



# Global Training Institute

Global Training Institute (GTI) offers quality, effective and superior Training Programmes and Human Resource Management Consultancy for progressive organizations which unlock the door to full human potential

■ Training ■ Recruitment ■ Consultancy ■ Research

## TRAINING YEAR PLANNER 2018



	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
SUN				1			1			1		
MON	1 New year			2			2			2		
TUE	2			3	1 Labour Day		3			3		
WED	3			4	2		4	1		4		
THUR	4	1	1	5	3		5	2		5	1	
FRI	5	2	2	6	4	1 Madaraka Day	6	3		6	2	
SAT	6	3	3	7	5	2	7	4	1	7	3	1
SUN	7	4	4	8	6	3	8	5	2	8	4	2
MON	8	5	5	9	7	4	9	6	3	9	5	3
TUE	9	6	6	10	8	5	10	7	4	10	6	4
WED	10	7	7	11	9	6	11	8	5	11	7	5
THUR	11	8	8	12	10	7	12	9	6	12	8	6
FRI	12	9	9	13	11	8	13	10	7	13	9	7
SAT	13	10	10	14	12	9	14	11	8	14	10	8
SUN	14	11	11	15	13	10	15	12	9	15	11	9
MON	15	12	12	16	14	11	16	13	10	16	12	10
TUE	16	13	13	17	15	12	17	14	11	17	13	11
WED	17	14	14	18	16	13	18	15	12	18	14	12 Jamhuri Day
THUR	18	15	15	19	17	14	19	16	13	19	15	13
FRI	19	16	16	20	18	15	20	17	14	20 Mashujaa Day	16	14
SAT	20	17	17	21	19	16	21	18	15	21	17	15
SUN	21	18	18	22	20	17	22	19	16	22	18	16
MON	22	19	19	23	21	18	23	20	17	23	19	17
TUE	23	20	20	24	22	19	24	21	18	24	20	18
WED	24	21	21	25	23	20	25	22	19	25	21	19
THUR	25	22	22	26	24	21	26	23	20	26	22	20
FRI	26	23	23	27	25	22	27	24	21	27	23	21
SAT	27	24	24	28	26	23	28	25	22	28	24	22
SUN	28	25	25	29	27	24	29	26	23	29	25	23
MON	29	26	26	30	28	25	30	27	24	30	26	24
TUE	30	27	27		29	26	31	28	25	31	27	25 X-mas
WED	31	28	28		30	27		29	26		28	26 Boxing Day
THUR			29		31	28		30	27		29	27
FRI			30			29		31	28		30	28
SAT			31			30			29			29
SUN									30			30
MON												31

Open Training Calender 2018 NOTE: Attendees are encouraged to book early and confirm a week to the course

CATEGORY	COURSE	TARGET AUDIENCE	PROPOSED VENUE	DATES
MANAGEMENT & LEADERSHIP SKILLS	(i) Management & Leadership Development Skills	Departmental Heads, Senior Supervisors, Team Leaders and others who need to develop their managerial skills	NAIVASHA NAIVASHA NAKURU	18 <sup>th</sup> – 20 <sup>th</sup> April 2018 11 <sup>th</sup> – 13 <sup>th</sup> July 2018 10 <sup>th</sup> – 12 <sup>th</sup> Oct 2018
	(ii) Organizational Culture Change Management Skills	Those who have responsibility for leading and managing people through change at work	NAIVASHA NAKURU MACHAKOS NAIVASHA	7 <sup>th</sup> – 9 <sup>th</sup> Mar 2018 6 <sup>th</sup> – 8 <sup>th</sup> June 2018 5 <sup>th</sup> – 7 <sup>th</sup> Sept 2018 26 <sup>th</sup> – 30 <sup>th</sup> Nov 2018
	(iii) Performance Management	Line Managers who have responsibility for managing the performance and conduct of employees	NAIVASHA MACHAKOS NAIROBI MOMBASA	27 <sup>th</sup> – 30 <sup>th</sup> Mar 2018 26 <sup>th</sup> – 29 <sup>th</sup> June 2018 25 <sup>th</sup> – 28 <sup>th</sup> Sept 2018 4 <sup>th</sup> – 7 <sup>th</sup> Dec 2018
	(iv) Project Management	Project Managers, Members of Project Management Units/Committees and Project Planners	MACHAKOS MACHAKOS NAIROBI MOMBASA	24 <sup>th</sup> – 26 <sup>th</sup> Jan 2018 4 <sup>th</sup> – 6 <sup>th</sup> April 2018 4 <sup>th</sup> – 6 <sup>th</sup> July 2018 3 <sup>rd</sup> – 5 <sup>th</sup> Oct 2018
	(v) Conflict Management & Negotiation Skills	Departmental Heads, Senior Supervisors, Team Leaders etc.	MOMBASA MOMBASA MOMBASA NAIVASHA	12 <sup>th</sup> – 14 <sup>th</sup> Feb 2018 16 <sup>th</sup> – 20 <sup>th</sup> April 2018 13 <sup>th</sup> – 17 <sup>th</sup> Aug 2018 3 <sup>rd</sup> – 7 <sup>th</sup> Dec 2018
	(vi) Risk Management	Risk Champions in Public and Private Institutions, Senior Managers, Managers, Heads of Departments and Supervisors	NAKURU NAKURU NAKURU NAKURU	7 <sup>th</sup> – 9 <sup>th</sup> Feb 2018 2 <sup>nd</sup> – 4 <sup>th</sup> May 2018 1 <sup>st</sup> – 3 <sup>rd</sup> Aug 2018 7 <sup>th</sup> – 9 <sup>th</sup> Nov 2018
	(vii) Supervisory Management Skills	New Supervisors or those with supervisory Roles	MACHAKOS NAKURU MACHAKOS	22 <sup>nd</sup> – 27 <sup>th</sup> April 2018 23 <sup>rd</sup> – 27 <sup>th</sup> July 2018 22 <sup>nd</sup> – 26 <sup>th</sup> Oct 2018
	(viii) Records, Registry and Information Management	Officers charged with the responsibility of managing records. These include officers working in Accounts, Stores, Registry, Personnel and the Library.	NAIVASHA NAIROBI NAIROBI NAIVASHA	24 <sup>th</sup> – 26 <sup>th</sup> Jan 2018 25 <sup>th</sup> – 27 <sup>th</sup> April 2018 25 <sup>th</sup> – 27 <sup>th</sup> July 2018 24 <sup>th</sup> – 26 <sup>th</sup> Oct 2018

