

**THINK AND ACT CONSULTING LTD; YEAR 2023 TRAINING CALENDAR**

NO	NAME OF THE TRAINING PROGRAM	DATE	VENUE	DURATION	FEES + VAT Face-to-Face
<b>SEPTEMBER 2023</b>					
1.	Organization Records Management	4 <sup>th</sup> – 8 <sup>th</sup>	Mombasa	5	80,000
2.	Professional Receptionist and Front Desk Operations	4 <sup>th</sup> – 8 <sup>th</sup>	Mombasa	5	78,000
3.	Managing Service Quality and Customer Satisfaction	4 <sup>th</sup> – 8 <sup>th</sup>	Nakuru	5	80,000
4.	Protocol and Events Management	4 <sup>th</sup> – 8 <sup>th</sup>	Nakuru	5	80,000
5.	Compliance and Audit Management	11 <sup>th</sup> – 15 <sup>th</sup>	Kisumu	5	80,000
6.	Employee Branding	11 <sup>th</sup> – 15 <sup>th</sup>	Kisumu	5	80,000
7.	Effective Proposal Writing and Presentation Management	11 <sup>th</sup> – 15 <sup>th</sup>	Kisumu	5	80,000
8.	Organization Records Management	11 <sup>th</sup> – 15 <sup>th</sup>	Kisumu	5	80,000
9.	Managing Stress and Workplace Pressure	18 <sup>th</sup> – 22 <sup>nd</sup>	Mombasa	5	80,000
10.	Cyber Security Management	18 <sup>th</sup> – 22 <sup>nd</sup>	Mombasa	5	82,000
11.	Employee Performance Management	18 <sup>th</sup> - 22 <sup>nd</sup>	Mombasa	5	80,000
12.	Accounts Clerk Operational Planning and Improvement	18 <sup>th</sup> – 22 <sup>nd</sup>	Naivasha	5	80,000
13.	Organization Records Management	25 <sup>th</sup> – 29 <sup>th</sup>	Naivasha	5	80,000
14.	Customer Focused Management	25 <sup>th</sup> – 29 <sup>th</sup>	Nairobi	5	80,000
16.	Payroll Preparation, Analysis and Reporting Management	25 <sup>th</sup> – 29 <sup>th</sup>	Nairobi	5	82,000
17.	Clerical Operations Planning and Management	25 <sup>th</sup> – 29 <sup>th</sup>	Nakuru	5	80,000
18.	Employee Supervisory Skills	25 <sup>th</sup> – 29 <sup>th</sup>		5	85,000
<b>OCTOBER 2023</b>					
1.	Employee Supervisory Skills	2 <sup>nd</sup> – 6 <sup>th</sup>	Kisumu	5	80,000
2.	Managing Stress and Workplace Pressure	2 <sup>nd</sup> – 6 <sup>th</sup>	Kisumu	5	80,000
3.	Organizations Risk and Compliance	2 <sup>nd</sup> – 6 <sup>th</sup>	Nakuru	5	82,000
4.	Practical Management Techniques for Executive and Senior Administrators	2 <sup>nd</sup> – 6 <sup>th</sup>	Nakuru	5	80,000
5.	Employee Recruitment, Selection and Deployment	9 <sup>th</sup> – 13 <sup>th</sup>	Machakos	5	80,000
6.	Employee Supervisory Skills	9 <sup>th</sup> – 13 <sup>th</sup>	Machakos	5	82,000
7.	Employee Performance Management	9 <sup>th</sup> – 13 <sup>th</sup>	Mombasa	4	74,000
8.	Organization Records Management	9 <sup>th</sup> – 13 <sup>th</sup>	Nairobi	4	76,000
10.	Employee Branding	16 <sup>th</sup> – 20 <sup>th</sup>	Machakos	4	74,000
11.	Employee Recruitment, Selection and Deployment	16 <sup>th</sup> - 20 <sup>th</sup>	Mombasa	4	80,000
12.	Organizations Risk and Compliance	16 <sup>th</sup> – 20 <sup>th</sup>	Nairobi	4	76,000
13.	Gender Mainstreaming	16 <sup>th</sup> – 20 <sup>th</sup>	Nairobi	5	82,000

