



## JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

### EXECUTIVE TRAINING CENTRE

### (JKUAT MOMBASA CAMPUS)

### SHORT EXECUTIVE COURSES ANNUAL CALENDAR 2022.

In the year 2022, JKUAT, in collaboration with various local and international partners will mount a number of specialized 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 9001:2015 and ISO 14001:2015 Certified



TRAINING PROGRAMME	DATE	VENUE	COST	TARGET GROUP
Corporate Leadership & Governance Course	6 <sup>th</sup> June – 18 <sup>th</sup> June 2022 15 <sup>th</sup> August – 27 <sup>th</sup> August 2022 14 <sup>th</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 95,000  (2 weeks)	<ul style="list-style-type: none"> <li>▪ Senior Government Officers (Job group “N” and above)</li> <li>▪ Corporate Managers (companies ,NGOs, Parastatals, etc.)</li> </ul>
Strategic Management Course	6 <sup>th</sup> June – 18 <sup>th</sup> June 2022 15 <sup>th</sup> August – 27 <sup>th</sup> August 2022 14 <sup>th</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 95,000  (2 weeks)	<ul style="list-style-type: none"> <li>▪ Senior Government Officers (Job group “N” and above)</li> <li>▪ Corporate Managers (companies ,NGOs, Parastatals, etc.)</li> </ul>
Administrative Skills Course	6 <sup>th</sup> June – 18 <sup>th</sup> June 2022 15 <sup>th</sup> August – 27 <sup>th</sup> August 2022 14 <sup>th</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 95,000  (2 weeks)	<ul style="list-style-type: none"> <li>▪ Government Officers at Administrative</li> <li>▪ Administrative Officers (Companies, NGO’s, Parastatals, etc.)</li> </ul>
Supervisory Management Course	6 <sup>th</sup> June – 18 <sup>th</sup> June 2022 15 <sup>th</sup> August – 27 <sup>th</sup> August 2022 14 <sup>th</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 95,000  (2 weeks)	<ul style="list-style-type: none"> <li>▪ Government Officers at Supervisory level</li> <li>▪ Administrative Officers (Companies, NGO’s, Parastatals, etc.)</li> </ul>
Seniors Managers’ Leadership Programme	6 <sup>th</sup> June – 18 <sup>th</sup> June 2022 15 <sup>th</sup> August – 27 <sup>th</sup> August 2022 14 <sup>th</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 95,000  (2 weeks)	<ul style="list-style-type: none"> <li>▪ Organizational Managers.</li> <li>▪ Government Officers</li> <li>▪ Corporate Managers (Companies, NGO’s, Parastatals, etc.)</li> </ul>
Environmental Impact Assessments for Projects	6 <sup>th</sup> June – 18 <sup>th</sup> June 2022 15 <sup>th</sup> August – 27 <sup>th</sup> August 2022 14 <sup>th</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 95,000  (2 weeks)	<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>
Environmental Impact Assessment and Environmental Audit	30 <sup>th</sup> May – 18 <sup>th</sup> June 2022 8 <sup>th</sup> August – 27 <sup>th</sup> August 2022 7 <sup>th</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 95,000  (2 weeks)	<ul style="list-style-type: none"> <li>▪ Health officers</li> <li>▪ Auditors</li> <li>▪ Accountants</li> <li>▪ Environmentalist</li> </ul>



<b>Project Management</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022  22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022  21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<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>
<b>Project Proposal- (Preparation and appraisal)</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022  22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022  21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>▪ CDF Committees</li> <li>▪ Loan Officers</li> <li>▪ Youth Organization</li> </ul>
<b>Fundamental of Research Methodology</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022  22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022  21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<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> <li>▪ Students</li> </ul>
<b>Human Resource Management</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022  22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022  21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>▪ Human Resource Officers/ Government Officers.</li> </ul>
<b>Public Procurement</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022  22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022  21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>▪ Procurement Officers</li> <li>▪ Private Sectors interested in Good Procurement Practices</li> </ul>
<b>Strategic Purchasing and Supply Chain Management</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022  22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022  21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>▪ Procurement Officers</li> <li>▪ Private Sectors interested in Good Procurement Practices</li> </ul>
<b>Management of Customers and Front Office Public Relations</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022  22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022	Mombasa	Ksh. 65,000 (1 Week)	<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 Receptionist</li> </ul>



