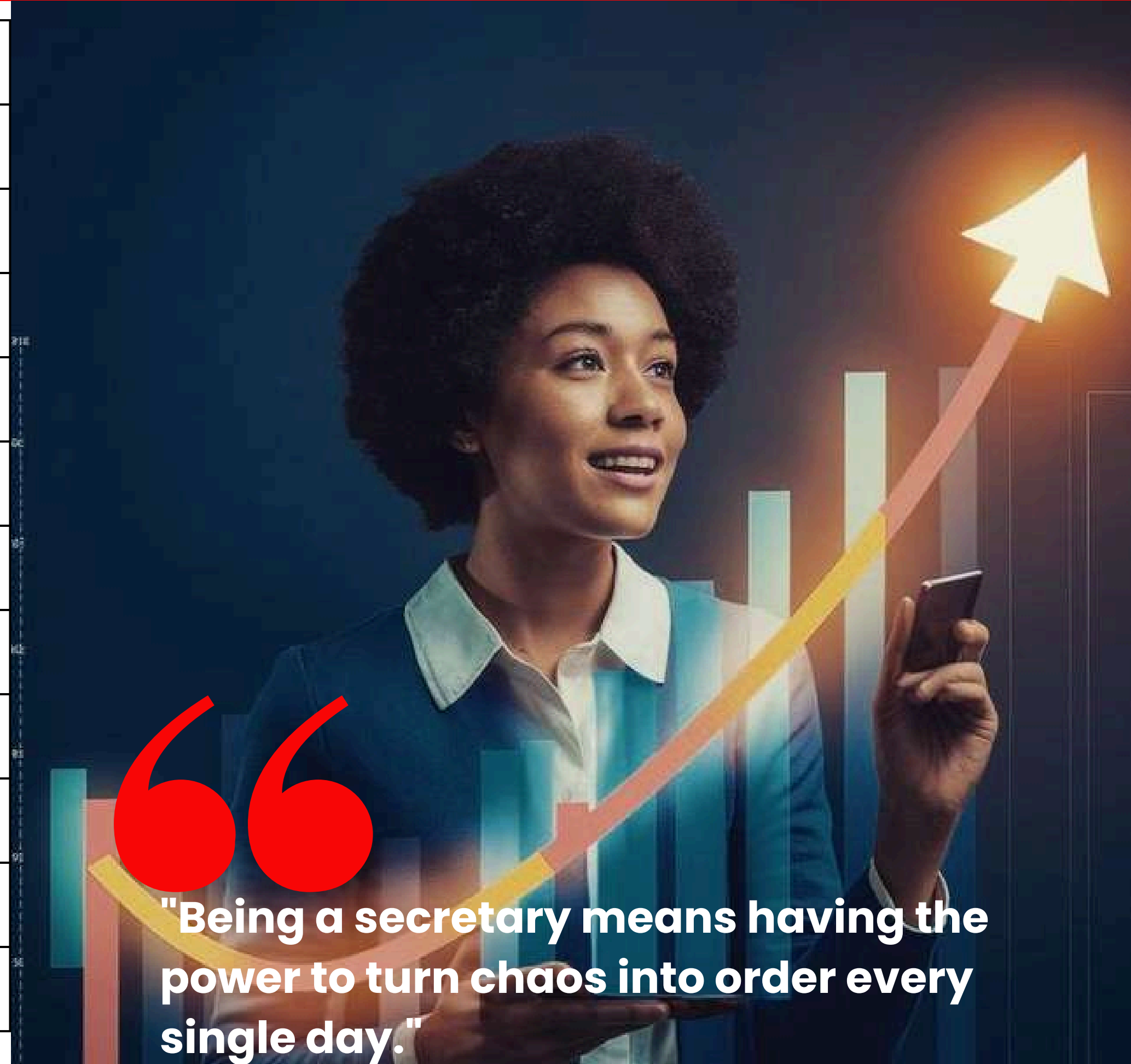
**"Behind every successful leader is an exceptional secretary ensuring everything runs smoothly."**







SOM 13	Electronic Document Management System (EDMS) Training
SOM 14	Events Planning & Management
SOM 15	Front Office Management Training
SOM 16	Innovation and productivity at work place
SOM 17	NGO Management and Administration
SOM 18	Office Management & Documentation Skills
SOM 19	Office Management & Documentation Skills
SOM 20	Office Technology and Management Course
SOM 21	Professional Minute Taking and Report Writing Skills
SOM 22	Professional Secretarial and Administrative Skills
SOM 23	Proficiency Skills for Clerical Officers
SOM 24	Public Relations for Secretaries



**"Being a secretary means having the power to turn chaos into order every single day."**



SOM 25	Reception, Switchboard and Telephone Techniques
SOM 26	Secretarial & Office Administration
SOM 27	Simplification of work processes and procedures
SOM 28	Skills for the Administrative Assistant
SOM 29	Speech Writing Skills
SOM 30	The Effective Office Management and Administrators Program
SOM 31	Training for executive assistants and administrative professionals
SOM 32	Training for Executive Secretaries
SOM 33	Training of Trainers
SOM 34	Training on Report writing Skills

