



## **JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**

### **EXECUTIVE TRAINING CENTRE**

#### **(JKUAT MOMBASA CAMPUS)**

### **ANNUAL CALENDAR FOR SHORT EXECUTIVE COURSES**

In the year 2012, JKUAT, in collaboration with various local and international partners will mount a number of specialised technical and non-technical corporate level short courses at the **JKUAT Executive Training Centre**, situated at **JKUAT Mombasa Campus**.

JKUAT Mombasa CBD Campus is located at the heart of the coastal city of Mombasa in the stylish Mombasa Trade Centre (formerly Ambalal building) along Nkrumah road. The campus is the sole occupant of the northern tower of the complex and it provides a classic 360 degrees view of the city and the incredibly beautiful horizons of the Indian Ocean. This location provides a rare, serene, relaxed and conducive learning atmosphere with both the coastal and the upcountry executive in mind.

Applications are invited from interested applicants to attend the following short executive courses this year. The short executive courses will be mounted at **JKUAT Executive Training Centre**, situated at **JKUAT Mombasa Campus**.

Course	Target	Brief Description	Period	Cost
Corporate Leadership & Governance	<ul style="list-style-type: none"> <li>▪ Senior government officers (Job group “N” and above).</li> <li>▪ Corporate Managers (companies, NGO’s, Parastatals etc)</li> </ul>	<p>This is a six week course that will cover the following modules:-</p> <ul style="list-style-type: none"> <li>▪ Corporate governance- frameworks &amp; mechanisms.</li> <li>▪ The interface between the board and management / inter-management interfaces.</li> <li>▪ Key stakeholders in corporate Governance and their roles.</li> <li>▪ Benchmarking for Corporate Governance</li> <li>▪ Ethical issues in Corporate Governance.</li> <li>▪ Leadership styles and their implications on performance.</li> <li>▪ Motivating staff.</li> <li>▪ People vs. systems: creating the right balance.</li> <li>▪ Dynamics in Corporate Governance.</li> <li>▪ Modern trends in Corporate Governance</li> </ul>	<p>6 weeks</p> <ul style="list-style-type: none"> <li>▪ Week 1&amp;2- classes.</li> <li>▪ Week 3&amp;4- Field study.</li> <li>▪ Week 5 –Classes.</li> <li>▪ Week 6–Classes &amp;Excursions.</li> </ul> <p><b>Applicants can choose to attend during any of the following periods:</b>  16<sup>th</sup> Jan-25<sup>th</sup> Feb 2012  9<sup>th</sup> April -19<sup>th</sup> May 2012  9<sup>th</sup> July -18<sup>th</sup> August 2012  22<sup>nd</sup> October -1<sup>st</sup> December 2012</p>	Kshs. 145,000
Strategic Management Course	<ul style="list-style-type: none"> <li>▪ Organizational Managers.</li> <li>▪ Government Officers (Job group “K” and above).</li> <li>▪ Corporate Managers (Companies, NGO’s, Parastatals, etc.)</li> </ul>	<p>This is a four week course that will cover the following modules:-</p> <ul style="list-style-type: none"> <li>▪ Introduction to Strategic Management</li> <li>▪ Strategic Planning</li> <li>▪ Strategies applied in Management</li> <li>▪ SWOT analysis</li> <li>▪ General Leadership.</li> <li>▪ Tools and frameworks of Strategic Management.</li> <li>▪ Value Chain analysis.</li> <li>▪ Dynamics of Modern Management.</li> <li>▪ Monitoring and Evaluating Performance.</li> </ul>	<p>4 weeks</p> <ul style="list-style-type: none"> <li>▪ Week 1&amp;2- classes</li> <li>▪ Week 3 – field study</li> <li>▪ Week 4-classes &amp; excursions.</li> </ul> <p><b>Applicants can choose to attend during any of the following periods:</b>  30<sup>th</sup> Jan-25<sup>th</sup> Feb 2012  23<sup>rd</sup> April -19<sup>th</sup> May 2012  23<sup>rd</sup> July -18<sup>th</sup> August 2012  5<sup>th</sup> November -1<sup>st</sup> December 2012</p>	Kshs. 115,000
Administrative Skills Course	<ul style="list-style-type: none"> <li>▪ Government Officers at Supervisory level.</li> <li>▪ Administrative officers (companies, NGO’s, Parastatals, etc)</li> </ul>	<p>This is a two week course that will cover the following modules:-</p> <ul style="list-style-type: none"> <li>▪ Management tools and principles</li> <li>▪ Setting performance targets.</li> <li>▪ Corporate planning.</li> <li>▪ Motivating staff.</li> <li>▪ SWOT analysis.</li> <li>▪ Monitoring and evaluating performance.</li> </ul>	<p>2 weeks</p> <p>2 weeks class and excursions</p> <p><b>Applicants can choose to attend during any of the following periods:</b>  13<sup>th</sup> Feb-25<sup>th</sup> Feb 2012  7<sup>th</sup> May -19<sup>th</sup> May 2012  6<sup>th</sup> August -18<sup>th</sup> August 2012  19<sup>th</sup> November -1<sup>st</sup> December 2012</p>	Kshs. 70,000

