

**COURSE & FEE SCHEDULE FOR JANUARY - DECEMBER 2026**

**COURSE VENUES: NAIROBI & KAMPALA**

**JANUARY**

<b><u>Course No.</u></b>	<b><u>Course Title</u></b>	<b><u>Course Dates</u></b>	<b><u>Duration</u></b>	<b><u>Venue</u></b>	<b><u>Tuition Fee (USD)</u></b>
1.	Advanced Executive Assistants Programme/Conference	5 Jan – 9 Jan	1 week	Nairobi	1,800
2.	Procurement Planning and Bids Management	12 Jan – 23 Jan	2 weeks	Nairobi	3,000
3.	Mastering AI Powered Research	12 Jan – 23 Jan	2 weeks	Nairobi	3,000
4.	Budgeting and Public Policy Harmonization and Complementarity	12 Jan – 23 Jan	2 weeks	Kampala	3,000
5.	Workshop on Gender Equality and Management	12 Jan - 22 Jan	2 weeks	Nairobi	3,000
6.	Efficient Finance and Accounting Operations: Best Practices	19 Jan – 30 Jan	2 weeks	Nairobi	3,000
7.	International Procurement Standards For Donor funded Projects	19 Jan – 30 Jan	2 weeks	Nairobi	3,000
8.	Auditing of Projects and Contractors	19 Jan – 30 Jan	2 weeks	Kampala	3,000
9.	Financial Forecasting: Tools and Techniques	19 Jan – 30 Jan	2 weeks	Nairobi	3,000
10.	Treasury and Risk Management: Identifying, Measuring and Managing Financial Risk	19 Jan – 30 Jan	2 weeks	Nairobi	3,000
11.	Defining Meaningful KPIs to Enhance Organisational Performance	19 Jan – 30 Jan	2 weeks	Kampala	3,000

## FEBRUARY

12. The Leadership Transition: Developing Skills and Mindset of a Powerful Leader	2 Feb – 13 Feb	2 weeks	Nairobi	3,000
13. Change Management: Management of Financial, Physical and Psychological Transition to Retirement	2 Feb – 13 Feb	2 weeks	Nairobi	3,000
14. AI Powered Personal Assistants and Administrative Assistants Programme	2 Feb – 13 Feb	2 weeks	Nairobi	3,000
15. Public Policy Analysis and Formulation	2 Feb – 13 Feb	2 weeks	Kampala	3,000
16. Facilities and Estate Management	9 Feb – 13 Feb	1 week	Nairobi	1,800
17. Procurement and Contract Negotiation in Supply Chain	9 Feb – 13 Feb	1 week	Nairobi	1,800
18. Preparation of Financial Statements and Annual Reports	16 Feb – 27 Feb	2 weeks	Kampala	3,000
19. Corporate Governance, Principles. Policies and Best Practices	16 Feb – 27 Feb	2 weeks	Nairobi	3,000
20. Project Budgeting, Estimation and Cost-Saving Techniques	16 Feb – 27 Feb	2 weeks	Nairobi	3,000
21. Warehouse Management: Strategy, Implementation and Control Excellence In Warehouse Management	16 Feb – 27 Feb	2 weeks	Nairobi	3,000
22. Aligning Training and Strategy in Your Organisation, Achieving Effective and Efficient Development and Strategies	16 Feb – 27 Feb	2 weeks	Nairobi	3,000
23. Project Management in Non-Contractual Situations	16 Feb – 27 Feb	1 week	Kampala	1,800

## MARCH:

24. Leadership and Policy Implementation Programme	2 Mar – 13 Mar	2 weeks	Nairobi	3,000
25. High Impact Internal Audit Leadership For Heads of Internal Audit	2 Mar – 13 Mar	2 weeks	Nairobi	3,000
26. The Efficient and Highly Effective: Executive Assistant and Office				

Administrator	2 Mar – 13 Mar	2 weeks	Kampala	3,000
27. Strategic Cost Management, Procurement and Supply Chain Management	2 Mar – 13 Mar	2 weeks	Nairobi	3,000
28. Driver Ethics, Communication Skills and Computer Skills Course	2 Mar – 13 Mar	2 weeks	Nairobi	3,000
29. Professional Etiquette, Office Protocol and Customer Care for Drivers	2 Mar – 13 Mar	2 weeks	Kampala	3,000
30. The Leadership Transition: Developing Skills and Mind Set of a Powerful Leader	16 Mar – 27 Mar	2 weeks	Nairobi	3,000
31. Governance: Risk Management And Compliance	16 Mar – 27 Mar	2 weeks	Kampala	3,000
32. Executive Chauffeuring	16 Mar – 27 Mar	2 weeks	Nairobi	3,000
33. Office Organisation Using MS-Outlook	16 Mar – 27 Mar	2 weeks	Nairobi	3,000
34. Finance for Non-Finance Executives	16 Mar – 27 Mar	2 weeks	Nairobi	3,000

