



SHORT EXECUTIVE COURSES

Newsletter

A Publication from the Office of Director,
Mombasa Campus

Short Executive Courses Intake:

- **Session 1:**
- February 2011
- **Session 2:**
- May 2011
- **Session 3:**
- August 2011
- **Session 4:**
- November 2011

For the details on all the courses offered at our Executive Training Centre, please see Pages 4 and 5

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Message from Director

The year 2010 was a very exciting year for JKUAT's Executive Training Center at Mombasa Campus. At the beginning of the year we introduced an exciting new training program that combines training with touristic adventure. We call the concept 'Educational Tourism'.

During the year, we achieved great milestones including mounting a number of new specialized short courses for staff of over 35 major organizations and government agencies such as The Treasury, various Ministries, The Central Bank of Kenya, Magadi Soda Company and Nairobi Water Company, just to mention a few. We look forward to a more exciting year ahead.

We have lined up many more courses that are found elsewhere in this Newsletter. We welcome you and your colleagues and associates to share in our dream of an exciting year 2011. As always, we will be excited once again to welcome you to the city of Mombasa as you seek to benefit from the center's exciting programs.

On behalf of the Vice Chancellor, Prof Mabel Imbuga, your friends at the Executive Training Center at Mombasa Campus and the entire JKUAT family, I take this opportunity to wish you and all your loved ones a blessed Christmas and a truly exciting year 2011 ahead.



Mr. Fred M. Mugambi
The Director, JKUAT
Mombasa Campus



Hospitality

We are delighted to note that our participants have really appreciated our efforts regarding the Short Executive Courses. Kindly click on the link to download an e-mail from one of the participants Mr. Bernard Nterere Parsentiyo – Ewaso Ngiro South Development Authority, Narok.



The DVC (AA), Prof. Odhiambo giving a certificate to one of the participants



The CEO Pandya Hospital receiving a certificate from the Vice-Chancellor, Prof. Mabel Imbuga



Your friends at the JKUAT Executive Training Centre (Mombasa Campus) wish you a Merry Christmas and a Happy New Year

Overview of the Short Executive Courses

Customer Care and Front Office Management

The course attracted a large number of participants due to the complexity of Customer Care and Front Office Management functions. In the marketing circles, “the customer is always right” and the face value of the organization exists at its front office. In the view of these sentiments, how can an organization keep its customers satisfied and wanting more?



Participants learning more about the Historical Timeline at Gede Ruins - Malindi

Management of Academic Institutions

With the liberalization of the education sector in Kenya which has led to the exponential growth of this sector, the course addressed the challenges that academic institutions face; these include discipline in the institution, human resource management, management of academic performance and institutional culture development.

Corporate Leadership and Governance

Firms in the 21st Century are increasingly searching for new markets as globalization becomes the new frontier in business. Also firms are increasingly coming up with strategies to maximize their profits through reduction of costs. The trainees were enlighten on the modern day issues concerning corporate leadership and governance in light with the rapidly changing social, technological and economic scenarios.

Project Management

One of the facilitators was our very own celebrated Prof. Bwisa a Lecturer and a Facilitator in the Short Executive Courses who emphasized the importance of the course by saying that a project is an activity that has a start and definite end e.g. a wedding or a construction project.

Public Procurement

The participants were able to internalize how an organization can streamline its procurement processes in light with the new procurement laws issued by the Public Procurement Oversight Authority (PPOA).

Computer Security

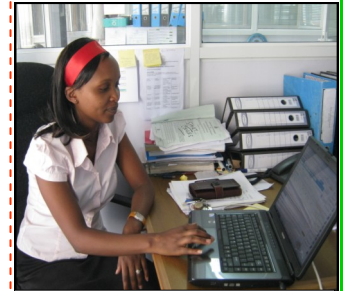
Computers have revolutionized the way we communicate and conduct business. How can an organization make sure its private data and the computer networks are well protected from malicious intrusion , illegitimate replication of private data and the security threats?



Trainees keenly following a lecture during one of the sessions

Records Management

Records are a lifeline of an organization, an organization that has good records policy finds it easy to retrieve, archive and generally manage its records. The participants were able to sharpen their skills in the procedures of safeguarding the records of an organization and general records management.



