



JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

EXECUTIVE TRAINING CENTRE

(JKUAT MOMBASA CAMPUS)

SHORT EXECUTIVE COURSES ANNUAL CALENDAR 2021.

In the year 2021, 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	17 th May – 29 th May 2021 16 th August – 28 th August 2021 15 th November – 27 th November 2021	Mombasa	Ksh. 95,000 (2 weeks)	<ul style="list-style-type: none"> ▪ Senior Government Officers (Job group “N” and above) ▪ Corporate Managers (companies ,NGOs, Parastatals, etc.)
Strategic Management Course	17 th May – 29 th May 2021 16 th August – 28 th August 2021 15 th November – 27 th November 2021	Mombasa	Ksh. 95,000 (2 weeks)	<ul style="list-style-type: none"> ▪ Senior Government Officers (Job group “N” and above) ▪ Corporate Managers (companies ,NGOs, Parastatals, etc.)
Administrative Skills Course	17 th May – 29 th May 2021 16 th August – 28 th August 2021 15 th November – 27 th November 2021	Mombasa	Ksh. 95,000 (2 weeks)	<ul style="list-style-type: none"> ▪ Government Officers at Administrative ▪ Administrative Officers (Companies, NGO’s, Parastatals, etc.)
Supervisory Management Course	17 th May – 29 th May 2021 16 th August – 28 th August 2021 15 th November – 27 th November 2021	Mombasa	Ksh. 95,000 (2 weeks)	<ul style="list-style-type: none"> ▪ Government Officers at Supervisory level ▪ Administrative Officers (Companies, NGO’s, Parastatals, etc.)
Seniors Managers’ Leadership Programme	17 th May – 29 th May 2021 16 th August – 28 th August 2021 15 th November – 27 th November 2021	Mombasa	Ksh. 95,000 (2 weeks)	<ul style="list-style-type: none"> ▪ Organizational Managers. ▪ Government Officers ▪ Corporate Managers (Companies, NGO’s, Parastatals, etc.)
Environmental Impact Assessments for Projects	17 th May – 29 th May 2021 16 th August – 28 th August 2021 15 th November – 27 th November 2021	Mombasa	Ksh. 95,000 (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
Environmental Impact Assessment and Environmental Audit	17 th May – 29 th May 2021 16 th August – 28 th August 2021 15 th November – 27 th November 2021	Mombasa	Ksh. 95,000 (2 weeks)	<ul style="list-style-type: none"> ▪ Health officers ▪ Auditors ▪ Accountants ▪ Environmentalist



Project Management	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (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
Project Proposal- (Preparation and appraisal)	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> ▪ CDF Committees ▪ Loan Officers ▪ Youth Organization
Fundamental of Research Methodology	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (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	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> ▪ Human Resource Officers/ Government Officers.
Public Procurement	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> ▪ Procurement Officers ▪ Private Sectors interested in Good Procurement Practices
Strategic Purchasing and Supply Chain Management	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> ▪ Procurement Officers ▪ Private Sectors interested in Good Procurement Practices
Management of Customers and Front Office Public Relations	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> ▪ Front Office Personnel ▪ Personal Secretaries ▪ Office Managers and Administrators ▪ Public Relations Officers ▪ Secretaries and Receptionist
Advanced Public Relations and Customer Care	24 th May – 29 th May 2021 23 rd August – 28 th August 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> ▪ Front Office Personnel ▪ Personal Secretaries ▪ Office Managers and Administrators



	22 nd November – 27 th November 2021			<ul style="list-style-type: none"> ▪ Public Relation Officers ▪ Secretaries and Receptionists
Advanced Records Management Course(Computer Based)	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> ▪ Officer working in Accounts, Stores, Registry, Personnel and Library
Records Management	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> ▪ Small Business Owners ▪ Registry Officers ▪ Records Officers ▪ Records Managers and Officers ▪ Other Professional involved in Records Management
Tax Management for Profit and Non Profit Organizations	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> ▪ Accounts ▪ Auditors ▪ Tax Managers
Forensic Audit	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> ▪ Auditors ▪ Accountants
Cash and Treasury Management	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> ▪ Accountants ▪ Auditors ▪ Tax Managers
Advanced Government Accounting	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> ▪ Accountants ▪ Auditors ▪ Tax Managers
Computers Security and Maintenance	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> ▪ Computer Technicians ▪ IT Support Personnel ▪ Network Administrators ▪ Anyone with interested in Computers
Advanced ICT for Executive Assistants	24 th May – 29 th May 2021 23 rd August – 28 th August 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> ▪ Computers Technicians ▪ IT Support Personnel Officers in all departments



	22 nd November – 27 th November 2021			<ul style="list-style-type: none"> Anyone with Interest in ICT
Executive Secretaries Management Course	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> Executive Secretaries in the Parastatals, Local Authorities and Private Sectors
Quality Management Course	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> Quality Management Officers
Marketing Skills Improvement Programme	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> Marketers in Organizations
Logistics Management	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> Managers and Staff at Supervisory levels in Shipping Companies and Logistics related areas
Disaster Management	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> Personnel's working in this relevant field
Drug Abuse Management Course	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> Interested Participants to train in drug abuse management
Occupational Safety, Health and Environment	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> Safety and Management Officers Health Care Officers Insurance Officers



County Governance	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> ▪ Officers at County Governments
HIV/AIDS and Development	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (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
Retirement and Pension Planning	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> ▪ Governments Officers
Peace Building, Conflict Management and Resolution	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (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	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> ▪ Project Managers and Coordinators. ▪ Development workers' /field workers. ▪ Interns ▪ Development Volunteers ▪ Social Workers
Security Management	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> ▪ Those working as security managers or officers. ▪ Police Officers
Complaints Handling for Legal Officers	24 th May – 29 th May 2021 23 rd August – 28 th August 2021 22 nd November – 27 th November 2021	Mombasa	Ksh. 65,000 (1 Week)	<ul style="list-style-type: none"> ▪ Officers working in legal administrative officers



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 and certification.
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 . 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 / director-mombasa@jkuat.ac.ke
visit our website on <http://www.jkuat.ac.ke/centres/mombasa/>



JKUAT is ISO 9001:2015 and ISO 14001:2015 Certified