HUMAN RESOURCE MANAGEMENT & DEVELOPMENT	(i) Human Resource Management Skills for Non-Human Resource Management Professionals	All levels of management, executives, team leaders, HR Managers, Front line and Middle Managers, Consultants, and Management officers with no HRM background.	NAIROBI NAIROBI NAIROBI NAIROBI	21 <sup>st</sup> – 23 <sup>rd</sup> Feb 2018 16 <sup>th</sup> – 18 <sup>th</sup> May 2018 15 <sup>th</sup> – 17 <sup>th</sup> Aug 2018 21 <sup>st</sup> – 23 <sup>rd</sup> Nov 2018
	(ii) Training the Trainer	Individuals who are fairly new to training, those who train on an occasional basis, employees that are being asked to design and/or deliver training in the workplace or the experienced trainer	NAIVASHA NAIVASHA NAIVASHA NAKURU	5 <sup>th</sup> – 9 <sup>th</sup> Mar 2018 4 <sup>th</sup> – 8 <sup>th</sup> June 2018 3 <sup>rd</sup> – 7 <sup>th</sup> Sept 2018 26 <sup>th</sup> – 30 <sup>th</sup> Nov 2018
CUSTOMER SERVICE	Effective Customer Service/Care	Professionals who want to make a significant contribution to their company's image or bottom line and make their own lives easier by consistently providing exceptional customer service	NAIROBI NAIROBI NAIROBI MACHAKOS NAIROBI	24 <sup>th</sup> – 26 <sup>th</sup> Jan 2018 14 <sup>th</sup> – 16 <sup>th</sup> Mar 2018 4 <sup>th</sup> – 6 <sup>th</sup> April 2018 13 <sup>th</sup> – 15 <sup>th</sup> June 2018 4 <sup>th</sup> – 6 <sup>th</sup> July 2018 26 <sup>th</sup> – 28 <sup>th</sup> Sept 2018 3 <sup>rd</sup> – 5 <sup>th</sup> Oct 2018 5 <sup>th</sup> – 7 <sup>th</sup> Dec 2018
ADMINISTRATIVE SKILLS	(i) Executive Secretaries & Personal Assistants Leadership Programme	Executive Secretaries and Personal Assistants	NAIVASHA MOMBASA NAIVASHA MOMBASA MOMBASA MOMBASA MOMBASA	19 <sup>th</sup> – 23 <sup>rd</sup> Feb 2018 26 <sup>th</sup> – 30 <sup>th</sup> Mar 2018 23 <sup>rd</sup> – 27 <sup>th</sup> April 2018 23 <sup>rd</sup> – 29 <sup>th</sup> June 2018 23 <sup>rd</sup> – 27 <sup>th</sup> July 2018 24 <sup>th</sup> – 28 <sup>th</sup> Sept 2018 22 <sup>nd</sup> – 26 <sup>th</sup> Oct 2018 3 <sup>rd</sup> – 7 <sup>th</sup> Dec 2018
	(ii) Administrative Development Skills for Support Staff	Those who work for organizations to keep it running and to support the people who are involved in the organization's main business i.e. electricians, carpenters, grounds men, cleaners, messengers etc.	NAKURU NAKURU NAKURU NAKURU NAKURU	24 <sup>th</sup> – 26 <sup>th</sup> Jan 2018 14 <sup>th</sup> – 16 <sup>th</sup> Mar 2018 13 <sup>th</sup> – 15 <sup>th</sup> June 2018 12 <sup>th</sup> – 14 <sup>th</sup> Sept 2018 5 <sup>th</sup> – 7 <sup>th</sup> Dec 2018
SALES & MARKETING	Sales and Marketing Skills	Individuals who want to gain a thorough understanding of the principles and practice of marketing and sales. Ideally suited for Sales and Business Development Executives, this course offers a superb grounding in the practice of these two	NAIROBI MOMBASA MOMBASA MOMBASA	14 <sup>th</sup> – 16 <sup>th</sup> Feb 2018 16 <sup>th</sup> – 18 <sup>th</sup> May 2018 15 <sup>th</sup> – 17 <sup>th</sup> Aug 2018 14 <sup>th</sup> – 16 <sup>th</sup> Nov 2018