Date and Duration				Venue	
2 weeks		1 week		Nairobi	Dubai**
Feb 3- 14	Sep 9-20	Feb 3-7	Sep 8-12	Mombasa	South Africa**
March 11-22	Nov 11-22	March 3-7	Nov 3 -7	Kisumu	Arusha**
May 6 -17	Decemb er 1-12	May 5 -9	December 1-5	Nakuru	Kigali**
July 8-19		July 7-11		Naivasha	



**A good secretary is the key to unlocking productivity in any organization."**



## 9. Human Resources and Information Technology (HR & IT)

### Course Overview

This course highlights the synergy between Human Resources (HR) and Information Technology (IT) for organizational success. Participants will explore HR functions like talent acquisition and performance management, alongside IT topics such as digital transformation and HR information systems (HRIS). By the end of the course, participants will be able to leverage IT solutions to enhance HR processes, improve data-driven decision-making, and foster a tech-savvy organizational culture. Ideal for HR professionals and IT specialists, the course aims to bridge the gap between HR and IT.



**"Train people well enough so they can leave, treat them well enough so they don't want to." –Richard Branson**





Course Code	Course
HRIT 1	Building Self Esteem and Assertiveness Skills
HRIT 2	Coaching and Mentoring
HRIT 3	Communication, Coaching and Conflict Resolution
HRIT 4	Conducting Effective Performance Reviews
HRIT 5	Conflict Analysis & Conflict Sensitivity
HRIT 6	Conquering the Fear of Speaking in Public
HRIT 7	Cyber security and enterprise resilience
HRIT 8	Disability Mainstreaming in Projects and Organizations
HRIT 9	Effective Customer Service / Customer Experience Training
HRIT 10	Effective performance measurement systems
HRIT 11	Emerging trends in digital marketing
HRIT 12	Facilitation and Communication Skills
HRIT 13	Gender Analysis and Mainstreaming
HRIT 14	Gender and advocacy
HRIT 15	Good Governance and Leadership
HRIT 16	HR and the Law
HRIT 17	HR Appraisal and Reward Policy Development
HRIT 18	HR essentials for effective management
HRIT 19	HR metrics and analytics



**"Employees are a company's greatest asset—  
they're your competitive advantage." – Anne  
Mulcahy**



HRIT 19	HR metrics and analytics
HRIT 20	Hr skills for Hr administrators
HRIT 21	HR Strategy Fundamentals
HRIT 22	Human Resource Information Systems (Computerized HR)
HRIT 23	Human Resource KPIs and Metrics
HRIT 24	Human Resource Management and Organizational Development
HRIT 25	Human Resource Management Information System
HRIT 26	Human Resource Metrics and Analytics
HRIT 27	Human Resources Management and Performance Evaluation
HRIT 28	Information security management
HRIT 29	Institutional Re-Engineering & Change Management
HRIT 30	Integrating Organizational & Individual Performance Management Systems
HRIT 31	Integrating Organizational & Individual Performance Management Systems
HRIT 32	Integrating performance and progress
HRIT 33	IT project management
HRIT 34	Knowledge Management
HRIT 35	Labor Relations in the Public Sector
HRIT 36	Leadership Skills for Supervisors - Communication
HRIT 37	Leading strategic HR transformation
HRIT 38	Leading with ethics and compliance
HRIT 39	Lean performance and People capacity development





HRIT 40	Macroeconomic Policy Analysis and Effective Research Design for Economists	HRIT 55	Strategic Human Resources Planning (HRP).
HRIT 41	Managing HIV/AIDS at Workplace	HRIT 56	Succession Planning and Implementation Strategy
HRIT 42	Masterclass in HR strategy	HRIT 57	Supervisory Skills Development
HRIT 43	Payroll Design and Management	HRIT 58	Supportive Supervision Mentorship and Coaching
HRIT 44	Performance Appraisal Techniques for Pas	HRIT 59	Supportive Supervision Mentorship and Coaching
HRIT 45	Performance Based Human Resources Management	HRIT 60	Team works and people development
HRIT 46	Performance Evaluation and Management	HRIT 61	The Digitization of Human Resource Management
HRIT 47	Pre-Retirement Planning & Preparedness	HRIT 62	The Digitization of Human Resource Management
HRIT 48	Quality Assurance/Quality Improvement	HRIT 63	The management transitions
HRIT 49	Quality Management Systems	HRIT 64	Total Reward Management
HRIT 50	Recruitment Training for Line Managers	HRIT 65	Training design & development for learning success
HRIT 51	Results Based Performance Management	HRIT 66	Training of Facilitators (TOF)
HRIT 52	SAP Training	HRIT 67	Unconscious Bias Training
HRIT 53	Six Sigma	HRIT 68	Whistleblowing Training
HRIT 54	Staff Performance, Appraisal and Evaluation Technique	HRIT 69	Workplace Mediation and Conflict Management



**"Human resources isn't a thing we do; it's the thing that runs our business." – Steve Wynne Mulcahy**



Date and Duration				Venue	
2 weeks		1 week		Nairobi	Dubai**
Feb 3- 14	Sep 9-20	Feb 3-7	Sep 8-12	Mombasa	South Africa**
March 11-22	Nov 11-22	March 3-7	Nov 3 -7	Kisumu	Arusha**
May 6 -17	December 1-12	May 5 -9	December 1-5	Nakuru	Kigali**
July 8-19		July 7-11		Naivasha	



**"Great people and great technology create great organizations."**



# 10. Record Management (RM).

## Course Overview

Proper record management is crucial for employees, given their involvement in managing departmental and project records. This critical task requires staff to be well-versed in organizing, classifying, storing, and securing records to achieve desired efficiency, effectiveness, and cost savings. This course equips participants with essential skills in effective records management, archiving, and information management. Additionally, participants will learn about the latest trends and software in knowledge management, ensuring they stay current with industry advancements.

