



SYMBOL OF EXCELLENCE

Global Training Institute

We offer quality, effective and superior Training Programmes and Human Resource Management Consultancy for progressive organizations which unlock the door to full human potential

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OPEN COURSES SCHEDULE 2020



Some of our training packages include but not limited to:

- Leadership and Management Skills for Supervisors
- Organizational Culture Change Management Skills
- Performance Management Skills
- Conflict Management and Negotiation Skills Risk Management Skills
- Project Management Skills
- Records, Registry and Information Management
- Management Development Programme for Executive Secretaries and Personal Assistants
- Emotional Intelligence and Stress Management
- Human Resource Management Skills for Non-Human Resource Management Professionals
- Training the Trainer
- Effective Customer Service/Care
- Administrative Development Skills for Admin. Staff
- Sales and Marketing Management
- Finance for Non-Finance Professional
- Debt Recovery – Mastering the Credit Management Process
- Report Writing and Presentation Skills (Effective Business Communication Skills)
- Defensive Driving
- Leading and Developing High Performance Teams

CONTACTS
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PROPOSED	COURSE	DATE(S)	PROPOSED VENUES	MONTH	COURSE	DATE(S)	PROPOSED VENUES	MONTH	COURSE	DATE(S)	PROPOSED VENUES	MONTH	COURSE	DATE(S)	PROPOSED VENUES
1 ST QUARTER 2020 January 2020	1. Essentials of Project Management	28th - 31st Jan, 2020	NAIROBI	2 ND QUARTER 2020 April 2020	1. Essentials of Project Management	30th Mar - 3rd Apr, 2020	NAIROBI	3 RD QUARTER 2020 July 2020	1. Essentials of Project Management	29th June - 3rd July, 2020	NAIROBI	4 TH QUARTER 2020 October 2020	1. Essentials of Project Management	5th - 9th Oct, 2020	NAIROBI
	2. Records, Registry and Information Management	29th - 31st Jan, 2020	NAIROBI		2. Records, Registry and Information Management	1st - 3rd April, 2020	NAIROBI		2. Records, Registry and Information Management	1st - 3rd July, 2020	NAIROBI		2. Records, Registry and Information Management	7th - 9th Oct, 2020	NAIROBI
	3. Organizational Culture Change - Management Skills	29th - 31st Jan, 2020	MACHAKOS		3. Organizational Culture Change - Management Skills	1st - 3rd April, 2020	MACHAKOS		3. Organizational Culture Change - Management Skills	1st - 3rd July, 2020	MACHAKOS		3. Effective Customer Service/Care	7th - 9th Oct, 2020	NAKURU
	4. Report Writing and Presentation Skills	29th - 31st Jan, 2020	MACHAKOS		4. Report Writing and Presentation Skills	1st - 3rd April, 2020	MACHAKOS		4. Report Writing and Presentation Skills	1st - 3rd July, 2020	MACHAKOS		4. Administrative Development Skills for Admin. Staff	7th - 9th Oct, 2020	NAKURU
February 2020	5. Managing Yourself and Personal Effectiveness	3rd - 4th Feb, 2020	NAIROBI	5. Managing Yourself and Personal Effectiveness	6th - 7th April, 2020	KISUMU	5. Managing Yourself and Personal Effectiveness	9th - 10th July, 2020	NAIROBI	5. Managing Yourself and Personal Effectiveness	15th - 16th Oct, 2020	KISUMU	5. Managing Yourself and Personal Effectiveness	15th - 16th Oct, 2020	KISUMU