#### APRIL:

35. Mastering AI Powered Research Skills	13 Apr – 17 Apr	1 week	Nairobi	1,800
36. Corporate Governance: Principles Policies and Best Practice	13 Apr – 24 Apr	2 weeks	Kampala	3,000
37. Chief Internal Auditors Executive Development Programme	13 Apr – 24 Apr	2 weeks	Nairobi	3,000
38. Advanced Stores and Inventory Control Management	13 Apr – 24 Apr	2 weeks	Nairobi	3,000
39. Master Procurement Principles for Effective Supply Chain Management	13 Apr – 17 Apr	1 week	Kampala	1,800
40. Transport and Logistics Management	20 Apr – 1 May	2 weeks	Nairobi	3,000
41. Effective Communication and Public Speaking Skills	20 Apr – 1 May	2 weeks	Nairobi	3,000
42. Audit Governance, Roles and Responsibilities	20 Apr – 1 May	2 weeks	Kampala	3,000
43. Project Management, Monitoring Evaluation and Reporting	20 Apr – 1 May	2 weeks	Nairobi	3,000

44. Efficient Finance and Accounting Operations: Best Practices	20 Apr – 1 May	2 weeks	Nairobi	3,000
45. Advanced High Performance Leadership	20 Apr – 1 May	2 weeks	Kampala	3,000
46. Building Strategy Maps and a Balanced Score Card	20 Apr – 1 May	2 weeks	Nairobi	3,000
47. Public Policy Monitoring & Evaluation	20 Apr – 1 May	1 week	Nairobi	1,800

#### MAY:

48. Public Policy Analysis and Management	4 May – 8 May	1 week	Nairobi	1,800
49. Integrated Inventory and Warehouse Management	4 May – 8 May	1 week	Nairobi	1,800
50. Fixed Assets Accounting and Management	4 May – 15 May	2 weeks	Kampala	3,000
51. Effective Supply Chain, Warehouse And Inventory Management	4 May – 15 May	2 weeks	Nairobi	3,000
52. Total Rewards/Employee Engagement And Relations	4 May – 15 May	2 weeks	Nairobi	3,000
53. Project Planning: Budgeting and Cost Control, Advanced Project Schedule And Cost Control	4 May – 15 May	2 weeks	Nairobi	3,000
54. Accounting Decision Making, Financial Communication and Financial Information for Effective Business Management	19 May – 30 May	2 weeks	Kampala	3,000
55. Good to Great Management: The Road Ahead	18 May – 29 May	2 weeks	Nairobi	3,000
56. Senior Management and Leadership Development Programme	18 May – 29 May	2 weeks	Nairobi	3,000
57. Presentation Skills: Presenting with Impact and Conviction	18 May – 29 May	1 week	Nairobi	1,800
58. Managing Information Assets: Modern Information and Records Management Strategies	18 May – 29 May	2 weeks	Kampala	3,000
59. Leading and Managing Vendor Relations	18 May – 29 May	2 weeks	Nairobi	1,800

## JUNE:

60. Workshop on Management and Administration	8 Jun – 12 Jun	1 weeks	Nairobi	1,800
61. Driver Ethics, Communication Skills and Computer Skills Course	8 Jun – 19 Jun	2 weeks	Kampala	3,000
62. Strategic HR: Delivering Business Results	8 Jun – 19 Jun	2 weeks	Nairobi	3,000
Demand Forecasting and Inventory Planning				
63. Job Description and Job Analysis Techniques	8 Jun – 19 Jun	2 weeks	Kampala	3,000
64. Contract Strategy and Drafting of Contracts	8 Jun – 19 Jun	2 weeks	Nairobi	3,000
65. Dashboards and Business Reports Using Excel	8 Jun – 19 Jun	2 weeks	Kampala	3,000
66. Advanced Inventory Management And Warehouse Materials Handling	15 Jun – 26 Jun	2 weeks	Nairobi	3,000
67. Critical Skills of Leadership Management: Creating Impact, Inspiration and Innovation	15 Jun – 26 Jun	2 weeks	Nairobi	3,000
68. Strategies for Leading Successful Change Initiative: Empowering Professional Leadership Dynamics	15 Jun – 26Jun	2 weeks	Kampala	3,000
69. Project Fundamentals for Administrators	15 Jun – 26 Jun	2 weeks	Nairobi	3,000
70. Interpersonal and Communication Skills For Administrators	15 Jun – 26 Jun	1 week	Nairobi	1,800
71. Accounts Payable: From Accounting To Management	15 Jun – 26 Jun	2 weeks	Kampala	3,000
72. Demand Forecasting and Inventory Planning	22 Jun – 26 Jun	1 week	Nairobi	1,800

