



# THE AFRICAN INSTITUTE FOR CAPACITY BUILDING AND TRAINING

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## TRAINING CALENDER, 2025

NO.	TOPIC	TARGET AUDIENCE	DATE	VENUE	COST
1.	<b>Mastering Records Management in the Digital Age</b>	<ul style="list-style-type: none"> <li>Office Managers, Records and Information Managers, Compliance Officers, Secretaries, office staff, Records and Archives Managers and Officers, General service officers, File custodians, Clerks, administrative assistants and officers</li> <li>Documentation analysts and Information Security and IT Professionals</li> </ul>	<b>14<sup>th</sup> – 17<sup>th</sup> January, 2025</b>	Mombasa	50,000/= (Inclusive of 16% V.A.T)
2.	<b>Strategic Human Resource Management in the Era of Robotics and Digital Transformation</b>	<ul style="list-style-type: none"> <li>Human Resources Managers and Senior Professionals, Managers, Team leaders and Supervisors.</li> <li>Employees targeted for development or Promotion within the HR function, learning and Development Managers.</li> <li>All Procurement Officers From Private and Public Sectors.</li> </ul>	<b>21<sup>st</sup> – 24<sup>th</sup> January, 2025</b>	Naivasha	50,000/= (Inclusive of 16% V.AT)
3.	<b>Empowering Lending Institutions: Embracing Innovation, Managing Risks and Driving Financial Inclusion</b>	<ul style="list-style-type: none"> <li>Loan Officers and Credit Analysts, Branch Managers and Operations Managers, Risk Management Teams, Compliance Officers, SACCO, Microfinance Executives and Government Lending Institutions Executives</li> <li>Government Fund Administrators - Managers of public funds like Uwezo Fund, Women Enterprise Fund, and Youth Fund, NGCDF</li> <li>Polymakers and Regulators - Representatives from institutions such as the Central Bank of Kenya (CBK) and SACCO Societies Regulatory Authority (SASRA).</li> </ul>	<b>28<sup>th</sup> – 31<sup>st</sup> January, 2025</b>	Naivasha	40,000 (Inclusive of 16% V.A.T)
4.	<b>Strategic Procurement Risk Management and Mitigation in Public Institutions</b>	<ul style="list-style-type: none"> <li>Directors, Managers and Officers of Procurement</li> <li>Procurement Assistants</li> <li>Tender and Evaluation Committees Senior and Mid-level Managers Involved in Procurement, Production Planning, Supply Chain Management and Sales</li> </ul>	<b>11<sup>th</sup> – 14<sup>th</sup> February, 2025</b>	Mombasa	53,000/= (Inclusive of 16% V.A.T)
5.	<b>Digital Transformation in Public Financial Management</b>	<ul style="list-style-type: none"> <li>Public Sector Finance Leaders, Chief Finance Officers (CFOs),</li> <li>Directors of Finance and Accounting, Finance Managers, Treasury officials, Budget officers, Revenue collection officials, Expenditure and procurement officers, IT managers and officers, Policy</li> <li>Makers in Finance, Members of the County Assembly Budget and Appropriations Committees, PFM Policy Makers, Internal and external auditors, Risk managers, Capacity Development and</li> <li>Training Officers, County Executive Committee Members (CECMs) for Finance, County Treasury officials.</li> </ul>	<b>18<sup>th</sup> – 21<sup>st</sup> February, 2025</b>	Kisumu	53,000/= (Inclusive of 16% V.A.T)

6.	<b>Digital Marketing and Public Relations in Government Communications in the Digital Age</b>	<ul style="list-style-type: none"> <li>Directors, Customer Service Managers and other Customer Service Staff.</li> <li>Customer Experience or Operations Employees.</li> <li>Sales and Marketing Managers, Officers and Executives, Administrative Officers and Assistants.</li> <li>Public Managers and Officers.</li> <li>County Assembly Committee Clerks, Personal Assistants, Employees dealing with Customers not Mentioned.</li> </ul>	<b>25<sup>th</sup> – 28<sup>th</sup> February, 2025</b>	Naivasha	48,000/= (Inclusive of 16% V.A.T)
7.	<b>Extracting Business Value through Big Data and Artificial Intelligence.</b>	<ul style="list-style-type: none"> <li>Data Scientists, Information Technology (IT) Directors, Managers and Officers and Assistants.</li> <li>System Administrators, Information System Auditors and Managers.</li> <li>Chief Finance Officers, Accountants and Principal Accountants &amp; Staff involved in Management of IFMIS.</li> </ul>	<b>11<sup>th</sup> – 14<sup>th</sup> March, 2025</b>	Mombasa	55,000 (Inclusive of 16% V.A.T)