	21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.			
<b>Advanced Public Relations and Customer Care</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022 22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022 21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>▪ Front Office Personnel</li> <li>▪ Personal Secretaries</li> <li>▪ Office Managers and Administrators</li> <li>▪ Public Relation Officers</li> <li>▪ Secretaries and Receptionists</li> </ul>
<b>Advanced Records Management Course(Computer Based)</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022 22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022 21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>▪ Officer working in Accounts, Stores, Registry, Personnel and Library</li> </ul>
<b>Records Management</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022 22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022 21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>▪ Small Business Owners</li> <li>▪ Registry Officers</li> <li>▪ Records Officers</li> <li>▪ Records Managers and Officers</li> <li>▪ Other Professional involved in Records Management</li> </ul>
<b>Tax Management for Profit and Non Profit Organizations</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022 22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022 21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>▪ Accounts</li> <li>▪ Auditors</li> <li>▪ Tax Managers</li> </ul>
<b>Forensic Audit</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022 22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022 21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>▪ Auditors</li> <li>▪ Accountants</li> </ul>
<b>Cash and Treasury Management</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022 22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022 21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>▪ Accountants</li> <li>▪ Auditors</li> <li>▪ Tax Managers</li> </ul>



<b>Advanced Government Accounting</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022  22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022  21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>▪ Accountants</li> <li>▪ Auditors</li> <li>▪ Tax Managers</li> </ul>
<b>Computers Security and Maintenance</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022  22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022  21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>▪ Computer Technicians</li> <li>▪ IT Support Personnel</li> <li>▪ Network Administrators</li> <li>▪ Anyone with interested in Computers</li> </ul>
<b>Advanced ICT for Executive Assistants</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022  22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022  21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>▪ Computers Technicians</li> <li>▪ IT Support Personnel Officers in all departments</li> <li>▪ Anyone with Interest in ICT</li> </ul>
<b>Executive Secretaries Management Course</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022  22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022  21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>▪ Executive Secretaries in the Parastatals, Local Authorities and Private Sectors</li> </ul>
<b>Quality Management Course</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022  22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022  21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>▪ Quality Management Officers</li> </ul>
<b>Marketing Skills Improvement Programme</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022  22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022  21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>▪ Marketers in Organizations</li> </ul>
<b>Logistics Management</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022  22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>▪ Managers and Staff at Supervisory levels in Shipping Companies and Logistics related areas</li> </ul>



	21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.			
<b>Disaster Management</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022  22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022  21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>Personnel's working in this relevant field</li> </ul>
<b>Drug Abuse Management Course</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022  22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022  21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>Interested Participants to train in drug abuse management</li> </ul>
<b>Occupational Safety, Health and Environment</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022  22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022  21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>Safety and Management Officers</li> <li>Health Care Officers</li> <li>Insurance Officers</li> </ul>
<b>County Governance</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022  22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022  21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>Officers at County Governments</li> </ul>
<b>HIV/AIDS and Development</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022  22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022  21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<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>County Government Employees</li> <li>Supervisors of NGO's, CBO's, churches and academic team members</li> </ul>
<b>Retirement and Pension Planning</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022  22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>Governments Officers</li> </ul>



	21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.			
<b>Peace Building, Conflict Management and Resolution</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022 22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022 21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>▪ Human Resource Managers/Officers</li> <li>▪ Program Managers</li> <li>▪ Department/Team Leaders</li> <li>▪ County Government Employees</li> <li>▪ Supervisors of NGO's, CBO's, churches and academic team members</li> </ul>
<b>Participatory Monitoring and Evaluation</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022 22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022 21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<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>
<b>Security Management</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022 22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022 21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>▪ Those working as security managers or officers.</li> <li>▪ Police Officers</li> </ul>
<b>Complaints Handling for Legal Officers</b>	13 <sup>th</sup> June – 18 <sup>th</sup> June 2022 22 <sup>nd</sup> August – 27 <sup>th</sup> August 2022 21 <sup>st</sup> November – 26 <sup>th</sup> November 2022.	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> <li>▪ Officers working in legal administrative officers</li> </ul>

### IMPORTANT INFORMATION

1. On the last day of the course all participants are taken on a full day **excursion** at no extra cost.
2. On the last evening of the course the Vice Chancellor hosts participants to a **Gala Dinner** where **Certificates** are issued.
3. All fees indicated are non- residential and they cover tuition, training materials, lunches, 10am and 4pm drinks and snacks and certification.



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4. 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**.
- a. Participants who are not Kenyan citizens pay 20% higher of the fees
  - b. In-house trainings can be arranged.
  - c. The training fee is exclusive of VAT.

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](http://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:

**The Director,**  
**JKUAT Mombasa Campus**  
**Jomo Kenyatta University of Agriculture and Technology,**  
**P. O. Box 81310-80100 Mombasa Tel: 041-2315434 or 0735-628272**  
**Email: [jkuatmombasa@jkuat.ac.ke](mailto:jkuatmombasa@jkuat.ac.ke) / [director-mombasa@jkuat.ac.ke](mailto:director-mombasa@jkuat.ac.ke)**  
**visit our website on <http://www.jkuat.ac.ke/centres/mombasa/>**



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