Course Code	Course
RM 1	Archival Management and Documentation
RM 2	Automation of Records and Information systems
RM 3	Computerized Management of Institutional Records
RM 4	Data Management & Digitization of Archives
RM 5	Electronic Records Planning Management



**"Records management isn't just about storage—it's about strategy."**





RM 6	Integrated management system in records
RM 7	Knowledge Management
RM 8	Library and Information Organization
RM 9	Managing Information Registry
RM 10	Managing Libraries and Documentation centers
RM 11	Managing Libraries and Documentation Centers
RM 12	Records and Data Management (Computerized Systems)
RM 13	Records Digitization and Archives Management
RM 14	Records Digitization and Archives Management
RM 15	Records Management and Archives

Date and Duration				Venue	
2 weeks		1 week		Nairobi	Dubai**
Feb 3- 14	Sep 9-20	Feb 3-7	Sep 8-12	Mombasa	South Africa**
March 11-22	Nov 11-22	March 3-7	Nov 3 -7	Kisumu	Arusha**
May 6 -17	December 1-12	May 5 -9	December 1-5	Nakuru	Kigali**
July 8-19		July 7-11		Naivasha	



**"The best decisions come from the best-kept records."**



# 11. Real Estate (RE).

## Course Overview

This course provides an in-depth understanding of real estate principles, practices, and market dynamics. Participants will explore topics such as property valuation, real estate finance, property management, real estate law, and market analysis. Participants will also learn about emerging trends in real estate technology and sustainable development. Ideal for aspiring real estate professionals, investors, and property managers, this course equips participants with the knowledge and skills needed to succeed in the real estate industry.

Course Code	Course
RE 01	Building and Facilities management course
RE 02	Environmental Health Safety Course
RE 03	Essential of Security in facilities management
RE 04	Real estate sales Course
RE 05	Facility Planning and Design Management Course
RE 06	Financial management in Facilities
RE 07	Advanced Project Management Certification

Date and Duration				Venue	
2 weeks		1 week		Nairobi	Dubai**
Feb 3- 14	Sep 9-20	Feb 3-7	Sep 8-12	Mombasa	South Africa**
March 11-22	Nov 11-22	March 3-7	Nov 3 -7	Kisumu	Arusha**
May 6 -17	December 1-12	May 5 -9	December 1-5	Nakuru	Kigali**
July 8-19		July 7-11		Naivasha	



**"The best investment on Earth is Earth." – Louis Glickman**

# 12. Security Training Courses

## Course Overview

Security Training Courses offer comprehensive knowledge in security management, focusing on risk assessment, physical security, cybersecurity, emergency response planning, and security technology. Participants will learn to conduct risk assessments, implement security measures, develop emergency plans, and stay updated with the latest security protocols and technologies. Ideal for security professionals, facility managers, and IT specialists, these courses ensure compliance with security regulations and enhance overall security expertise.

Course Code	Course
SEC 01	Cctv camera surveillance system training
SEC 02	Security management and asset protection course
SEC 03	Effective modern security management and operation
SEC 04	Strategic crisis management and incorporating security in emergencies
SEC 05	Security officer leadership programme
SEC 06	Access control and physical security
SEC 07	Developing practical skills and techniques for security officers

Date and Duration				Venue	
2 weeks		1 week		Nairobi	Dubai**
Feb 3- 14	Sep 9-20	Feb 3-7	Sep 8-12	Mombasa	South Africa**
March 11-22	Nov 11-22	March 3-7	Nov 3 -7	Kisumu	Arusha*
May 6 -17	December 1-12	May 5 -9	December 1-5	Nakuru	Kigali**
July 8-19		July 7-11		Naivasha	

 **"Security training doesn't just protect assets; it protects lives."**



## 13. Pension Courses Course

### Course Overview

Pension courses provide detailed insights into pension fund management, retirement planning, benefits administration, regulatory compliance, and investment strategies. Participants will learn to manage pension funds, develop retirement plans, administer benefits, and ensure compliance with pension regulations. Ideal for pension fund managers, HR professionals, and financial advisors, these courses offer a solid foundation and advanced understanding of pension management.