8.	<b>Smart Governance: Leveraging on Technology for Efficient and Inclusive Public Service Delivery</b>	<ul style="list-style-type: none"> <li>Major Project Managers.</li> <li>Financial Planning and Forecasting Specialist Internal Auditors and Managers Accountants</li> <li>Policy Makers, Human Resource Managers, Officers and Assistants.</li> <li>Talent and Human Capital Managers, Officers and Assistants, Staff involved with Formulation and Implementation of Strategy with the Institution.</li> </ul>	<b>18<sup>th</sup> – 21<sup>st</sup> March, 2025</b>	Kisumu	53,000/= (Inclusive of 16% V.A.T)
9.	<b>Enhancing Management and Supervisory Skills for Effective Leadership and Team Performance</b>	<ul style="list-style-type: none"> <li>Managers, Supervisors, Team Leaders and Heads of Departments, Project Managers and Leaders with one or two years of Experience.</li> <li>Newly appointed Managers in the different business units and departments.</li> </ul>	<b>25<sup>th</sup> – 28<sup>th</sup> March, 2025</b>	Naivasha	45,000/= (Inclusive of 16% V.A.T)
10.	<b>Social Media and Digitization as a Means of Unlocking Business Potential and Untapped Market Segment.(II)</b>	<ul style="list-style-type: none"> <li>Sales and Marketing Managers, Officers and Executives, Employees Involved in Market Research.</li> <li>Social Media Accounts Managers, IT Managers, Officers and Assistants, Entrepreneurs.</li> <li>Records Management Officers.</li> </ul>	<b>8<sup>th</sup> – 11<sup>th</sup> April, 2025</b>	Nakuru	53,000/= (Inclusive 16% V.A.T)
11.	<b>Institutional Fraud detection, Investigation, and Prevention in the Digital Era</b>	<ul style="list-style-type: none"> <li>Public Sector Accountants and Internal Auditors.</li> <li>Fraud Examiners and Forensic Accountants.</li> <li>Risk Management Managers, officers, Financial and other personnel.</li> <li>Compliance Managers and Officers, Financial Security Officers, External Audit Professionals.</li> <li>Procurement Personnel and Staff involved in Management of IFMIS.</li> </ul>	<b>15<sup>th</sup> – 18<sup>th</sup> April, 2025</b>	Naivasha	53,000/= (Inclusive 16% V.A.T)
12.	<b>Fostering Innovation Through Transformative Leadership in a Multi Generational Workplace</b>	<ul style="list-style-type: none"> <li>CEOs, Directors, Department Heads, and Senior, Supervisors, Project Managers, and Functional Area Managers, HR Managers, Learning and Development Specialists, and Talent Acquisition Professionals, Innovation Officers, Change Managers, and Transformation Leads, Technical and Operational Staff Across Generations, Policy Makers and Regulators, Board Members and Advisory Councils</li> </ul>	<b>22<sup>nd</sup> – 25<sup>th</sup> April, 2025</b>	Nakuru	58,000/= (Inclusive 16% V.A.T)
13.	<b>Performance Management in the Information Age.</b>	<ul style="list-style-type: none"> <li>Human Resources Directors, Managers, Officers and Assistants.</li> <li>Talent Management Managers and Professionals, Team Management, Supervisors and Departmental Heads.</li> </ul>	<b>6<sup>th</sup> – 9<sup>th</sup> May, 2025</b>	Mombasa	58,000 (Inclusive of 16% V.A.T)
14.	<b>Redefining Customer Service Excellence in Kenyan Public and Private Sectors</b>	<ul style="list-style-type: none"> <li>Directors, Customer Service Managers and other Customer Service Staff.</li> <li>Customer Experience or Operations Employees.</li> <li>Sales and Marketing Managers, Officers and Executives, Administrative Officers and Assistants.</li> <li>Public Managers and Officers.</li> <li>County Assembly Committee Clerks, Personal Assistants, Employees dealing with Customers not mentioned.</li> </ul>	<b>13<sup>th</sup> – 14<sup>th</sup> May, 2025</b>	Kisumu	48,000/= (Inclusive of 16% V.A.T)
15.	<b>Innovations and Risk Mitigation in Records Management for Public Sector Efficiency</b>	<ul style="list-style-type: none"> <li>Office Managers, Records and Information Managers, Compliance Officers, Secretaries, office staff, Records and Archives Managers and Officers, General service officers, File custodians, Clerks, administrative assistants and officers</li> <li>Documentation analysts and Information Security and IT Professionals</li> </ul>	<b>20<sup>th</sup> – 23<sup>rd</sup> May, 2025</b>	Kisumu	48,000/= (Inclusive of 16% V.A.T)