14.	Employee Branding	23 <sup>rd</sup> – 27 <sup>th</sup>	Kisumu	5	80,000
15.	Organization Records Management	23 <sup>rd</sup> – 27 <sup>th</sup>	Kisumu	5	80,000
16.	Organizations Risk and Compliance	23 <sup>rd</sup> – 27 <sup>th</sup>	Mombasa	5	80,000
17.	Creating and Maintaining Effective Administrative Productive Workflows for Admin Assistants	23 <sup>rd</sup> – 27 <sup>th</sup>	Naivasha	5	65,000
18.	Financial Statement Reporting Best Practices	30 <sup>th</sup> – 3 <sup>rd</sup> Nov	Nakuru	5	85,000
19.	Employee Supervisory Skills	30 <sup>th</sup> – 3 <sup>rd</sup> Nov	Nakuru	5	80,000
20.	Contract Management and Administration	30 <sup>th</sup> – 3 <sup>rd</sup> Nov	Machakos	5	80,000
21.	Employee Recruitment, Selection and Deployment	30 <sup>th</sup> – 3 <sup>rd</sup> Nov	Machakos	5	80,000
22.	Result-Based Project Management	30 <sup>th</sup> – 3 <sup>rd</sup> Nov	Mombasa/Nairobi		85,000
<b>NOVEMBER 2023</b>					
1.	Culture Change Management	6 <sup>th</sup> – 10 <sup>th</sup>	Kisumu	5	80,000
2.	Employee Supervisory Skills	6 <sup>th</sup> – 10 <sup>th</sup>	Kisumu	5	85,000
3.	Employee Performance Management	6 <sup>th</sup> – 10 <sup>th</sup>	Kisumu	5	80,000
4.	Data Protection Management	6 <sup>th</sup> – 10 <sup>th</sup>	Nairobi	5	80,000
5.	Career Planning and Coaching Development	13 <sup>th</sup> – 17 <sup>th</sup>	Naivasha	5	65,000
6.	HR Services Best Practices	13 <sup>th</sup> – 17 <sup>th</sup>	Mombasa	5	82,000
7.	Treasury and Cash Management Best Practices	13 <sup>th</sup> – 17 <sup>th</sup>	Mombasa	5	82,000
8.	Organizations Risk and Compliance	13 <sup>th</sup> – 17 <sup>th</sup>	Nairobi	5	82,000
9.	Employee Performance Management	20 <sup>th</sup> – 24 <sup>th</sup>	Nairobi	5	82,000
10.	Employee Branding	20 <sup>th</sup> – 24 <sup>th</sup>	Nairobi	5	82,000
11.	Pension Funds Management and Supervision	20 <sup>th</sup> – 24 <sup>th</sup>	Mombasa	5	82,000
13.	Organizations Risk and Compliance	20 <sup>th</sup> – 24 <sup>th</sup>	Nairobi	5	85,000
14.	Organization Records Management	27 <sup>th</sup> – 1 <sup>st</sup> Dec	Nairobi	5	80,000
15.	Employee Recruitment, Selection and Deployment	27 <sup>th</sup> – 1 <sup>st</sup> Dec	Naivasha	5	82,000
16.	Creative Strategic Planning and Leadership Development	27 <sup>th</sup> – 1 <sup>st</sup> Dec	Naivasha	5	80,000
17.	Public Relations and Communication Management	27 <sup>th</sup> – 1 <sup>st</sup> Dec	Mombasa	5	65,000
18.	Employee Branding	27 <sup>th</sup> – 1 <sup>st</sup> Dec	Kisumu	5	80,000
<b>DECEMBER 2023</b>					
1.	Employee Performance Management	4 <sup>th</sup> – 8 <sup>th</sup>	Mombasa	5	80,000
2.	Organization Records Management	4 <sup>th</sup> – 8 <sup>th</sup>	Mombasa	5	80,000
3.	Employee Supervisory Skills	4 <sup>th</sup> – 8 <sup>th</sup>	Nairobi	5	82,000
4.	Employee Branding for support staff	4 <sup>th</sup> – 8 <sup>th</sup>	Naivasha	5	65,000
5.	Organizations Risk and Compliance	4 <sup>th</sup> – 8 <sup>th</sup>	Kisumu	5	80,000
6.	Customer Care and Public Relations	4 <sup>th</sup> – 8 <sup>th</sup>	Nakuru	5	80,000

**We also offer in-house training on different topics at a cost of Ksh. 4,000.00 per person per day.**