Corporate Leadership and Governance	<ul style="list-style-type: none"> <li>▪ Top managers of companies, NGO's, government and quasi-government organizations.</li> <li>▪ Chief Executive Directors</li> <li>▪ Company Directors</li> </ul>	This is a four day course. The course aims to tackle the modern day corporate world in light of the rapidly changing social, technological and economic world scenarios.	<b>Applicants can choose to attend during any of the following periods</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs. 45,000
Business and Management Consulting-Tools and Frameworks	<ul style="list-style-type: none"> <li>• Practicing management and business Consultants</li> <li>• Managers and officers charged with appraisal and evaluation of consulting documents, processes and assignments</li> </ul>	This is a four day course. The course will inculcate in the learner key competences in consulting and endow him/her with key consulting skills and tools necessary for handling and evaluating modern complex consulting processes	<b>Applicants can choose to attend during any of the following periods:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs.35,000
Project Management	<ul style="list-style-type: none"> <li>• Project managers in Government and Non - Governmental institutions</li> <li>• Any other professionals involved in projects, especially donor funded projects</li> </ul>	This is a four day course. The course aims to impart knowledge and skills useful in project management. Particularly, the course will run participants through the design and implementation phases of strict deliverable-based projects	<b>Applicants can choose to attend during any of the following periods:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs.35,000
Projects Proposal-(Preparation and appraisal)	<ul style="list-style-type: none"> <li>• CDF Committees</li> <li>• Loan officers</li> <li>• Youth organization</li> </ul>	This is a four day course. This course seeks to impart the skills and tools necessary for preparing project proposals and appraising them for funding	<b>Applicants can choose to attend during any of the following periods:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs.35,000
Fundamentals of Research Methodology.	<ul style="list-style-type: none"> <li>• Project managers and coordinators.</li> <li>• Local government employees</li> <li>• Supervisors of NGO's, CBO's,</li> <li>• Development /field workers.</li> <li>• Academic team members</li> </ul>	This is a four day course that will enable participants to identify and apply appropriate research methodologies in order to plan, conduct and evaluate basic research in the organization.	<b>Applicants can choose to attend during any of the following periods:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs.35,000

	<ul style="list-style-type: none"> <li>• Students</li> </ul>			
Management of Academic Institutions- Tools and Frameworks.	<ul style="list-style-type: none"> <li>• Heads of schools both Private and Public</li> <li>• Other education managers working in academic institutions</li> </ul>	This is a four day course. Kenya's education sector has rapidly grown in complexity in the last decade. This course seeks to inculcate in participants key skills necessary to manage institutions of learning for maximum productivity in their institutions	<b>Applicants can choose to attend during any of the following periods:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs.35,000
Public Procurement.	<ul style="list-style-type: none"> <li>• Government institutions</li> <li>• Private sector interested in good procurement practices.</li> </ul>	This is a four day course. In the advent of the new procurement laws, procurement has become increasingly complex. This course seeks to expose procurement officers to modern procurement processes in line with the PPOA requirements	<b>Applicants can choose to attend during any of the following periods:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs.35,000
Small Enterprise Management	<ul style="list-style-type: none"> <li>• Small and medium enterprise owners</li> <li>• Business managers</li> </ul>	This is a three day course. This course seeks to tackle the dynamics of Small and medium Enterprises (SMEs) and endow participants with key business management skills	<b>Applicants can choose to attend during any of the following periods:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs.25,000
Management of Customers and Front Office Public Relations	<ul style="list-style-type: none"> <li>• Front office personnel</li> <li>• Personal Secretaries</li> <li>• Office managers and administrators</li> <li>• Public Relations Officers</li> <li>• Secretaries and receptionists</li> </ul>	This is a three day course. Good customer relations are at the core of the process of attracting and retaining customers. The course will impart necessary people-management skills to participants to enable them manage this process competently in light of growing corporate competition.	<b>Applicants can choose to attend during any of the following periods:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs.25,000
Advanced Records Management Course (Computer Based)	<ul style="list-style-type: none"> <li>• Officers working in Accounts, Stores, Registry, Personnel and Library.</li> </ul>	This is a four day course. The course aims at equipping participants with the necessary skills needed to manage records effectively through	<b>Applicants can choose to attend during any of the following periods:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012	Kshs.35,000