16.	<b>Global Trends, Innovations and Performance Metrics in</b>	<ul style="list-style-type: none"> <li>Directors, Managers and Officers of Procurement</li> <li>Procurement Assistants</li> </ul>	<b>27<sup>th</sup> – 30<sup>th</sup> May, 2025</b>	Kisumu	48,000/= (Inclusive of 16% V.A.T)

17	<b>Enhancing Legislative Processes: The Role of Deputy Clerks in Effective County Governance</b>	<ul style="list-style-type: none"> <li>Deputy Clerks From County Government and National Government and Deputy Speakers.</li> </ul>	<b>3rd - 6th June, 2025</b>	Nairobi	40,000/= (Inclusive of 16% V.A.T)
18.	<b>Cybersecurity Essentials for Public Officials: Protecting Government Data in the Digital Age</b>	<ul style="list-style-type: none"> <li>Principal Secretaries, Directors, County Executive Committee (CEC) Members, Senior Government Officials, ICT Directors, IT Managers, and System Administrators, Public Sector Middle-Level Managers and Supervisors, Public Officers Handling Sensitive Data and Information, Cybersecurity Officers, IT Auditors, and Risk Management Teams, Human Resource (HR) and Training Officers, Policy Makers and Regulatory Bodies, Internal Audit, Compliance, and Legal Teams, Compliance Officers, Legal Advisors, and Internal Auditors.</li> </ul>	<b>10<sup>th</sup> – 13<sup>th</sup> June, 2025</b>	Naivasha	55,000/= (Inclusive of 16% V.A.T)
19.	<b>Exceeding Expectations: Redefining Customer Experience in Kenya's Public and Private sectors</b>	<ul style="list-style-type: none"> <li>Directors, Customer Service Managers and other Customer Service Staff.</li> <li>Customer Experience or Operations Employees.</li> <li>Sales and Marketing Managers, Officer and executives, Administrative Officers and Assistants Public Relations Managers and Officers.</li> <li>County Assembly Committee Clerks, Personal Assistants and Employees dealing with Customers not mentioned.</li> </ul>	<b>17<sup>th</sup> – 20<sup>th</sup> June, 2025</b>	Kisumu	48,000 (Inclusive of 16% V.A.T)
20.	<b>Retirement Planning and Succession Management</b>	<ul style="list-style-type: none"> <li>Officers or Managers of Staff Scheduled to retire in the next 7 years or less.</li> <li>Employers who desire to plan for early retirement or get in self-employment.</li> </ul>	<b>24<sup>th</sup> – 27<sup>th</sup> June, 2025</b>	Kisumu	53,000/= (Inclusive of 16% V.A.T)
21.	<b>Protocol, Etiquette, and Diplomacy Supporting Senior Government Officials in the Global Stage</b>	<ul style="list-style-type: none"> <li>Protocol Officers, Liaison Officers, Event Coordinators Parliamentary Clerks, and Delegation Coordinators, Government Representatives to International Organizations, Advisors, Chiefs of Staff, and Personal Assistants to Senior Officials, Officials Handling State Visits, International Conferences, and High-Level Events, Security and Intelligence Personnel Attached to Senior Officials, Government Spokespersons, Media Liaisons, and Communications Officers, Legal Officers Administrative Officers in Charge of Travel, Logistics, and Accommodation, County Assembly Members and Support Staff, Trade Attachés, Investment Promotion Officers, and Tourism Board Representatives</li> </ul>	<b>1st - 4th July, 2025</b>	Naivasha	53,000/= (Inclusive of 16% V.A.T)
22.	<b>Project Management and Monitoring and Evaluation of Donor and Public Funded Projects</b>	<ul style="list-style-type: none"> <li>Project managers, Officers and Assistants.</li> <li>Current Project Managers in National and Country Governments, Projects team Members and Leaders from Country Governments.</li> <li>Monitoring and Evaluation managers, Officers and assistants,</li> <li>Project Support and Administrative Staff.</li> <li>Members of CDF boards. Other Projects Stakeholders.</li> </ul>	<b>8<sup>th</sup> – 11<sup>th</sup> July, 2025</b>	Nakuru	40,000/= (Inclusive 16% V.A.T)