**"A small investment in pension education can lead to a lifetime of financial security."**





Course Code	Course	Date and Duration				Venue	
		2 weeks		1 week		Nairobi	Dubai**
PEN 01	Pensions, Governance & Regulation						
PEN 02	Pre-retirement						
PEN 03	Pension Risk Management, Reporting and Governance	Feb 3-14	Sep 9-20	Feb 3-7	Sep 8-12	Mombasa	South Africa**
PEN 04	Pension Fund Asset-Liability Management, Tools & Modelling						
PEN 05	Portfolio Rebalancing, Asset Allocation and risk management	March 11-22	Nov 11-22	March 3-7	Nov 3-7	Kisumu	Arusha**
PEN 06	Pensions Funding Policies						
PEN 07	Pensions Fund and Its Parties: trustees, sponsors, actuaries, consultants & investment managers	May 6-17	December 1-12	May 5-9	December 1-5	Nakuru	Kigali**
PEN 08	Asset Allocation, Capital Structure and Financial Risk	July 8-19		July 7-11		Naivasha	
PEN 09	Financial Mechanisms & Pension Plan Design; Different types of Pension Schemes						
PEN 10	Costs of Funding Pension Schemes; Pension Fund Deficit, Sovereign Debt & Default Risk						
PEN 11	Longevity, Dependency Ratios, Real & Nominal Returns						
PEN 12	Portfolio Rebalancing, Asset Allocation and risk management						
PEN 13	Governance and Management of Pension Schemes						
PEN 14	Risk and Internal Controls in Audit & Accounting						
PEN 15	Sources of Wealth in Pensions Funds; creating value in Pension Funds						

**“Pension planning is not just about money; it’s about creating peace of mind.”**



# 14. PARLIAMENTARY (PAR) COURSES

## Course Overview

Parliamentary Courses provide in-depth knowledge of parliamentary procedures, legislative drafting, public policy, parliamentary ethics, and governance. Participants will learn to navigate parliamentary systems, draft legislation, develop policies, and uphold ethical standards. Ideal for current and aspiring parliamentarians, legislative staff, and policy makers, the courses offer a solid foundation in parliamentary procedures and governance.

Course Code	Course
PAR 1	Advanced Planning & Strategic Management
PAR 2	Advanced Skills for Executive Secretaries
PAR 3	Corporate Intelligence Management
PAR 4	Criticisms & Impact of Parliamentary Committees
PAR 5	Governance Regulation, Auditing and Accountability
PAR 6	Legislation & Stages of Bill through Parliament



**"Leadership is not about power,  
it's about responsibility." – John  
C. Maxwell**



PAR 7	Legislative Committees
PAR 8	NGO Leadership & Management
PAR 9	Parliamentary Administration
PAR 10	Parliamentary Committees Organization
PAR 11	Parliamentary Strategic Leadership & Modern Management
PAR 12	Policy Design, Evaluation, Review and Continuous Improvement
PAR 13	Public Administration & Compliance Management
PAR 14	Public Administration & Compliance Management
PAR 15	Public Relations & Information Security Management
PAR 16	Scheduling Parliamentary Business
PAR 17	Setting up and conducting an inquiry
PAR 18	Sources of Wealth in Pensions Funds; creating value in Pension Funds



**"The quality of democracy depends on the quality of its leaders."**





PAR 19	Structure and Core Functions of Parliament
PAR 20	Support Services in Parliaments
PAR 21	Transparency, Participation and Outreach Parliamentary Debates & Court
PAR 22	Work and Structure of Parliaments
PAR 23	Writing Skills for Public Relations & Handling Media Interview
PAR 24	Writing Skills for Public Relations & Handling Media Interview

Date and Duration				Venue	
2 weeks		1 week		Nairobi	Dubai**
Feb 3- 14	Sep 9-20	Feb 3-7	Sep 8-12	Mombasa	South Africa**
March 11-22	Nov 11-22	March 3-7	Nov 3 -7	Kisumu	Arusha**
May 6 -17	December 1-12	May 5 -9	December 1-5	Nakuru	Kigali**
July 8-19		July 7-11		Naivasha	



**"Laws are the framework of a nation, but leadership is its guiding spirit."**





# 15. HEALTH CARE, HEALTH & ENVIRONMENT MANAGEMENT (HHEM) COURSE

## Course Overview

Health Care, Health & Environment Management (HHEM) Courses offer comprehensive insights into public health, health care administration, environmental health, sustainable healthcare practices, and health policy. Participants will develop skills in health technology, health management, and environmental sustainability. Ideal for health care professionals, environmental scientists, and policy makers, these courses provide a solid foundation and advanced understanding of the intersection between health and environment.

Course Code	Course
HHEM 1	Advanced Health and Art of Advanced Communication for Healthcare Professionals
HHEM 2	Behavior Change Communication (BCC)
HHEM 3	Budgeting and Budgeting Principles in the Health Sector
HHEM 4	Climate change and reducing emission from deforestation & forest degradation
HHEM 5	Community Health & Development



**"To care for others is the highest calling of humanity."**



HHEM 6	Community Health Promotion
HHEM 7	Community Management for Sustainable Water Supply and Sanitation
HHEM 8	Community Resilience and Disaster Recovery Operations
HHEM 9	Dietary Management and Treatment of HIV/AIDS
HHEM 10	Disaster and Trauma Counselling Management
HHEM 12	Disaster Preparedness and Management
HHEM 13	Disease Control Strategies & Policies
HHEM 14	Diseases Surveillance and Reporting
HHEM 15	Environmental & Social Impact Assessment and Audit
HHEM 16	Environmental Impact Assessment and Audit (EIAA)
HHEM 17	Environmental Impact Assessment for Sustainable Development
HHEM 18	Epidemiology