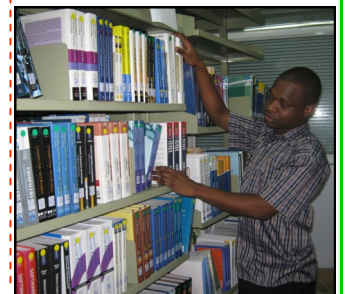
The Coordinator, Ms Fridah Simbah

Message from the Coordinator:

It was a great pleasure to host all the participants who attended the November 2010 Short Executive Training held at JKUAT Mombasa CBD campus. I sincerely send my regards to each one of you for having made it a successful training.

I wish to assure both the Alumni and the future participants that we will work together to take the programme to the highest levels of excellence and performance.

We are doing our level best to improve the facilities at the training centre so as to ensure that the quality of the training is the best. The library facility (in the photo below) is now equipped with modern books which the trainees can access.



Activities and Events

Excursions

After the Short Executive Courses sessions are over the participants are usually taken to exotic places which the Coastal region has to offer; Malindi and Gede Ruins among others.



<< All Work and No Play makes Omondi a dull boy...

A visit to Gede >> Ruins was quite an exciting experience.



<< Participants at the Vasco Da Gama Pillar in Malindi.

Participants >> enroute to one of the Indian Ocean Islands.



Dinner

The crowning moment of the Short Executive Courses comes when all the participants attend a graduation ceremony usually at a beach hotel. The graduation is usually graced by a highly powered delegation led by our own Vice Chancellor and the Deputy Vice Chancellor Academic Affairs.



Dinner time for the participants at one of the Beach Hotels in Mombasa

Cultural Experience (below)



<< Our Administrator enjoying Madafu with some of the participants.

The Beat was too >> tempting for our participants.



<< How about a jig at the Giriama Village?



Schedule for the 2011 Short Executive Courses

Course	Target	Brief Description	Period	Cost
Corporate Leadership and Governance	Top managers of companies, NGOs and government and Quasi-government organizations Chief Executive Officers. Company Directors	This is a four day course. The course aims to tackle the modern day corporate governance issues in the corporate world in light of the rapidly changing social, technological and economic world scenarios.	Applicants can choose to attend during any of the following periods: Feb 21 st -26 th 2011 May 16 th -21 st 2011 August 15 th - 20 th 2011 Nov 28 th - Dec 3 rd 2011	Kshs.45,000
Business and Management Consulting-Tools and Frameworks	Practicing management and business Consultants Managers and officers charged with appraisal and evaluation of consulting documents, processes and assignments	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	Applicants can choose to attend during any of the following periods: Feb 21 st -26 th 2011 May 16 th -21 st 2011 August 15 th - 20 th 2011 Nov 28 th - Dec 3 rd 2011	Kshs.35,000
Project Management	Project managers in Government and Non - Governmental Institutions Any other professionals involved in projects, especially donor funded projects	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	Applicants can choose to attend during any of the following periods: Feb 21 st -26 th 2011 May 16 th -21 st 2011 August 15 th - 20 th 2011 Nov 28 th - Dec 3 rd 2011	Kshs.35,000
Projects Proposals preparation and appraisal	CDF Committees Loan officers Youth organization	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	Applicants can choose to attend during any of the following periods: Feb 21 st -26 th 2011 May 16 th -21 st 2011 August 15 th - 20 th 2011 Nov 28 th - Dec 3 rd 2011	Kshs.30,000
Management of Academic Institutions - Tools and Frameworks.	Heads of schools both Private and Public Other education managers working in academic institutions	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	Applicants can choose to attend during any of the following periods: Feb 21 st -26 th 2011 May 16 th -21 st 2011 August 15 th - 20 th 2011 Nov 28 th - Dec 3 rd 2011	Kshs.35,000
Public Procurement.	Government institutions Private sector interested in good procurement practices.	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	Applicants can choose to attend during any of the following periods: Feb 21 st -26 th 2011 May 16 th -21 st 2011 August 15 th - 20 th 2011 Nov 28 th - Dec 3 rd 2011	Kshs.35,000
Small Enterprise Management	Small and medium enterprise owners Business managers	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	Applicants can choose to attend during any of the following periods: Feb 21 st -26 th 2011 May 16 th -21 st 2011 August 15 th - 20 th 2011 Nov 28 th - Dec 3 rd 2011	Kshs.25,000