	6. Minute Taking, Documentation, Report Writing & Presentation Skills	3rd - 5th Feb, 2020	NAIROBI	6. Minute Taking, Documentation, Report Writing & Presentation Skills	6th - 8th April, 2020	KISUMU	6. Minute Taking, Documentation, Report Writing & Presentation Skills	8th - 10th July, 2020	NAIROBI	6. Minute Taking, Documentation, Report Writing & Presentation Skills	14th - 16th Oct, 2020	KISUMU	6. Minute Taking, Documentation, Report Writing & Presentation Skills	14th - 16th Oct, 2020	KISUMU
	7. Project Appraisal: Identification, Policy Analysis & Selection	5th - 7th Feb, 2020	NAIVASHA	7. Effective Customer Service/Care	6th - 8th April, 2020	NAKURU	7. Effective Customer Service/Care	8th - 10th July, 2020	NAKURU	7. Fundamentals of Project Planning and Management	14th - 16th Oct, 2020	NAIVASHA	7. Fundamentals of Project Planning and Management	14th - 16th Oct, 2020	NAIVASHA
	8. Effective Customer Service/ Care	5th - 7th Feb, 2020	NAKURU	8. Administrative Development Skills for Admin. Staff	6th - 8th April, 2020	NAKURU	8. Administrative Development Skills for Admin. Staff	8th - 10th July, 2020	NAKURU	8. Organizational Culture Change - Management Skills	21st - 23rd Oct, 2020	MACHAKOS	8. Organizational Culture Change - Management Skills	21st - 23rd Oct, 2020	MACHAKOS
	9. Administrative Development Skills for Admin. Staff	5th - 7th Feb, 2020	NAKURU	9. Fundamentals of Project Planning and Management	6th - 9th April, 2020	NAIVASHA	9. Fundamentals of Project Planning and Management	14th - 17th July, 2020	KISUMU	9. Report Writing and Presentation Skills	21st - 23rd Oct, 2020	MACHAKOS	9. Report Writing and Presentation Skills	21st - 23rd Oct, 2020	MACHAKOS
	10. Human Resource Management Skills for Non - Human Resource Management Professionals	10th - 14th Feb, 2020	MACHAKOS	10. Defensive Driving	14th - 17th April, 2020	NAIVASHA	10. Defensive Driving	14th - 17th July, 2020	KISUMU	10. Defensive Driving	27th - 30th Oct, 2020	NYERI	10. Defensive Driving	27th - 30th Oct, 2020	NYERI
	11. Financial Management for Non-Finance Professionals	10th - 14th Feb, 2020	MACHAKOS	11. Conducting Effective Meetings, Minute Taking and Documentation	15th - 17th April, 2020	NAIVASHA	11. Conducting Effective Meetings, Minute Taking and Documentation	14th - 17th July, 2020	NAIROBI	11. Performance Management	27th - 30th Oct, 2020	NYERI	11. Performance Management	27th - 30th Oct, 2020	NYERI
	12. Fundamentals of Project Planning and Management	11th - 14th Feb, 2020	NAIVASHA	12. Project Appraisal: Identification, Policy Analysis & Selection	20th - 24th April, 2020	NAIROBI	12. Project Appraisal: Identification, Policy Analysis & Selection	13th - 17th July, 2020	NAIROBI	12. Conducting Effective Meetings, Minute Taking and Documentation	4th - 6th Nov, 2020	ELDORET	12. Conducting Effective Meetings, Minute Taking and Documentation	4th - 6th Nov, 2020	ELDORET
	13. Defensive Driving	11th - 14th Feb, 2020	NAIVASHA	13. Human Resource Management Skills for Non - Human Resource Management Professionals	20th - 24th April, 2020	MACHAKOS	13. Training of Trainers	13th - 17th July, 2020	NAIROBI	13. Project Appraisal: Identification, Policy Analysis & Selection	2nd - 6th Nov, 2020	ELDORET	13. Project Appraisal: Identification, Policy Analysis & Selection	2nd - 6th Nov, 2020	ELDORET
	14. Conducting Effective Meetings, Minute Taking and Documentation	12th - 14th Feb, 2020	NAIVASHA	14. Financial Management For Non-Finance Professionals	20th - 24th April, 2020	MACHAKOS	14. Human Resource Management Skills for Non-Human Resource Management Professionals	20th - 24th July, 2020	MACHAKOS	14. Training of Trainers	2nd - 6th Nov, 2020	ELDORET	14. Training of Trainers	2nd - 6th Nov, 2020	ELDORET