HHEM 19	Financial Management in The Health Sector
HHEM 20	Financing Healthcare
HHEM 22	Food Safety Management
HHEM 23	Fundraising and Resource Mobilization for Health Projects
HHEM 24	Gender & Transformative Masculinities
HHEM 25	Gender and Resettlement
HHEM 26	Gender Based Violence Programming
HHEM 27	Geriatric nutrition and Health Management
HHEM 28	Global Regulatory Frameworks for Medicinal Cannabis
HHEM 29	Hazardous Waste Management and Disposal
HHEM 30	Health Administration and Management
HHEM 31	Health and Safety Management in Construction Projects



HHEM 32	Health Records Management
HHEM 33	Health Systems Strengthening
HHEM 34	Healthcare Management and Operations
HHEM 35	Healthcare Strategy Ad Innovation
HHEM 36	HIV/AIDS Prevention, Care, Counselling & Support
HHEM 37	Hospitals and Health Systems of the Future
HHEM 38	Installation, use and Maintenance of DHIS2
HHEM 39	Installation, Use and Management of OPENHDS and ODK
HHEM 40	Integrated HIV/AIDS Prevention, Care and Treatment
HHEM 41	Introduction to Health System Management Training
HHEM 42	Laboratory Testing and Management
HHEM 43	Logistic Management for Drugs & Commodities

HHEM 44	Management in Community Development Programs
HHEM 45	Management of Environment and Social Safeguards in Projects
HHEM 46	Management of HIV/AIDS at the Workplace
HHEM 47	Managing Climate Change Projects in Developing Countries
HHEM 48	Mapping Nutrition Preparedness in Emergency
HHEM 49	Monitoring & Evaluation of Health projects
HHEM 50	Nutrition and HIV Management
HHEM 51	Nutrition in Disease Prevention
HHEM 52	Occupational Health and Safety Training
HHEM 53	Operations and Value management in healthcare
HHEM 54	Radiation Safety
HHEM 55	Research Methods-Quantitative & Qualitative Data Analysis



HHEM 56	Risk Management in the Laboratory
HHEM 57	Safety for Healthcare Professionals
HHEM 58	Sexual and Reproductive Health Rights
HHEM 59	Strategic Management In The Health Care Sector
HHEM 60	Sustainable finance and Environmental Sustainability
HHEM 61	Water Sanitation & Hygiene (WASH)Promotion Programming
HHEM 62	Workplace Safety & Occupational Health

Date and Duration				Venue	
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2 weeks		1 week		Nairobi	Dubai**
Feb 3- 14	Sep 9-20	Feb 3-7	Sep 8-12	Mombasa	South Africa**
March 11-22	Nov 11-22	March 3-7	Nov 3 -7	Kisumu	Arusha**
May 6 -17	December 1-12	May 5 -9	December 1-5	Nakuru	Kigali**
July 8-19		July 7-11		Naivasha	



