



JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY
EXECUTIVE TRAINING CENTRE
(JKUAT MOMBASA CAMPUS)

2018 ANNUAL CALENDAR FOR SHORT EXECUTIVE COURSES

In the year 2018, 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.



JKUAT is ISO 9001: 2008 Certified and 14001:2004 certified setting Trends in Higher Education, Research and Innovation

TRAINING PROGRAMME	DATE	VENUE	COST	TARGET GROUP
Corporate Leadership & Governance	5 th March-17 th March 2018 9 th May -19 th May 2018 6 th August -18 th August 2018 12 th November - 24 th November 2018	Mombasa	Ksh.90,000 (2 weeks)	<ul style="list-style-type: none"> Senior government officers (Job group "N" and above). Corporate Managers (companies, NGO's, Parastatals etc)
Strategic Management Course	5 th March-17 th March 2018 9 th May -19 th May 2018 6 th August -18 th August 2018 12 th November - 24 th November 2018	Mombasa	Ksh.90,000 (2 weeks)	<ul style="list-style-type: none"> Organizational Managers. Government Officers (Job group "K" and above). Corporate Managers (Companies, NGO's, Parastatals, etc.)
Administrative Skills Course	5 th March-17 th March 2018 9 th May -19 th May 2018 6 th August -18 th August 2018 12 th November - 24 th November 2018	Mombasa	Ksh.90,000 (2 weeks)	<ul style="list-style-type: none"> Government Officers at administrative level. Administrative officers (companies, NGO's, Parastatals, etc)
Supervisory management course	5 th March-17 th March 2018 9 th May -19 th May 2018 6 th August -18 th August 2018 12 th November - 24 th November 2018	Mombasa	Ksh.90,000 (2 weeks)	<ul style="list-style-type: none"> Government Officers at Supervisory level. Administrative officers (companies, NGO's, Parastatals, etc)
Senior managers' leadership programme.	5 th March-17 th March 2018 9 th May -19 th May 2018 6 th August -18 th August 2018 12 th November - 24 th November 2018	Mombasa	Ksh.90,000 (2 weeks)	<ul style="list-style-type: none"> Organizational Managers. Government Officers Corporate Managers (Companies, NGO's, Parastatals, etc.)
Project Management	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> Project managers in Government and Non - Governmental institutions Any other professionals involved in projects, especially donor funded projects



Environmental Impact Assessment for projects	5 th March-17 th March 2018 9 th May -19 th May 2018 6 th August -18 th August 2018 12 th November - 24 th November 2018	Mombasa	Ksh.90,000 (2 weeks)	<ul style="list-style-type: none"> ▪ Project managers in Government and Non - Governmental institutions ▪ Any other professionals involved in projects, especially donor funded projects.
Projects Proposal- (Preparation and appraisal)	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> ▪ CDF Committees ▪ Loan officers ▪ Youth organization
Fundamentals of Research Methodology	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> ▪ Project managers and coordinators. ▪ Local government employees ▪ Supervisors of NGO's, CBO's, ▪ Development /field workers. ▪ Academic team members ▪ Students
Human resource management	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> ▪ Human resource officers/government officers.
Public Procurement.	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> ▪ Procurement officers ▪ Private sector interested in good procurement practices.
Strategic purchasing and supply chain management	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> ▪ Procurement officers ▪ Private sector interested in good procurement practices



Management of Customers and Front Office Public Relations	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> ▪ Front office personnel ▪ Personal Secretaries ▪ Office managers and administrators ▪ Public Relations Officers ▪ Secretaries and receptionists
Advanced public relations and customer care	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> ▪ Front office personnel ▪ Personal Secretaries ▪ Office managers and administrators ▪ Public Relations Officers ▪ Secretaries and receptionists
Advanced Records Management Course (Computer Based)	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> ▪ Officers working in Accounts, Stores, Registry, Personnel and Library.
Records management	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> ▪ Small business owners ▪ Registry officers ▪ Records managers and officers ▪ Other professionals involved in records management.
Tax Management for profit and not - for – profit organizations	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> ▪ Accountants ▪ Auditors ▪ Tax managers
Forensic Audit	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> ▪ Auditors ▪ Accountants
Cash and treasury management	12 th March-17 th March 2018 14 th May -19 th May 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> ▪ Accountants ▪ Auditors ▪ Tax managers



	13 th August- 18 th August 2018 19 th November -24 th November 2018			
Advanced government accounting	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> ▪ Accountants ▪ Auditors ▪ Tax managers
Computer Security and Maintenance	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> ▪ Computer technicians ▪ IT support personnel ▪ Network administrators ▪ Anyone with interest in computers
Advanced ICT for executive assistants	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> ▪ Computer technicians ▪ IT support personnel ▪ Officers in all departments ▪ Anyone with interest in ICT
Executive Secretaries Management Course	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> ▪ Executive Secretaries in the parastatals, local authorities and the private sector.
Quality management course	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> ▪ Quality management officers
Marketing skills improvement programme	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> ▪ Marketers in organisations



Logistics Management	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> Managers and staff at supervisory levels in shipping companies and logistics related areas
Disaster management	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> Personnels working in this relevant field.
Drug abuse management	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> Interested participants to train in drug abuse management
Environmental Impact Assessment and Environmental Audit	26 th February-17 th march 2018 20 th April -19 th May 2018 30 th July -18 th August 2018 5 th November -24 th November 2017	Mombasa	Kshs100,000 (full time) Kshs.70,000 (part time) (3 weeks)	<ul style="list-style-type: none"> Health officers Auditors Accountants Environmentalists
Occupational safety, health and environment	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> Safety and management officers Health care officers Insurance officers
County governance	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> Officers at county governments
Retirement and pension planning	12 th March-17 th March 2018 14 th May -19 th May 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> Government officers



	13 th August- 18 th August 2018 19 th November -24 th November 2018			
HIV/AIDS and Development	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> ▪ Human resource managers/officers ▪ Program managers ▪ Department heads ▪ Team leaders ▪ county government employees ▪ Supervisors of NGO's, CBO's, churches and academic team members
Peace building, Conflict Management and Resolution	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> ▪ Human resource managers/officers ▪ Program managers ▪ Department/ Team leaders ▪ county government employees ▪ Supervisors of NGO's, CBO's, churches and academic team members
Participatory Monitoring and Evaluation	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> ▪ Project managers and coordinators. ▪ Development workers/field workers. ▪ Interns ▪ Development volunteers ▪ Social workers.
Security management	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000 (1 week)	<ul style="list-style-type: none"> ▪ Those working as security managers or officers. ▪ Police officers
complaints handling for legal officers	12 th March-17 th March 2018 14 th May -19 th May 2018 13 th August- 18 th August 2018 19 th November -24 th November 2018	Mombasa	Ksh.60,000	<ul style="list-style-type: none"> ▪ Officers working in legal administrative offices



IMPORTANT INFORMATION

1. 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
2. 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
3. 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.
 1. Organisations that send more than five participants to the training will qualify for JKUAT corporate rates. These rates can be availed on request.
 2. 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**.
 3. Participants who are not Kenyan citizens pay 20% higher of the fees
 4. In-house trainings can be arranged.
 5. The training fee is exclusive of VAT.
 6. All trainees gets a free tablet at the end of the training.

Application forms can be obtained from the Executive Training Centre, JKUAT Mombasa Campus, Mombasa Trade Centre Building, Parking Tower, Eighth Floor, **OR** downloaded from the University website: www.jkuat.ac.ke. Applicants may also request for application forms via email or telephone. Duly completed forms should be sent to our email at least two weeks before the course onset date.

For more information and registration please contact:

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