## JULY:

73. Public Policy Analysis and Management	6 Jul – 10 Jul	1 week	Nairobi	1,800
74. Preparation of Financial Statements And Annual Report	6 Jul – 17 Jul	2 weeks	Kampala	3,000

75. Internal Audit and Risk Management	6 Jul – 17 Jul	2 weeks	Nairobi	3,000
76. Inventory Control and Warehouse Management	6 Jul – 10 Jul	1 week	Nairobi	1,800
77. Public Finance Management	6 Jul – 17 Jul	2 weeks	Kampala	3,000
78. Advanced Teamwork and Co-operation Skills: The Art of Working Together, Innovation, Collaboration and Leadership	20 Jul – 31 Jul	2 weeks	Nairobi	3,000
79. Building, Leading and Maintaining High Performance Teams	20 Jul – 31 Jul	2 weeks	Nairobi	3,000
80. Effective Business Writing, Report Writing and Communication Skills	20 Jul – 31 Jul	2 weeks	Kampala	3,000
81. Strategic Sourcing: Adding Value Through Procurement	20 Jul – 31 Jul	2 weeks	<b>Nairobi</b>	3,000
82. Customer Care and Front Office Skills For Front Office Staff	20 Jul – 31 Jul	2 weeks	Nairobi	3,000
83. Computerized Stores, Materials and Inventory Management	20 Jul – 31 Jul	2 weeks	Kampala	3,000
84. Protocol Procedures and Diplomatic Etiquette	20 Jul – 31 Jul	2 weeks	Nairobi	3,000
85. Writing Effective Policies and Procedures: Writing Policies and Procedures for the Electronic Age	20 Jul – 31 Jul	2 weeks	Nairobi	3,000

#### AUGUST:

86. Workshop on Advanced ICT Skills for Professionals	3 Aug – 7 Aug	1 week	Nairobi	1,800
87. Performance Management for Effective Supervision	3 Aug – 14 Aug	2 weeks	Kampala	3,000
88. Contract Administration and Quality Assurance Monitoring and Evaluation	3 Aug – 14 Aug	2 weeks	Nairobi	3,000
89. Financial Analysis and Reporting	3 Aug – 14 Aug	2 weeks	Nairobi	3,000
90. Effective Inventory Management and Optimization	10 Aug – 14 Aug	1 week	Nairobi	1,800
91. Digital Marketing, Communication				

And Social Media Skills	17 Aug – 28 Aug	2 weeks	Kampala	3,000
92. Driver Ethics, Communication Skills and Computer Skills Course	17 Aug – 28 Aug	2 weeks	Nairobi	3,000
93. Managing Information Assets: Modern Information and Records Management Strategies	17 Aug – 28 Aug	2 weeks	Nairobi	3,000
94. Project Risk Management: Preparation For Risk Management	17 Aug – 28 Aug	2 weeks	Kampala	3,000
95. Managerial Accounting: Tools for Facilitating and Guiding Business Decisions	17 Aug – 28 Aug	2 weeks	Nairobi	3,000
96. Concierge: Roles, Work Environment and Etiquette	17 Aug – 28 Aug	2 weeks	Nairobi	3,000
97. Accounting Principles for Management Accounting	17 Aug – 28 Aug	2 weeks	Kampala	3,000
98. Employee Engagement: Boosting Productivity and Retention	17 Aug - 28 Aug	2 weeks	Nairobi	3,000
99. Managing Performance Using a Balanced Score Card	17 Aug – 28 Aug	2 weeks	Nairobi	3,000
100. Coaching and Mentoring at the Work Place	17 Aug – 28 Aug	2 weeks	Nairobi	3,000