**"A healthy outside starts from the inside."**

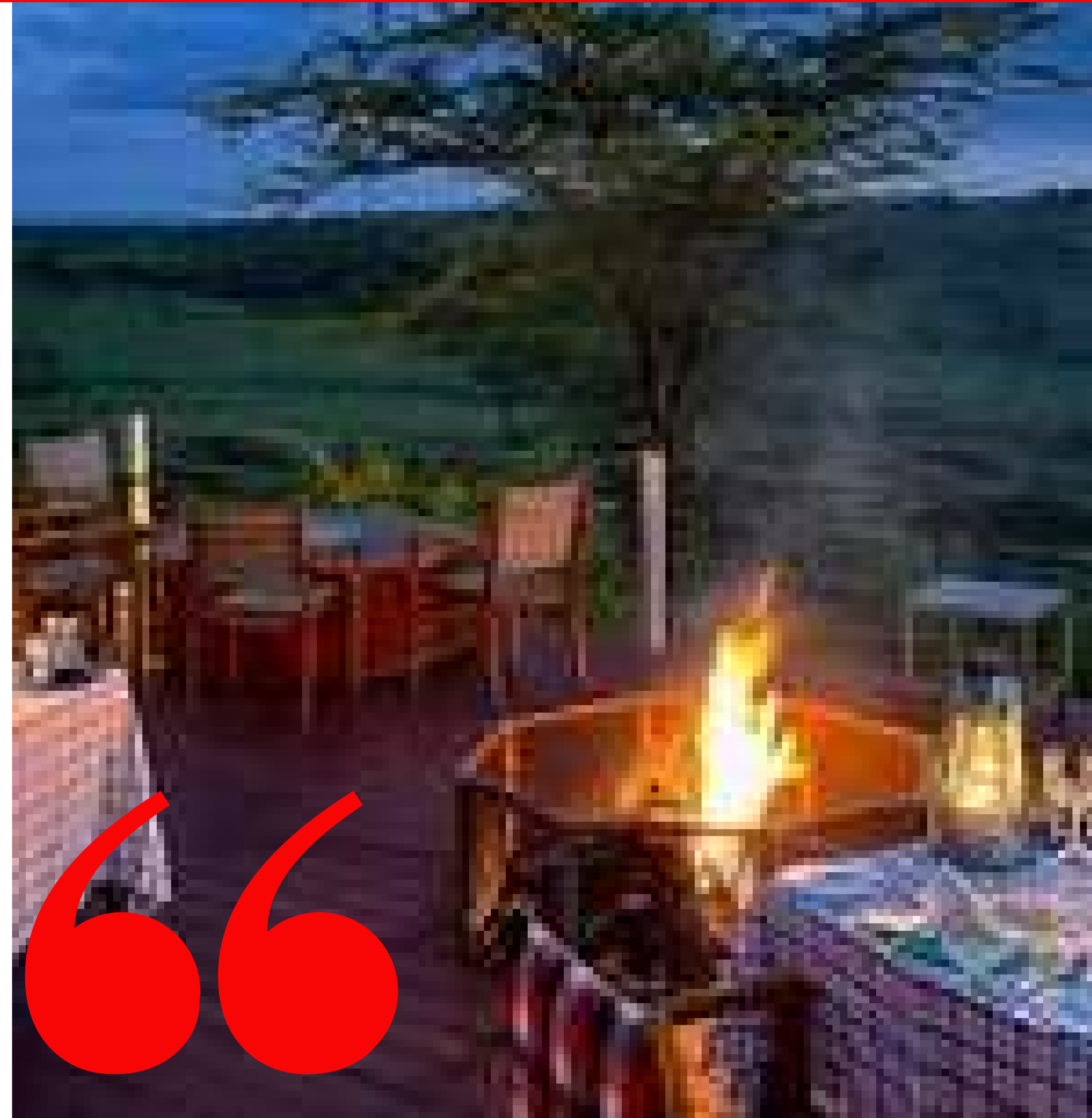


## 16. HOTEL AND CATERING COURSES

### Course Overview

Hotel and Catering Courses offer comprehensive training in hotel management, culinary arts, food and beverage management, customer service, hospitality marketing, and event planning. Participants will learn to manage hotel operations, deliver exceptional culinary experiences, and provide outstanding customer service. Ideal for aspiring hotel managers, chefs, and catering professionals, these courses provide a strong foundation and advanced understanding of the hospitality industry.

Course Code	Course
HC 01	Professional Certificate in Hotel and Catering Management
HC 02	Hospitality Management
HC 03	Hotel Revenue Management
HC 04	Hotel Operational Analysis
HC 05	Hotel Investments Analysis and Financing





HC 06	Hospitality Management, Food Safety and Hygiene
HC 07	Restaurant and Hospitality Safety and Compliance Course
HC 08	Food Packaging, Branding & Marketing Course
HC 09	Food and Beverage Control
HC 10	Food Safety and Hygiene for Supervisors in Catering Course
HC 1	Proper House keeping
HC 12	Foodborne Illness and Food Hygiene
HC 13	Food Safety Management
HC 14	Quality Customer care & Etiquette
HC 15	Kitchen Management Techniques.
HC 16	Food and Beverage Service Skills
HC 17	Front Office& Guest Relations
HC 18	Health Cuisine and Fine Dining
HC 19	Mass Food Preparation & Presentation
HC 20	Housekeeping and Laundry Techniques

Date and Duration				Venue	
2 weeks		1 week		Nairobi	Dubai**
Feb 3- 14	Sep 9-20	Feb 3-7	Sep 8-12	Mombasa	South Africa**
March 11-22	Nov 11-22	March 3-7	Nov 3 -7	Kisumu	Arusha**
May 6 -17	December 1-12	May 5 -9	December 1-5	Nakuru	Kigali**
July 8-19		July 7-11		Naivasha	



**"Hospitality is making your guests feel at home, even if you wish they were."**



# 17. ECONOMIC MANAGEMENT & DEVELOPMENT POLICY (ED)

## Course Overview

Our courses provide comprehensive insights into budgeting and financial management in the public sector. Participants will learn about budget formulation, political and economic influences, efficient resource allocation, and the impact of globalization on governance. The courses also cover strategic planning, including strategic analysis and strategy implementation. Ideal for public sector professionals and government officials, these courses offer a solid foundation in economic management and development policy.

Course Code	Course
ED 1	Budgeting for Efficient Economic Management
ED 2	Economic Planning and Budgeting
ED 3	Local Authorities Resources Mobilization and Management
ED 4	Macro-Econometric Modeling and Forecasting
ED 5	Macroeconomic Policy Analysis and Management: Concepts, Tools and Techniques.



**"Economics is not about numbers—  
it's about improving lives." – Paul  
Krugman**



ED 6	Macroeconomic Policy Formulation, Analysis and Management
ED 7	Macroeconomics for Public Sector Managers Development Programs
ED 8	Monetary and Fiscal Policies Management for Legislators
ED 9	Policy Formulation Implementation Evaluation
ED 10	Poverty Reduction Strategies Monitoring and Evaluation Systems
ED 11	Programmes Participatory Management of Rural Development
ED 12	Public Debt Management
ED 13	Public Sector Management Strategies and Policies
ED 14	Quantitative Techniques for Macro-economic Analysis and Management

ED 15	Resource Mobilization for Rural Development
ED 16	Restructuring and Privatization of Public Enterprises
ED 17	Revenue Strategies and Collection Management for Public Institutions
ED 18	Risk Management
ED 19	Statistical Methods and Computer Applications for Policy Analysts
ED 20	Statistical Methods for Poverty Profiling and Analysis
ED 21	Survey Methodology and Statistics for Enumerators
ED 22	Trade Facilitation for Sustainable Development