23.	<b>1<sup>st</sup> Conference on Climate Change</b>	<ul style="list-style-type: none"> <li>Committee Member on Climate Change both from Counties and National Government.</li> <li>Environmental Officers from Public and Private Sectors.</li> <li>The Environmental Officers from NGOS.</li> </ul>	<b>15<sup>th</sup> – 18<sup>th</sup> July, 2025</b>	Nairobi	48,000 (Inclusive of 16% V.A.T)
24.	<b>The Future of Work: Preparing HR for Digital Transformation and Excellence</b>	<ul style="list-style-type: none"> <li>Human resources managers and Senior Professionals, Managers, Team leaders and Supervisors.</li> <li>Employees Targeted for development or promotion within the HR function, learning and Development Managers.</li> </ul>	<b>22<sup>nd</sup> - 25<sup>th</sup> July, 2025</b>	Nakuru	48,000 (Inclusive of 16% V.A.T)
25.	<b>Optimizing Records Management for Efficient Public Service Delivery</b>	<ul style="list-style-type: none"> <li>Office Managers, Records and Information Managers, Compliance Officers, Secretaries, office staff, Records and Archives Managers and Officers, General service officers, File custodians, Clerks, administrative assistants and officers</li> <li>Documentation analysts and Information Security and IT Professionals.</li> </ul>	<b>5<sup>th</sup> – 8<sup>th</sup> August, 2025</b>	Naivasha	46,000/= (Inclusive 16% V.A.T)
26.	<b>Leveraging Technology for Smart Procurement and Supply Chain Efficiency</b>	<ul style="list-style-type: none"> <li>Directors, Managers and Officers of Procurement</li> <li>Procurement Assistants</li> <li>Tender and Evaluation Committees Senior and Mid-level Managers Involved in Procurement, Production Planning, Supply Chain Management and Sales.</li> </ul>	<b>12<sup>th</sup> – 15<sup>th</sup> August, 2025</b>	Mombasa	48,000 (Inclusive of 16% V.A.T)
27.	<b>Crisis Communication and Reputation Management for Public and Private Sector Brands</b>	<ul style="list-style-type: none"> <li>Officers of Communications.</li> <li>Sales and Marketing Managers, Officer and executives,</li> <li>Social Media Managers</li> <li>Directors of Communications, Officers from County and National Government from the Department of communication</li> </ul>	<b>19<sup>th</sup> – 22<sup>nd</sup> August, 2025</b>	Mombasa	48,000 (Inclusive of 16% V.A.T)
28.	<b>Beyond the Technical Expertise: Developing Soft Skills for Auditors and Finance Officers in Kenya</b>	<ul style="list-style-type: none"> <li>Public Sector Accountants and Internal Auditors.</li> <li>Fraud Examiners and Forensic Accountants.</li> <li>Risk Management Managers, officers, Financial and other personnel.</li> <li>Compliance Managers and Officers, Financial Security Officers, External Audit Professionals.</li> </ul>	<b>26<sup>th</sup> – 29<sup>th</sup> August, 2025</b>	Naivasha	50,000/= (Inclusive 16% V.A.T)

29.	<b>The Digital Edge: Unlocking the potential of AI in Procurement and Supply Chain Management</b>	<ul style="list-style-type: none"> <li>• Directors, Managers and Officers of Procurement</li> <li>• Procurement Assistants</li> <li>• Tender and Evaluation Committees Senior and Mid-level Managers Involved in Procurement, Production Planning, Supply Chain Management and Sales</li> </ul>	<b>9<sup>th</sup> – 12<sup>th</sup> September, 2025</b>	Nakuru	48,000  (Inclusive of 16% V.A.T)
30.	<b>Enhancing Governance and Service Delivery: Strategic Leadership for County Assembly and Government Service Boards</b>	<ul style="list-style-type: none"> <li>• Member of the County Assemblies Service Boards</li> <li>• Members of the County Government Service Boards</li> <li>• HR Managers, Officer and Directors in the County Assemblies and Governments</li> <li>• Members of the Speakers Panel</li> </ul>	<b>16<sup>th</sup> – 19<sup>th</sup> September, 2025</b>	Nairobi	48,000  (Inclusive of 16% V.A.T)
31.	<b>The Future Ready Manager: Skills for Leading in a Digital World</b>	<ul style="list-style-type: none"> <li>• Managers, Supervisors, Team Leaders and Heads of Departments, Project Managers and Leaders with one or two years of Experience.</li> <li>• Newly appointed Managers in the different business units and Departments.</li> </ul>	<b>23<sup>rd</sup> – 26<sup>th</sup> September, 2025</b>	Naivasha	48,000  (Inclusive of 16% V.A.T)