## **SEPTEMBER:**

101. Administrative Assistants Training: Leveraging AI for Efficiency and Effectiveness	7 Sep – 11 Sep	1 week	Kampala	1,800
102. Writing Effective Policies and Procedures: Writing Policies and Procedures for the Electronic Age	7 Sep – 18 Sep	2 weeks	Nairobi	3,000
103. Effective Business Writing, Report Writing and Communication Skills	7 Sep – 18 Sep	2 weeks	Nairobi	3,000
104. Management Accounting: Tools for Facilitating and Guiding Business Decisions	7 Sep – 18 Sep	2 weeks	Kampala	3,000
105. Medical Office Assistant: Skills For the Modern Assistant	7 Sep – 18 Sep	2 weeks	Nairobi	3,000

106. Computerized Stores, Materials and Inventory Management	14 Sep – 25 Sep	2 weeks	Kampala	3,000
107. Essential Skills Development Training For Dispatchers and Drivers	14 Sep - 25 Sep	2 weeks	Nairobi	3,000
108. Strategic Planning and Goal Setting: Business Goals, Targets and Deliverables	14 Sep – 25 Sep	2 weeks	Kampala	3,000
109. Project Management, Budgeting, Estimation and Cost-Saving Techniques	14 Sep – 25 Sep	2 weeks	Nairobi	3,000
110. Internal Controls, Compliance, Operations And Financial Management	14 Sep – 2 Oct	3 weeks	Nairobi	3,500
111. Advanced Excel: Spreadsheet Techniques and Financial Applications	14 Sep – 25 Sep	2 weeks	Nairobi	3,000
112. Office Management and Administration For Executive Assistants and Administration	14 Sep – 25 Sep	2 weeks	Kampala	3,000
113. Inventory Management: Analyse, Optimize and Control	21 Sep – 25 Sep	2 weeks	Nairobi	3,000

#### OCTOBER:

114. Procurement and Stock Management Strategic Thinking, Planning & Control	5 Oct – 16 Oct	2 weeks	Nairobi	3,000
115. Gender Equality and Diversity Management	5 Oct – 16 Oct	2 weeks	Kampala	3,000
116. Driver Ethics, Communication Skills and Computer Skills Course	5 Oct – 16 Oct	2 weeks	Nairobi	3,000
117. Performance Management Setting Objectives and Conducting Appraisals	5 Oct – 16 Oct	2 weeks	Nairobi	3,000
118. Approaches to Inventory Management	12 Oct – 16 Oct	2 weeks	Kampala	1,800
119. Computerised Stores, Materials And Inventory Management	19 Oct – 30 Oct	2 weeks	Nairobi	3,000
120. Digital Marketing (e-Marketing) and Social Media Management	19 Oct – 30 Oct	2 weeks	Kampala	3,000

121. Mastering the Project Management Office (PMO): From Establishment to Project KPIs and Dashboards	19 Oct – 30 Oct	2 weeks	Nairobi	3,000
122. Contract Management, Negotiation Skills and Management Vendor Relations	19 Oct – 30 Oct	2 weeks	Kampala	3,000
123. The Essentials of Professional Etiquette, Work Ethic and Diplomatic Protocol	19 Oct – 30 Oct	2 weeks	Nairobi	3,000
124. Recruitment, Interviewing and Selection Specialist Training	19 Oct – 30 Oct	2 weeks	Nairobi	3,000
125. Efficient Finance and Accounting Operations: Best Practices	19 Oct – 30 Oct	2 weeks	Kampala	3,000

#### **NOVEMBER:**

126. Strategic Management and Leadership Development	2 Nov – 13 Nov	2 weeks	Nairobi	3,000
127. Advanced High Performance Skills for Executive Assistants and Secretaries	2 Nov – 13 Nov	2 weeks	Nairobi	3,000
128. Advanced Stores and Inventory Control Management	2 Nov – 13 Nov	2 weeks	Kampala	3,000
129. Electronic Documents and Records Management	2 Nov – 13 Nov	2 weeks	Nairobi	3,000
130. Efficient Finance and Accounting Operations: Best Practices	2 Nov – 13 Nov	2 weeks	Nairobi	3,000
131. A Modern Approach to Procurement: A Strategic Approach	2 Nov – 13 Nov	2 weeks	Kampala	3,000
132. Master Inventory Management for Efficient Supply Chain Operations	9 Nov – 13 Nov	1 week	Nairobi	1,800
133. Accounts Payable – From Accounting To Management	16 Nov – 27 Nov	2 weeks	Kampala	3,000
134. Environmental Management Systems And Auditing Programme	16 Nov – 27 Nov	2 weeks	Nairobi	3,000
135. Air Travel Skills and Technologies				

