



2020 CORPORATE TRAINING CALENDAR FOR CAPACITY AFRICA INSTITUTE

Date	Days	Course Title	Registration deadline	FEES USD	FEES KES
2nd -4th Oct. 2019	3	Human resource Management	25 th September 2019	600 USD	60,000
9th -11th Oct 2019	3	Effective Budgeting	2nd Oct 2019	600 USD	60,000
22nd-25th Oct. 2019	4	Finance Management for non-Finance managers	16th Oct 2019	700 USD	70,000
4th -8th Nov 2019	5	Procurement and Contract Management	30th Oct 2019	800 USD	80,000
4 th -7 th Nov. 2019	4	Account management and Sales skills	30 th Oct 2019	700 USD	70,000
13th -15th Nov. 2019	3	Effective Communication Skills	6th Nov. 2019	600 USD	60,000
20th-22nd Nov.2019	3	Perfect PA & effective office administrator	13th Nov 2019	600 USD	60,000
4th-6th Dec 2019	3	Team leadership and management	27 th Nov 2019	600 USD	60,000
4th-6th Dec 2019	3	Public speaking and business presentation	27th Nov 2019	600 USD	60,000
17 th -19 th Dec2019	3	Time management and productivity	10th Dec 2019	600 USD	60,000
14 th -16 th Jan 2020	3	Effective Communication Skills	7 TH Jan 2020	600 USD	60,000
14th -16th Jan 2020	3	Managerial Leadership & supervisory skills	7TH Jan 2020	600 USD	60,000
28 th -31 st Jan 2020	4	Sales and marketing management	21 st Jan 2020	700 USD	70,000
4 th -6 th Feb 2020	3	Documentation and record keeping	28 th Jan 2020	600 USD	60,000
4th-6th Feb 2020	3	Supply chain & inventory management skills	28th Jan 2020	600 USD	60,000

4th-6th Feb 2020	3	Credit management and debt collection	28th Jan 2020	600 USD	60,000
18 th to 20 th Feb 2020	3	Customer Care and service	11 th Feb 2020	600 USD	60,000
25 th -27 th Feb 2020	3	Team leadership and Management	18 th Feb 2020	600 USD	60,000
10 th -12 th Mar 2020	5	Procurement and contracts management	3 rd Mar2020	800 USD	80,000
18 th -20 th Mar 2020	3	Perfect PA & effective office administrator	11 th Mar 2020	600 USD	60,000
25 th -27 th Mar 2020	3	Media management	18 th Mar 2020	600 USD	60,000
25th -27th Mar 2020	3	Business process re-engineering skills	18th Mar 2020	600 USD	60,000
14 th -16 th April 2020	3	Effective communication skills	7 th Mar 2020	600 USD	60,000
21 st -24 th April 2020	4	Finance management for non-Finance managers	14 th April 2020	700 USD	70,000
28 th -30 th April 2020	3	Conflict Management	21 st April 2020	600 USD	60,000
28th-30th April 2020	3	Strategic marketing and communication skills	21st April 2020	600 USD	60,000
5 th -7 th May 2020	3	Effective communication skills	28 th April 2020	600 USD	60,000
12 th -14 th May 2020	5	Time management & productivity	5 th -April 2020	600 USD	60,000
26 th -28 th May 2020	3	Effective budgeting	19 th May 2020	600 USD	60,000
2 nd -4 th June 2020	3	Business planning & management	26 th May 2020	600 USD	60,000
9 th -11 th June 2020	3	Organizational development	2 nd June 2020	600 USD	60,000
23 rd -26 th June 2020	4	Sales and Marketing Management	16 th June 2020	700 USD	70,000
7 th -9 th July 2020	3	Human resource management	30 th June 2020	600 USD	60,000
14 th -16 th July 2020	3	Documentation and record keeping	7 th July 2020	600 USD	60,000
27 th -31 st July 2020	5	Procurement and Contract Management	20 th July 2020	800 USD	80,000
4 th -6 th Aug 2020	3	Team leadership & management	28 th July 2020	600 USD	60,000
11 th -13 th Aug 2020	3	Perfect PA & Effective office administrator	4 th Aug 2020	600 USD	60,000
25 th -27 th Aug 2020	3	Conflict Management	18 th Aug 2020	600 USD	60,000
8 th - 11 th Sept 2020	4	Finance Management for non-Finance managers	1 st Sept 2020	700 USD	70,000
15 th -17 th Sept 2020	3	Effective communication skills	8 th Sept 2020	600 USD	60,000
22 nd -24 th Sept 2020	3	Risk management	15 th Sept 2020	600 USD	60,000
6 th -8 th October 2020	3	Budgeting for Managers	29 th Sept 2020	600 USD	60,000
13 th -15 th Oct 2020	3	Debt management	6 th Oct 2020	600 USD	60,000
27 th -29 th Oct 2020	3	Business negotiation skill	20 th Oct 2020	600USD	60,000
3 rd -5 th Nov 2020	3	Performance management skills	27 th Oct 2020	600 USD	60,000
9 th -13 th Nov 2020	5	Procurement and Contract Management	2 nd Nov 2020	800 USD	80,000
24 th -26 th Nov 2020	3	Business planning & management	17 th Nov 2020	600 USD	60,000
1 st -3 rd Dec 2020	3	Organizational Development	24 th Nov 2020	600 USD	60,000
8 th -10 th Dec 2020	3	Team leadership and management	1 st Dec 2020	600 USD	60,000