Schedule for the 2011 Short Executive Courses

Course	Target	Brief Description	Period	Cost
Management of Customers and Front Office Public Relations	Front office personnel Personal Secretaries Office managers and administrators Public Relations Officers Secretaries and receptionists	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.	Applicants can choose to attend during any of the following periods: Feb 21 st -26 th 2011 May 16 th -21 st 2011 August 15 th - 20 th 2011 Nov 28 th - Dec 3 rd 2011	Kshs.25,000
Records management	Small business owners Registry officers Records managers and officers Other professionals involved in records management.	This is a four day course. The course aims to sharpen the skills of the people involved in record keeping and general records management.	Applicants can choose to attend during any of the following periods: Feb 21 st -26 th 2011 May 16 th -21 st 2011 August 15 th - 20 th 2011 Nov 28 th - Dec 3 rd 2011	Kshs.35,000
Tax Management for profit and not - for – profit organizations	Accountants Auditors Tax managers	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.	Applicants can choose to attend during any of the following periods: Feb 21 st -26 th 2011 May 16 th -21 st 2011 August 15 th - 20 th 2011 Nov 28 th - Dec 3 rd 2011	Kshs.35,000
Forensic Audit	Auditors Accountants	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.	Applicants can choose to attend during any of the following periods: Feb 21 st -26 th 2011 May 16 th -21 st 2011 August 15 th - 20 th 2011 Nov 28 th - Dec 3 rd 2011	Kshs.35,000
Computer Security and Maintenance	Computer technicians IT support personnel Network administrators Anyone with interest in computers	This is a four day course. This is a four day course. The course 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.	Applicants can choose to attend during any of the following periods: Feb 21 st -26 th 2011 May 16 th -21 st 2011 August 15 th - 20 th 2011 Nov 28 th - Dec 3 rd 2011	Kshs.35,000
Executive Secretaries Management Course	Executive Secretaries in the parastatals, local authorities and the private sector.	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.	Applicants can choose to attend during any of the following periods: Feb 21 st -26 th 2011 May 16 th -21 st 2011 August 15 th - 20 th 2011 Nov 28 th - Dec 3 rd 2011	Kshs.35,000
Logistics Management	Managers and staff at supervisory levels in shipping and transport companies	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.	Applicants can choose to attend during any of the following periods: Feb 21 st -26 th 2011 May 16 th -21 st 2011 August 15 th - 20 th 2011 Nov 28 th - Dec 3 rd 2011	Kshs.35,000
Management of Institutional Legal Affairs	Company Secretaries, and Institutional Legal Officers	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	Applicants can choose to attend during any of the following periods: Feb 21 st -26 th 2011 May 16 th -21 st 2011 August 15 th - 20 th 2011 Nov 28 th - Dec 3 rd 2011	Kshs.35,000

Mr. Bernard Nterere Parsenteyio from Ewaso Ngiro South Development Authority (Narok) wrote:

From: **Parsenteyio Ole Nkukuu** <polenkukuu@gmail.com>

Date: Tue, Dec 7, 2010 at 3:18 PM

Subject: APPRECIATION

To: jkuatmombasa@gmail.com, bwihem@gmail.com

This is to express my humble appreciation to the entire JKUAT fraternity for hosting us for the executive short courses. I was particularly studying Project Management. I gained a lot of insight in the subject during the training seminar. I was humbled by your organizational culture especially hospitality and the way you have demystified the "boss". I was inspired by the way the institution's able Director Mugambi could come down to do what he knows best - teach and interact freely, despite his busy administrative schedules. I cannot forget his many words of wisdom as well.

Madam Fridah who exuded honest confidence and kindness as she ensured that her guests were comfortable. Prof. Bwisa, an very interesting and humorous man. I wish could have all the time and money to accompany him wherever he went in this globe. I have never come across a Prof who exhibited brilliance in a natural way. He taught using natural illustrations until the subject sunk into the nerves.

I am so impressed individually and am talking good about JKUAT to my employer and other corporate friends especially on consultancy. Since i cannot be exhaustive about JKUAT on email, i must say being a young institution, you have started on the right footing. I am proud of being associated with JKUAT. Keep it up.

Thank you and God bless you.

Benard Nterere Parsenteyio

Ewaso Ngiro South Dev. Authority, Narok