



**Andy Adams**  
PROFESSIONAL PARTNER

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**TECHNICAL  
SKILLS**

**REFRESHER  
COURSES**

**ICT  
SOLUTIONS**

**CONSULTANCY  
RESEARCH**

**MANAGEMENT  
ASSET & LETTING**

NITA REF: NITA/TRN/1093

KISM K1091/2018

IHRM REG NO: C00246

## WEEKLY SHORT COURSES AND SEMINARS FOR 2020 /2021 FY- CHOOSE YOUR COURSE

**STEERING PERFORMANCE TARGETS AMIDST GLOBAL PANDEMIC**

**Call Us Today on: 0725 345001**

**CERTIFIED CPDs FROM ICS, KISM, IHRM & ICPA-K**

### LIST OF CERTIFIED COURSES

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Safety &amp; Health Fundamental Skills</li> <li>2. Change, Organizational Culture and Performance Improvement</li> <li>3. Secretarial Virtual Skills</li> <li>4. NTSA Compliance for Professional Drivers</li> <li>5. Operations Management Fundamentals</li> <li>6. Administrative Planning Skills/Communication</li> <li>7. Reports, Minutes and Memo Writing Skills</li> <li>8. Legal and Civil Cases Fundamental Skills</li> <li>9. E-filing and Electronic Records Management</li> <li>10. ICT Fundamentals</li> <li>11. Engineering Continuous Improvement Skills</li> <li>12. Electrical Fundamentals</li> </ol> | <ol style="list-style-type: none"> <li>13. Expenditure Forecasting Processes</li> <li>14. Retirement and Entrepreneurship</li> <li>15. 2015 Public Procurement Law Compliance</li> <li>16. Customer Care Virtual Forecasting</li> <li>17. Executives Reporting and Virtual Meetings Skills</li> <li>18. Financial Ethics and Audits</li> <li>19. Stress, Mental Health, Counselling and Work-life Balance</li> <li>20. Human Resource Virtual Skills</li> <li>21. Public Relations Virtual Communication Skills</li> <li>22. Emerging Virtual Marketing Skills</li> <li>23. Modern Transport Planning and Management</li> <li>24. Security Fundamentals and Improvement Skills</li> <li>25. Hygiene Techniques and Emerging Fundamentals</li> </ol> |
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**VENUES: MOMBASA, KILIFI, KISUMU, NAIROBI, MACHAKOS, NAIVASHA & NYERI**  
**COST: KSHS. 89,000.00 (ONE WEEK COURSE), KSHS. 179,000.00 (TWO WEEKS COURSE)**

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