Date and Duration				Venue	
2 weeks		1 week		Nairobi	Dubai**
Feb 3- 14	Sep 9-20	Feb 3-7	Sep 8-12	Mombasa	South Africa**
March 11-22	Nov 11-22	March 3-7	Nov 3 -7	Kisumu	Arusha**
May 6 -17	Decemb er 1-12	May 5 -9	December 1-5	Nakuru	Kigali**
July 8-19		July 7-11		Naivasha	



**"Efficient management of resources today ensures prosperity tomorrow."**



# 18. Climate Change, Sustainable Development & Emerging Organizational Courses

## Course Overview

Climate Change, Sustainable Development & Emerging Organizational courses provide insights into climate change, sustainable development, REDD+, and the Green Climate Fund (GCF). Participants will explore the historical context and current forecasts of climate change, mitigation and adaptation strategies, implementation of REDD+ projects, and stakeholder engagement in good governance. The GCF aims to help developing countries reduce greenhouse gas emissions and enhance climate resilience.

Course Code	Course
CCSD 1	Artificial Intelligence in Healthcare/ Digital Health Innovations
CCSD 2	Biodiversity for Climate Change Adaptation and mitigation
CCSD 3	Building /Developing Sustainable and Resilient Infrastructure
CCSD 4	Carbon Accounting and Carbon Offsetting
CCSD 5	Carbon Markets, Trading & Future Development