	15. Result-Based Monitoring & Evaluation for Projects	17th - 21st Feb, 2020	NAIROBI	15. Result-Based Monitoring & Evaluation for Projects	23rd - 27th April, 2020	NAIROBI	15. Financial Management For Non-Finance Professionals	20th - 24th July, 2020	MACHAKOS	15. Human Resource Management Skills for Non-Human Resource Management Professionals	2nd - 6th Nov, 2020	MACHAKOS	15. Human Resource Management Skills for Non-Human Resource Management Professionals	2nd - 6th Nov, 2020	MACHAKOS
	16. Project Risk Management for Project Professionals	19th - 21st Feb, 2020	NAIROBI	16. Project Risk Management for Project Professionals	25th - 27th April, 2020	NAIROBI	16. Result-Based Monitoring & Evaluation for Projects	20th - 24th July, 2020	NAIROBI	16. Financial Management For Non-Finance Professionals	2nd - 6th Nov, 2020	MACHAKOS	16. Financial Management For Non-Finance Professionals	2nd - 6th Nov, 2020	MACHAKOS
March 2020	17. Effective Procurement Management	19th - 21st Feb, 2020	MACHAKOS	17. Effective Procurement Management	25th - 27th April, 2020	MACHAKOS	17. Project Risk Management for Project Professionals	22nd - 24th July, 2020	NAIROBI	17. Result-Based Monitoring & Evaluation for Projects	9th - 13th Nov, 2020	NAIROBI	17. Result-Based Monitoring & Evaluation for Projects	9th - 13th Nov, 2020	NAIROBI
	18. Front Office Management & Administration	19th - 21st Feb, 2020	MACHAKOS	18. Front Office Management & Administration	25th - 27th April, 2020	MACHAKOS	18. Effective Procurement Management	29th - 31st July, 2020	MACHAKOS	18. Project Risk Management for Project Professionals	11th - 13th Nov, 2020	NAIROBI	18. Project Risk Management for Project Professionals	11th - 13th Nov, 2020	NAIROBI
	19. Mastering Project Management	24th - 28th Feb, 2020	NAKURU	19. Training of Trainers	25th - 27th April, 2020	MACHAKOS	19. Front Office Management & Administration	29th - 31st July, 2020	MACHAKOS	19. Effective Procurement Management	11th - 13th Nov, 2020	NAIVASHA	19. Effective Procurement Management	11th - 13th Nov, 2020	NAIVASHA
	20. Emotional Intelligence	24th - 28th Feb, 2020	NAKURU	20. Mastering Project Management Skills	4th - 8th May, 2020	NAKURU	20. Mastering Project Management Skills	27th - 31st July, 2020	NAKURU	20. Front Office Management & Administration	16th - 20th Nov, 2020	NAKURU	20. Front Office Management & Administration	16th - 20th Nov, 2020	NAKURU
	21. Effective Project Coordination & Management	24th - 28th Feb, 2020	NAIVASHA	21. Emotional Intelligence	4th - 8th May, 2020	NAKURU	21. Emotional Intelligence	27th - 31st July, 2020	NAKURU	21. Mastering Project Management Skills	16th - 20th Nov, 2020	NAKURU	21. Mastering Project Management Skills	16th - 20th Nov, 2020	NAKURU
	22. Managing Stress & Work-Life Balance	24th - 28th Feb, 2020	NAIVASHA	22. Effective Project Coordination & Management	4th - 8th May, 2020	NAIVASHA	22. Effective Project Coordination & Management	3rd - 7th Aug, 2020	NAIVASHA	22. Emotional Intelligence	16th - 20th Nov, 2020	NAKURU	22. Emotional Intelligence	16th - 20th Nov, 2020	NAKURU
	23. Achieving Leadership Excellence	24th - 28th Feb, 2020	MOMBASA	23. Managing Stress & Work-Life Balance	4th - 8th May, 2020	NAIVASHA	23. Managing Stress & Work-Life Balance	3rd - 7th Aug, 2020	NAIVASHA	23. Effective Project Coordination & Management	16th - 20th Nov, 2020	NAIVASHA	23. Effective Project Coordination & Management	16th - 20th Nov, 2020	NAIVASHA