For Corporate Air Travel Staff	16 Nov – 27 Nov	2 weeks	Nairobi	3,000
136. Financial Management for World Bank Funded Projects	16 Nov – 27 Nov	2 weeks	Kampala	3,000
137. Evidence-Based Policy Making, Analysis and Management	16 Nov – 27 Nov	2 weeks	Nairobi	3,000

#### DECEMBER:

138. Grants Management Programme	7 Dec – 18 Dec	2 weeks	Kampala	3,000
139. Public Administration	7 Dec – 18 Dec	2 weeks	Nairobi	3,000
140. Audit Planning and Professional Ethics	7 Dec – 18 Dec	2 weeks	Nairobi	3,000
141. Procurement and Stock Management Strategic Thinking, Planning and Control	7 Dec – 11 Dec	1 week	Kampala	1,800
142. Effective Business Writing for Administrators & Executive Assistants	7 Dec – 18 Dec	2 weeks	Nairobi	3,000
143. Office Administration and Management For Administrative Assistants	7 Dec – 18 Dec	2 weeks	Nairobi	3,000
144. Building Strategy Maps and a Balanced Score Card	7 Dec – 18 Dec	2 weeks	Nairobi	3,000
145. Business Communication and Report Writing Skills	7 Dec – 18 Dec	2 weeks	Kampala	3,000
146. Cash Flow Management and Budget Monitoring	7 Dec – 18 Dec	2 weeks	Nairobi	3,000
147. Contract Preparation, Tendering and Bids Management	14 Dec – 18 Dec	1 week	Nairobi	1,800
148. Human Resource Management and Leadership in the Public Sector	14 Dec – 18 Dec	1 week	Nairobi	1,800
149. Customer Care and Front Desk Skills for Front Office Staff	14 Dec – 18 Dec	1 week	Kampala	1,800
150. Electronic Records Management and Digital Filing Skills	14 Dec – 18 Dec	1 week	Nairobi	1,800
151. ICT Risk Audits	14 Dec – 18 Dec	1 week	Nairobi	1,800
152. Workshop on Gender Equality				

And Management  
**GENERAL INFORMATION:**

14 Dec – 18 Dec

1 week

Nairobi

1,800

### **“FREE SAMSUNG TABLET” OR LAPTOP**

- All course delegates attending any programme listed in this brochure will receive a brand new Laptop or Tablet absolutely free!!!

### **MISSED COURSES:**

In the event you missed out on any of the above listed courses, please find out when that course will take place again during the year.

### **OUR FLEXIBILITY:**

The organisation’s flexibility allows us to schedule tailor-made courses to suit our client’s needs at mutually agreeable dates and times.

### **DISCOUNTS:**

Group enrolments will be awarded a discount. Please contact us for more information.

### **HOW TO ENROL:**

There are four Easy ways to Enrol:

1. Mobile Phone: (+254) 720-657540 or (+254) 734-246581 or (+254) 772191392
2. e-mail: [info@cited.co.ke](mailto:info@cited.co.ke)
3. On our Website [www.cited.co.ke](http://www.cited.co.ke)
4. Mail: Director Programmes, PO BOX 108-00100 GPO, NAIROBI, KENYA

### **COURSE FEES:**

Course fee covers the following: course materials, lecture/discussion sessions, stationery, field visits and excursions and official transport and refreshments and light lunch.

Course fees may be paid in US\$, Great Britain Pound £, Euro €, South African Rand (ZAR), Kenya Shillings (KSh), or any other convertible currency. Wire or telegraphic transfers, traveller’s cheques, bank guaranteed cheques, or cash are acceptable.

### **ACCOMMODATION:**

Centre for International Training & Executive Development has arrangements with good quality accommodation providers in Kenya at reasonable rates. It is essential to make reservations in advance. Delegates are requested to indicate their arrival dates well in advance to facilitate the bookings.

**TRAVEL & VISAS:**

Delegates must ensure that they have a valid passport, return air ticket and appropriate visas where necessary.

**LOCATION:**

All courses are held at designated training centres of the institute in Kenya. However, the institution is flexible and can deliver certain courses at desired locations, and tailored to meet your needs.

**ENROL NOW. CALL US TODAY ON:**

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