**"Climate change is the defining issue of our time, and we are at a defining moment." – António Guterres**

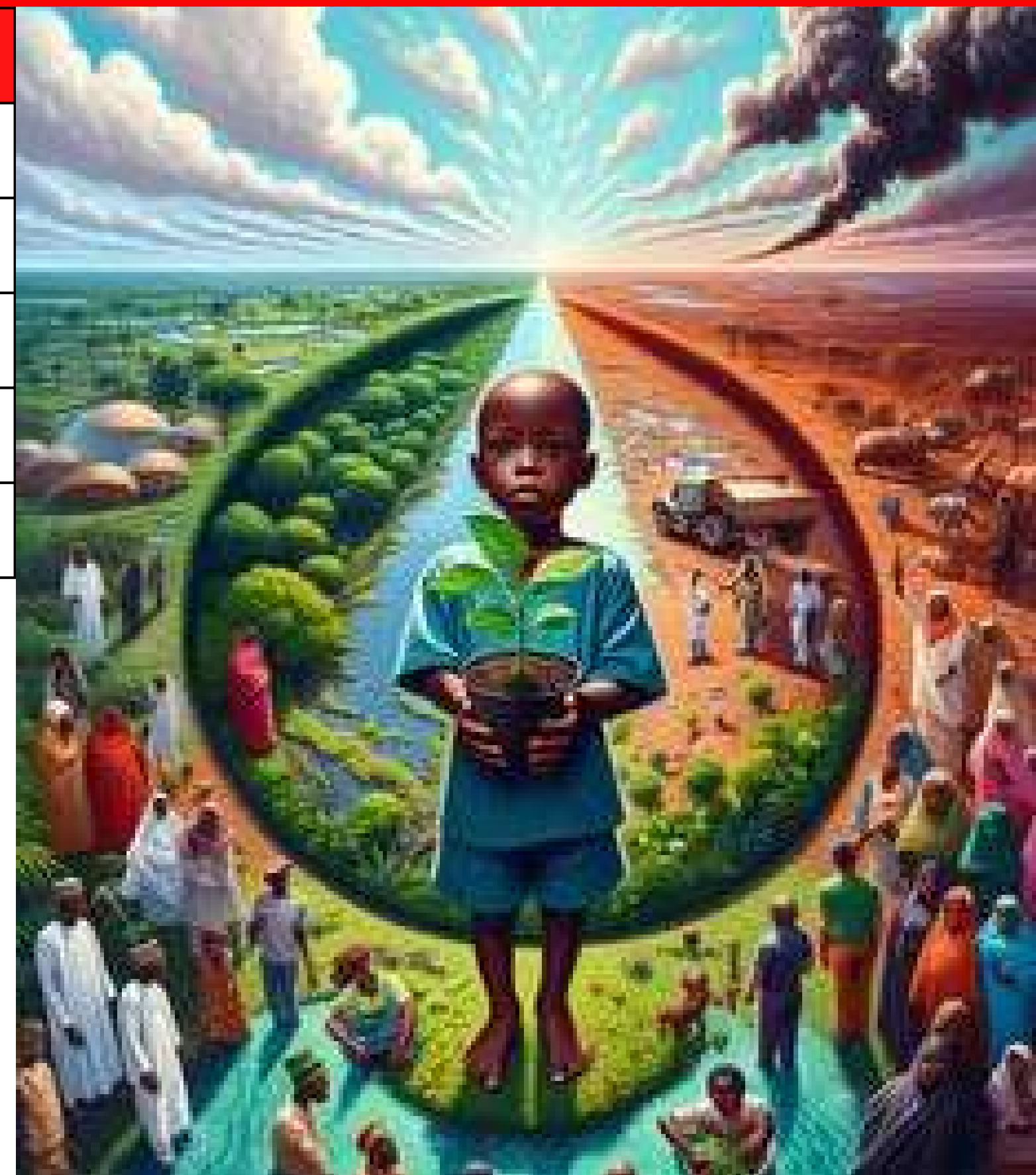


CCSD 6	Climate and livelihood resilient community best practices
CCSD 7	Climate Change & Climate Risk Management
CCSD 8	Climate Change Adaptation & Sustainable Development
CCSD 9	Climate change Policy, Planning & Budgeting
CCSD 10	Climate Resilient WASH
CCSD 11	Climate Resilient WASH Programming
CCSD 12	Climate Smart Agriculture Project Proposal Development & Management
CCSD 13	Climate Smart Project Planning
CCSD 14	Ecosystem Based Adaptation& Disaster Risk Reduction (DRR)
CCSD 15	Ecosystem Based Adaptation, Disaster Risk Reduction (DRR) Project Completion Techniques
CCSD 16	Environment resilience & Climate Change
CCSD 17	Environmental Sustainability and Climate Action
CCSD 18	Environmental, Social and Governance (ESG)

CCSD 19	Forest Landscape Management and Forest Governance
CCSD 20	Green Growth and Circular Economy
CCSD 21	IFRS Sustainability Disclosure Standards
CCSD 22	Nationally Determined Contributions
CCSD 23	One Health Approach Understanding Operationalization
CCSD 24	Project management/Climate Friendly Investment for WB Funded Projects
CCSD 25	Reducing Emissions from Deforestation & Forest Degradation (REDD+) Training REDD+ Measurement, Reporting & Verification
CCSD 26	Reducing Emissions from Deforestation and Forest Degradation (REDD+)
CCSD 27	Renewable Clean Energy & Sustainability
CCSD 28	Result Based Climate Finance/Environmental sustainability
CCSD 29	Sustainable Infrastructure Project



Date and Duration				Venue	
2 weeks		1 week		Nairobi	Dubai**
Feb 3- 14	Sep 9-20	Feb 3-7	Sep 8-12	Mombasa	South Africa**
March 11-22	Nov 11-22	March 3-7	Nov 3 -7	Kisumu	Arusha**
May 6 -17	December 1-12	May 5 -9	December 1-5	Nakuru	Kigali**
July 8-19		July 7-11		Naivasha	



**"Saving our planet, lifting people out of poverty, advancing economic growth —these are one and the same fight." – Ban Ki-moon**

# 19. TOURS AND TRAVEL COURSES

## Course Overview

Tours and Travel Courses provide comprehensive training in travel planning, tour operations, customer service, destination management, travel marketing, and sustainable tourism. Participants will learn to plan and manage travel itineraries, operate tours, and market travel destinations effectively. Ideal for aspiring travel agents, tour operators, and destination managers, these courses offer a solid foundation and advanced understanding of the travel and tourism industry.

Course Code	Course
TT 1	Travel Management Training Course
TT 2	Tour Guiding and Administration Course
TT 3	Tourism Management Course
TT 4	Travel and Tours Operations Course

Date and Duration				Venue	
2 weeks		1 week		Nairobi	Dubai**
Feb 3- 14	Sep 9-20	Feb 3-7	Sep 8-12	Mombasa	South Africa**
March 11-22	Nov 11-22	March 3-7	Nov 3 -7	Kisumu	Arusha**
May 6 -17	December 1-12	May 5 -9	December 1-5	Nakuru	Kigali**
July 8-19		July 7-11		Naivasha	



# 20. Medical Courses

## Course Overview

Medical training Courses in nursing, medicine, pharmacy, and medical research are led by experienced professionals, cover essential topics such as anatomy, physiology, diagnostics, and patient care. Gain hands-on experience and prepare for a successful career in healthcare.



Course Code	Course
MC 1	Advanced Patient Assessment Course
MC 2	Critical Care Procedures Course
MC 3	Pathophysiology Course
MC 4	Pharmacology Course
MC 5	Ethical and Emotional Intelligence Course
MC 6	Trauma & Emergency Nursing Course
MC 7	Stoma, Wound, and Continence Course
MC 8	Theatre and Sterile Services Course:
MC 9	Community Health Nursing Course
MC 10	Women and Infant Health Course

Date and Duration				Venue	
2 weeks		1 week		Nairobi	Dubai**
Feb 3- 14	Sep 9-20	Feb 3-7	Sep 8-12	Mombasa	South Africa**
March 11-22	Nov 11-22	March 3-7	Nov 3 -7	Kisumu	Arusha**
May 6 -17	December 1-12	May 5 -9	December 1-5	Nakuru	Kigali**
July 8-19		July 7-11		Naivasha	

**“The future of medicine lies in the hands of those who never stop learning.”**

**STEPSURE TRAINING & RESEARCH INSTITUTE**



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RESEARCH INSTITUTE**



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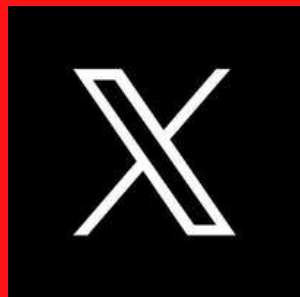
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