	24. Corporate Risk & Crisis Management	24th - 28th Feb, 2020	MOMBASA	24. Achieving Leadership Excellence	11th - 15th May, 2020	MOMBASA	24. Achieving Leadership Excellence	3rd - 7th Aug, 2020	MOMBASA	24. Managing Stress & Work-Life Balance	16th - 20th Nov, 2020	NAIVASHA	24. Managing Stress & Work-Life Balance	16th - 20th Nov, 2020	NAIVASHA
	25. Project Development and Management	2nd - 6th March, 2020	NAIROBI	25. Corporate Risk & Crisis Management	11th - 15th May, 2020	MOMBASA	25. Corporate Risk & Crisis Management	3rd - 7th Aug, 2020	MOMBASA	25. Achieving Leadership Excellence	23rd - 27th Nov, 2020	MOMBASA	25. Achieving Leadership Excellence	23rd - 27th Nov, 2020	MOMBASA
	26. Contracts and Project Management	2nd - 6th March, 2020	NAIVASHA	26. Contracts and Project Management	11th - 15th May, 2020	NAIVASHA	26. Corporate & Employee Best Practices	17th - 21st Aug, 2020	MACHAKOS	26. Corporate Risk & Crisis Management	23rd - 27th Nov, 2020	MOMBASA	26. Corporate Risk & Crisis Management	23rd - 27th Nov, 2020	MOMBASA
	27. Managing & Motivating Towards Excellence	2nd - 6th March, 2020	NAIVASHA	27. Managing & Motivating Towards Excellence	11th - 15th May, 2020	NAIVASHA	27. Customer Focused Management	17th - 21st Aug, 2020	MACHAKOS	27. Secretarial Management Programme	23rd - 27th Nov, 2020	MACHAKOS	27. Secretarial Management Programme	23rd - 27th Nov, 2020	MACHAKOS
	28. Training of Trainers	2nd - 6th March, 2020	NAIVASHA	28. Secretarial Management Programme	11th - 15th May, 2020	NAIVASHA	28. Secretarial Management Programme	17th - 21st Aug, 2020	MACHAKOS	28. Corporate & Employee Best Practices	23rd - 27th Nov, 2020	MACHAKOS	28. Corporate & Employee Best Practices	23rd - 27th Nov, 2020	MACHAKOS
29. Project Cycle Management	9th - 13th March, 2020	NAIROBI	29. Project Cycle Management	18th - 22nd May, 2020	NAIROBI	29. Mastering People Management & Team Leadership	17th - 21st Aug, 2020	NAIVASHA	29. Customer Focused Management	23rd - 27th Nov, 2020	MACHAKOS	29. Customer Focused Management	23rd - 27th Nov, 2020	MACHAKOS	
30. Contract & Project Risk Management & Compliance	9th - 13th March, 2020	NAIROBI	30. Contract & Project Risk Management & Compliance	18th - 22nd May, 2020	NAIROBI	30. Building a High Performance Board	17th - 21st Aug, 2020	NAIVASHA	30. Mastering People Management & Team Leadership	3rd Nov - 4th Dec, 2020	NAIVASHA	30. Mastering People Management & Team Leadership	3rd Nov - 4th Dec, 2020	NAIVASHA	
31. Corporate & Employee Best Practices	9th - 13th March, 2020	MACHAKOS	31. Corporate & Employee Best Practices	18th - 22nd May, 2020	MACHAKOS	31. Performance Management	25th - 28th Aug, 2020	NAKURU	31. Building a High Performance Board	3rd Nov - 4th Dec, 2020	NAIVASHA	31. Building a High Performance Board	3rd Nov - 4th Dec, 2020	NAIVASHA	
32. Customer Focused Management	9th - 13th March, 2020	MACHAKOS	32. Customer Focused Management	18th - 22nd May, 2020	MACHAKOS	32. Mastering Contracts Management	24th - 28th Aug, 2020	NAKURU	32. Mastering Contracts Management	3rd Nov - 4th Dec, 2020	NAKURU	32. Mastering Contracts Management	3rd Nov - 4th Dec, 2020	NAKURU	
33. Mastering People Management & Team Leadership	16th - 20th March, 2020	NAIVASHA	33. Training the Trainer	18th - 22nd May, 2020	MACHAKOS	33. Leading With Emotional Intelligence	24th - 28th Aug, 2020	NAIROBI	33. Leading With Emotional Intelligence	3rd Nov - 4th Dec, 2020	NAIROBI	33. Leading With Emotional Intelligence	3rd Nov - 4th Dec, 2020	NAIROBI	