		ICT.	August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	
Records management	<ul style="list-style-type: none"> <li>• Small business owners</li> <li>• Registry officers</li> <li>• Records managers and officers</li> <li>• Other professionals involved in records management.</li> </ul>	This is a four day course. The course aims to sharpen the skills of the people involved in record keeping and general records management.	<b>Applicants can choose to attend during any of the following periods:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs.35,000
Tax Management for profit and not - for – profit organizations	<ul style="list-style-type: none"> <li>• Accountants</li> <li>• Auditors</li> <li>• Tax managers</li> </ul>	This is a four day course. Understanding the Kenyan tax law is important in the management of any enterprise. The tax system allows for various incentives to investors and is also very punitive for non – compliance. This course seeks to help participants to comply with all aspects of taxation while taking advantage of the various incentives provided by the government.	<b>Applicants can choose to attend during any of the following periods:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs.35,000
Forensic Audit	<ul style="list-style-type: none"> <li>• Auditors</li> <li>• Accountants</li> </ul>	This is a four day course. This course is tailor – made to sharpen the scientific skills of the participants for them to become better in the accuracy of the examination of the financial records of companies and organizations.	<b>Applicants can choose to attend during any of the following periods:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs.35,000
Computer Security and Maintenance	<ul style="list-style-type: none"> <li>• Computer technicians</li> <li>• IT support personnel</li> <li>• Network administrators</li> <li>• Anyone with interest in computers</li> </ul>	This is a four day course that covers theory and practice of computer security, focusing in particular on the security aspects of data, the web and internet. It surveys various tools used to provide security to information and data on your computer. System security issues such as viruses, intrusion, and firewalls, will also be covered.	<b>Applicants can choose to attend during any of the following periods:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs.35,000

Executive Secretaries Management Course	<ul style="list-style-type: none"> <li>Executive Secretaries in the parastatals, local authorities and the private sector.</li> </ul>	This is a four day course. The Executive Secretaries can only get better in their respective places of work in their execution of duties of helping in the organization and management after this course.	<b>Applicants can choose to attend during any of the following periods:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs.35,000
Logistics Management	<ul style="list-style-type: none"> <li>Managers and staff at supervisory levels in shipping and transport companies</li> </ul>	This is a four day course. This course is meant to equip participants with skills that will make them better in the management of the activity of transporting goods to customers or to places where they are bought or sold.	<b>Applicants can choose to attend during any of the following periods:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs.35,000
Management of Institutional Legal Affairs	<ul style="list-style-type: none"> <li>Company Secretaries, and Institutional Legal Officers</li> </ul>	This is a four day course. The course aims to tackle the modern day legal issues, companies, in institutions and government as well as non-government legal entities	<b>Applicants can choose to attend during any of the following periods:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs 35,000
Environmental Impact Assessment and Environmental Audit	<ul style="list-style-type: none"> <li>Health officers</li> <li>Auditors</li> <li>Accountants</li> <li>Environmentalists</li> </ul>	This is a 3 week part-time course. This course is interdisciplinary by nature and it's relevant for a range of academic disciplines. The aim of the course is to introduce the components and structure of an environmental impact assessment (EIA) as well as to discuss how national guidelines and requirements for EIA's influence the outcome.	<b>Applicants can choose to attend during any of the following periods:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs 50,000
Occupational safety, health and environment	<ul style="list-style-type: none"> <li>Safety and management officers</li> <li>Health care officers</li> <li>Insurance officers</li> </ul>	This is a 1 week course. The course inculcates the ability and competency to become highly qualified safety, industrial hygiene and environmental professionals.	<b>Applicants can attend during this period:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012	Kshs 35,000

			Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	
Environmental leadership programme	<ul style="list-style-type: none"> <li>• Science educators</li> <li>• Environmentalists</li> </ul>	This is a 2 week course. The course seeks to impart skills, expertise and broaden perspectives on environmental and natural resource management as well as leadership.	<b>Applicants can attend during this period:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs 40,000
Energy management	<ul style="list-style-type: none"> <li>• Managers and staff in energy related organizations</li> </ul>	This is a 1 week course. The course covers analytic and strategic issues related to energy systems and management through systems thinking and modeling.	<b>Applicants can attend during this period:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs 35,000
HIV/AIDS and Development	<ul style="list-style-type: none"> <li>• Human resource managers/officers</li> <li>• Program managers</li> <li>• Department heads</li> <li>• Team leaders</li> <li>• Local government employees</li> <li>• Supervisors of NGO's, CBO's, churches and academic team members</li> </ul>	This is a four day course that aims to increase the capacity of participants with knowledge/ skills and appropriate attitudes needed as they respond to the current and future needs relating to HIV/AIDS.	<b>Applicants can attend during this period:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs 35,000
Peace building, Conflict Management and Resolution	<ul style="list-style-type: none"> <li>• Human resource managers/officers</li> <li>• Program managers</li> <li>• Department/ Team leaders</li> <li>• Local government employees</li> <li>• Supervisors of NGO's, CBO's, churches and academic team members</li> </ul>	This is a four day course meant to build the capacities of the participants towards promoting conflict resolution and peace initiatives among diverse communities and the people they serve.	<b>Applicants can attend during this period:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs 35,000