SALES & MARKETING	Sales and Marketing Skills	Individuals who want to gain a thorough understanding of the principles and practice of marketing and sales. Ideally suited for Sales and Business Development Executives, this course offers a superb grounding in the practice of these two disciplines.	NAIROBI MOMBASA MOMBASA MOMBASA	14 <sup>th</sup> – 16 <sup>th</sup> Feb 2018 16 <sup>th</sup> – 18 <sup>th</sup> May 2018 15 <sup>th</sup> – 17 <sup>th</sup> Aug 2018 14 <sup>th</sup> – 16 <sup>th</sup> Nov 2018
	FINANCE	(i) Finance for Non-Finance Professionals  (ii) Debt Recovery – Mastering the Credit Management Process	MACHAKOS MACHAKOS MACHAKOS NAKURU MOMBASA NAIVASHA NAIROBI	7 <sup>th</sup> – 9 <sup>th</sup> Feb 2018 2 <sup>nd</sup> – 4 <sup>th</sup> May 2018 1 <sup>st</sup> – 3 <sup>rd</sup> Aug 2018 7 <sup>th</sup> – 9 <sup>th</sup> Nov 2018 21 <sup>st</sup> – 23 <sup>rd</sup> Feb 2018 16 <sup>th</sup> – 18 <sup>th</sup> May 2018 15 <sup>th</sup> – 17 <sup>th</sup> Aug 2018 28 <sup>th</sup> – 30 <sup>th</sup> Nov 2018
COMMUNICATION	Report Writing and Presentation Skills	Anyone who wants to learn techniques to improve the content, structure and professionalism of their reports to ensure they're clear and easily understood.	MACHAKOS NAIROBI NAIROBI NAIROBI	21 <sup>st</sup> – 23 <sup>rd</sup> Feb 2018 16 <sup>th</sup> – 18 <sup>th</sup> May 2018 29 <sup>th</sup> – 31 <sup>st</sup> Aug 2018 28 <sup>th</sup> – 30 <sup>th</sup> Nov 2018
DRIVING	Defensive Driving	Employees who must drive automobiles (cars, vans, pickups) as part of their job. Positions like field sales personnel, field technicians, or personnel visiting offsite locations including delivery of small parts or equipment will benefit from this course.	NAIVASHA NAKURU NAIVASHA NAIVASHA	23 <sup>rd</sup> – 26 <sup>th</sup> Jan 2018 17 <sup>th</sup> – 20 <sup>th</sup> April 2018 10 <sup>th</sup> – 13 <sup>th</sup> July 2018 9 <sup>th</sup> – 12 <sup>th</sup> Oct 2018

TRANSNATIONAL PLAZA, 5TH FLR, MAMA NGINA, P. O. BOX 6223-00200, NAIROBI KENYA TEL: +254-20-2211574 /+254-20-2230766, +254-202215264, +254-20-2215260, FAX: +254-20-2230766, NAIROBI, KENYA EMAIL: info@gti.co.ke WEBSITE : www.gti.co.ke

TRANSFORMING HUMAN CAPITAL PERFORMANCE  
Global Training Institute is approved by NITA as a Training Provider – NITA/TRN/1045

GTI training solutions are designed with your business objectives in mind-with unique exercises to really engage & embed learning.  
“Our training courses give participants practical tips, tools and practice to ensure a consistent and fair approach to shifting staff behaviour associated with poor performance, motivation and conflict”.

Some of our training packages include but not limited to:

- Project Management Skills
- Effective Customer Service
- Administrative Development Skills for Support Staff
- Records, Registry and Information Management
- Management & Leadership Development Skills
- Defensive Driving
- Risk Management
- Finance for Non-Finance Professionals
- Conflict Management and Negotiation Skills
- Sales & Marketing Skills
- Executive Secretaries & Personal Assistants Leadership Programme
- Human Resource Management for Non- Human Resource Professionals
- Debt Recovery – Mastering the Credit Management Process
- Report Writing and Presentation Skills
- Training the Trainer
- Organizational Culture Change – Management Skills
- Supervisory Management Skills
- Performance Management
- Team Building

CONTACTS  
Head of Training or Head of HR Consultancy  
Global Training Institute  
Transnational Plaza, 5th Flr, Mama Ngina Street  
P.O.Box 6223-00200, Nairobi, Kenya  
Tel: +254-20-2211574/+254-20-2230766, +254-202215264, +254-20-2215260  
Fax: +254-20-2230766, Nairobi, Kenya  
Email: info@gti.co.ke