34. Building a High Performance Board	16th - 20th March, 2020	NAIVASHA	34. Mastering People Management & Team Leadership	25th - 29th May, 2020	KISUMU	34. Result-Based Management for Projects	31st Aug - 4th Sept, 2020	NAIVASHA	34. Result-Based Management for Projects	3rd Nov - 4th Dec, 2020	NAIROBI	34. Result-Based Management for Projects	3rd Nov - 4th Dec, 2020	NAIROBI	
35. Performance Management	16th - 20th March, 2020	NAKURU	35. Building a High Performance Board of Directors	25th - 29th May, 2020	KISUMU	35. Contracts and Project Management	31st Aug - 4th Sept, 2020	NAIVASHA	35. Performance Management	3rd Nov - 4th Dec, 2020	NAIROBI	35. Contracts and Project Management	3rd Nov - 4th Dec, 2020	NAIROBI	
36. Mastering Contracts Management	17th - 20th March, 2020	NAKURU	36. Performance Management	26th - 29th May, 2020	NAKURU	36. Managing & Motivating Towards Excellence	31st Aug - 4th Sept, 2020	NAIVASHA	36. Mastering Contracts Management	3rd Nov - 4th Dec, 2020	NAKURU	36. Managing & Motivating Towards Excellence	3rd Nov - 4th Dec, 2020	NAKURU	
37. Leading with Emotional Intelligence	23rd - 27th March, 2020	NAIROBI	37. Mastering Contracts Management	25th - 29th May, 2020	NAKURU	37. Project Cycle Management	31st Aug - 4th Sept, 2020	NAIROBI	37. Leading with Emotional Intelligence	3rd Nov - 4th Dec, 2020	NAIROBI	37. Project Cycle Management	3rd Nov - 4th Dec, 2020	NAIROBI	
38. Result-Based Management for Projects	23rd - 27th March, 2020	NAIROBI	38. Leading With Emotional Intelligence	8th - 12th June, 2020	NAIROBI	38. Contract & Project Risk Management & Compliance	31st Aug - 4th Sept, 2020	NAIROBI	38. Result-Based Management for Projects	3rd Nov - 4th Dec, 2020	NAIROBI	38. Contract & Project Risk Management & Compliance	3rd Nov - 4th Dec, 2020	NAIROBI	
39. Team Building	23rd - 27th March, 2020	NAIVASHA	39. Result-Based Management for Projects	8th - 12th June, 2020	NAIROBI	39. Team Building	7th - 11th Sept, 2020	NAIVASHA	39. Team Building	3rd Nov - 4th Dec, 2020	MOMBASA	39. Team Building	3rd Nov - 4th Dec, 2020	MOMBASA	
40. Corporate Governance - Effective Board of Directors	23rd - 27th March, 2020	MOMBASA	40. Team Building	18th - 22nd May, 2020	NAIROBI	40. Project Development and Management	21st - 25th Sept, 2020	NAIROBI	40. Corporate Governance - Effective Board of Directors	14th - 18th Dec, 2020	NAIROBI	40. Project Development and Management	14th - 18th Dec, 2020	NAIROBI	
41. Secretarial Management Programme	23rd - 27th March, 2020	MOMBASA	41. Project Development and Management	15th - 19th June, 2020	NAIROBI	41. Corporate Governance - Effective Board of Directors	21st - 25th Sept, 2020	NAIROBI	41. Management Development Programme for Executive Secretaries and Personal Assistants	14th - 18th Dec, 2020	MOMBASA	41. Corporate Governance - Effective Board of Directors	14th - 18th Dec, 2020	MOMBASA	
41. Management Development Programme for Executive Secretaries and Personal Assistants	23rd - 27th March, 2020	MOMBASA	42. Corporate Governance - Effective Board of Directors	22nd - 26th June, 2020	MOMBASA	42. Management Development Programme for Executive Secretaries and Personal Assistants	22nd - 26th June, 2020	MOMBASA							

NOTE: Participants are encouraged to book early and confirm a week to the training

Global Training Institute is approved by NITA as a Training Provider – NITA/TRN/1045

CREATING A NEW VISION IN HUMAN CAPITAL DEVELOPMENT (H.C.D)