Participatory Monitoring and Evaluation	<ul style="list-style-type: none"> <li>• Project managers and coordinators.</li> <li>• Development workers/field workers.</li> <li>• Interns</li> <li>• Development volunteers</li> <li>• Social workers.</li> </ul>	This is a four day course that seeks to enhance participants' skills and knowledge on methods/tools/process of effective and efficient Organizational Development. More importantly, participants will get an opportunity to share experiences, ideas and knowledge on organizational development.	<b>Applicants can attend during this period:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs 35,000
Security management	<ul style="list-style-type: none"> <li>• Those working as security managers or officers.</li> <li>• Police officers</li> </ul>	This is a four day course that seeks to provide the essential introduction to the key ideas, techniques and issues that are at the heart of professional security management today. Unique insights and comprehensive coverage of the role, resources, and skills that are central to providing effective security management in the commercial environment.	<b>Applicants can attend during this period:</b> Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs 35,000
<b>OTHER ICT PROFESSIONAL DEVELOPMENT COURSES</b> <ul style="list-style-type: none"> <li>• Java Mobile Applications Development</li> <li>• Digitization of Quality Management Systems Documentation</li> <li>• Information Security Management</li> <li>• Development and Implementation of ICT Policies and Strategies</li> <li>• ICT Capacity Building for the County and Local Government</li> <li>• Application of Computers to Data Management</li> <li>• ICT in the Advancement of Nutrition</li> <li>• Android Application Development</li> </ul>			Feb 20 <sup>th</sup> -25 <sup>th</sup> 2012 May 14 <sup>th</sup> -19 <sup>th</sup> 2012 August 13 <sup>th</sup> - 18 <sup>th</sup> 2012 Nov 26 <sup>th</sup> - Dec 1 <sup>st</sup> 2012	Kshs 35,000

## Important Information

- On the last day of the course all participants are taken on a full day **excursion** of the Coast of Kenya at no extra cost
- On the last evening of the course the Vice Chancellor hosts participants to a **Gala Dinner** in a top-range Beach Hotel at no extra cost. **Certificates** are issued during the dinner
- All fees indicated are non- residential and they cover tuition, training materials, lunches, 10am and 4pm drinks and snacks, excursions, the gala dinner and certification.
- Residential arrangements can be organised under the following or other terms:
  - i. Full board at a Deluxe Town Hotel including transport between the training venue and the hotel @Kshs.6, 000 per day.
  - ii. Full board at a Beach Hotel including transport between the hotel and the training venue at a cost of Kshs.8, 500 per day.
- Travel arrangements by air between Nairobi and Mombasa may be made on request.
- Organisations that send more than five participants to the training will qualify for JKUAT corporate rates. These rates can be availed on request.
- Payments should be made in Bankers Cheques in favour of Jomo Kenyatta University of Agriculture and Technology, Mombasa CBD Campus or direct deposits made to the university account: **Kenya Commercial Bank account no 1107586933.**

Application forms can be obtained from the Executive Training Centre, JKUAT Mombasa Campus, Mombasa Trade Centre Building, Parking Tower, Eighth Floor, the Director's office, School for Human Resource Management (SHRD), Main campus **OR** downloaded from the University website: [www.jkuat.ac.ke](http://www.jkuat.ac.ke). Applicants may also request for application forms via email or telephone. Duly completed forms with the relevant documentation should be deposited physically in the location indicated above or sent by post through the address indicated below to reach us at least three weeks before the course onset date.

For more information and registration please contact:

The Director,

JKUAT Mombasa Campus

Jomo Kenyatta University of Agriculture and Technology,

P. O. Box 81310-80100 Mombasa or 62000 - 00200 City Square, Nairobi - Kenya.

Tel: 0412315434 or 041 2006404

Or email: [jkuatmombasa@gmail.com](mailto:jkuatmombasa@gmail.com) or [jkuatmombasa@jkuat.ac.ke](mailto:jkuatmombasa@jkuat.ac.ke)