32.	<b>Regulatory Compliance And Labour Relations in the Evolving Legal Landscape</b>	<ul style="list-style-type: none"> <li>• Human Resources Managers and Senior Professionals, Managers, Team leaders and Supervisors.</li> <li>• Employees Targeted for development or promotion within the HR function, learning and Development Managers.</li> </ul>	<b>7<sup>th</sup> – 10<sup>th</sup> October, 2025</b>	Eldoret	45,000/=  (Inclusive of 16% V.A.T)
33	<b>Optimizing Public Sector performance in Kenya: Bridging Strategy and Accountability</b>	<ul style="list-style-type: none"> <li>• Managers, Supervisors, Team Leaders and Heads of Departments, Project Managers and Leaders with one or two years of Experience.</li> <li>• Newly appointed Managers in the different business units and departments.</li> </ul>	<b>14<sup>th</sup> – 17<sup>th</sup> October, 2025</b>	Nakuru	45,000/=  (Inclusive of 16% V.A.T)
34	<b>Retirement Planning</b>	<ul style="list-style-type: none"> <li>• Officers or Managers of Staff Scheduled to retire in the next three years or less.</li> <li>• Employers who desire to plan for early retirement or get in self-employment.</li> </ul>	<b>21<sup>st</sup> – 24<sup>th</sup> October, 2025</b>	Naivasha	45,000/=  (Inclusive of 16% V.A.T)
35	<b>The Art and Science of Policy Making in the Public Sector: Aligning Goals with National Developmental Priorities</b>	<ul style="list-style-type: none"> <li>• Deputy Governors, and County Executive Committee (CEC) Members, Legislators, Parliamentary Clerks, and Legislative Aides, Policy Analysts, Researchers, Economists, Heads of Departments (HoDs), Supervisors, and Program Managers in Ministries, Departments, and Agencies (MDAs), Advisors, Chiefs of Staff, and Technical Assistants to Governors, Officers in the Policy, Strategy, and Planning Units of Government Ministries, Departments, and Agencies (MDAs), Budget and Finance Officers, Public Service Commission (PSC) and Human Resource Officers, Compliance, Monitoring, and Evaluation (M&amp;E) Officers and Regulatory Authorities and Oversight Bodies</li> </ul>	<b>28<sup>th</sup> – 31<sup>st</sup> October, 2025</b>	Nakuru	45,000/=  (Inclusive of 16% V.A.T)
36	<b>The Future of Customer Service: Leveraging AI and Technology for Enhanced Experiences and Adaptation of Kenya's Tech -Savvy Consumers</b>	<ul style="list-style-type: none"> <li>• Directors, Customer Service Managers and other Customer Service Staff.</li> <li>• Customer Experience or Operations Employees.</li> <li>• Sales and Marketing Managers, Officer and executives,</li> <li>• Administrative Officers and Assistants Public Relations Managers and Officers.</li> <li>• County Assembly Committee Clerks, Personal Assistants and Employees dealing with Customers not mentioned.</li> </ul>	<b>11<sup>th</sup> – 14<sup>th</sup> November, 2025</b>	Kisumu	53,000/=  (Inclusive of 16% V.A.T)
37	<b>Succession Planning and Talent Retention Strategies in a Competitive Market</b>	<ul style="list-style-type: none"> <li>• Human resources managers and Senior Professionals, Managers, Team leaders and Supervisors.</li> <li>• Employees Targeted for development or promotion within the HR function, learning and Development Managers.</li> </ul>	<b>18<sup>th</sup> – 21<sup>st</sup> November, 2025</b>	Naivasha	45,000/=  (Inclusive of 16% V.A.T)
38	<b>Securing Information Integrity: Best Practices for Records Management Professionals</b>	<ul style="list-style-type: none"> <li>• Office managers, Records and Information Managers, Compliance Officers, Secretaries, office staff, Records and Archives Managers and Officers, General service officers, File custodians, Clerks, administrative assistants and officers</li> <li>• Documentation analysts and Information Security and IT Professionals.</li> </ul>	<b>25<sup>th</sup> – 28<sup>th</sup> November, 2025</b>	Kisumu	53,000/=  (Inclusive of 16% V.A.T)
39	<b>Conference on Youth Leadership in the information Age</b>	<ul style="list-style-type: none"> <li>• Youth Leaders from National and County Government, Youth Leaders from the Ministry of Sports Gender and Affirmative Actions, Youth Party Leaders.</li> <li>• Officers in Charge of Youths from National and County Government, Youth Leaders from NGOs.</li> </ul>	<b>2nd - 5th December, 2025</b>	Mombasa	48,000  (Inclusive of 16% V.A.T)