



## JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

*...Empowering tomorrow's leaders, TODAY*



*Specialist sustainable Development and  
Management Training Providers*

## 2019 Training Calendar

JKUAT Enterprises Limited  
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## Specialist sustainable Development and Management Training

Over the years, our enduring strategy has been three –pronged; Right Technology, Right People and Right Partners. This approach has led to us become the leading trainers in ICT, Business and Agriculture in Kenya and beyond. We pride ourselves on our culture of empowering people by giving ‘the right skills in the right environment’. Our dedicated staff keeps abreast of all technology innovation and development as well as maintaining the highest standards possible.

We are proud to claim that our core training product is sustainable development, as we look deeply into the future societal building blocks rather present; this is included in all aspects of our work. Our Programme offers world-class specialist training and capacity building for all types of professionals, especially those in government and public sector.



JKUATES programmes offer an extensive composition designed to develop your skills and improve performance with specially designed programmes delivered by experts who lead in their field and a range of dates and locations to suit your requirements, there`s no better way to grow your

Staff and work force, than to work with us. Whether you are interested in our classroom based training , onsite training , JKUATES provide a range of training to update your skills, helping your staff develop their career, operate more effectively and more importantly develop a corporate culture that is designed with you.

Across all our trainings and courses, our goal is to deliver high caliber, informative ,very practical and engaging content that will help you and your staff attain desired personal and professional development. We are particularly able to provide our specialist service at different venues at your convenience.

**We can now bring JKUATES training programme close to you!!!**

- Nairobi
- Juja
- Naivasha
- Mombasa

*For all courses, duration is from 1-3 weeks, except where indicated.*

*Is there a Programme you need, but not listed/schedule? Do you require further details and customization of training to meet your needs? Please contact*

*[Training@jkuates.jkuat.ac.ke](mailto:Training@jkuates.jkuat.ac.ke) or call 0728849793*

# TRAINING NEED ANALYSIS

Training Needs Analysis (TNA) is defined as the “Identification of training requirements and the most cost effective means of meeting those requirements”. A TNA should always be performed where a major new development in policy, equipment acquisition or procedures is deemed to have potential impact upon the current training regime.

At JKUATES, we see training as skill acquisition concepts or attitudes that must result in improved performance within the job environment. As such, we take training needs analysis very seriously, which looks at each aspect of an operational domain so that the initial skills, concepts and attitudes of the human elements of a system can be effectively identified and appropriate training can be specified.

Our training needs analysis process covers:

- Review of current training
- Task analysis (of new or modified system)
- Identification of training gap
- Statement of training requirement
- Assessment of training options
- Cost benefit analysis of training options

The role of training needs analysis is to build a formal bridge between the available design data / training media and training objectives, in order to facilitate the transfer of training elements into the operational environment. This helps us to ensure that we do not just provide training programmes / schedules to our deserving clients, but identify the initial need for training.

JKUATES has considerable experience of successfully employing the accepted techniques applied to the development of training systems in both the public and private sectors. Most importantly, properly executed TNA prevents the waste of scarce economic resources; such corporate time, finances and human resource, as our final training component becomes need oriented.

**We provide a wide range of programmes which include the following and more!!!**

ICT TRAININGS	
Java Programming ICDL digital Marketing ICDL basic and advanced Project planning and management Project monitoring and Evaluation CMS administration	Cyber Security and Ethical Hacking Electronics Records Management Cyber Security Awareness Digital Literacy & computer use Spreadsheet Skills for Professionals Prosci Database Training
LOGISTICS AND PROCUREMENT	
Fleet Management, Defensive Driving and Road Safety Environmental Impact Assessment, Auditing and Management strategy	Public procurement, Supply chain and Contracts GIS Application In planning and Resources Management Energy Management and Sustainable Development
ADMINISTRATIVE SKILLS DEVELOPMENT	
Administrative and office skills Basic financial accounting and management Business proposal writing Effective meeting management	Organisation skills development Social media in a work place Executive & personal assistants programme
CAREER DEVELOPMENT AND IMPROVEMENT	
Strategies for creative problem solving Developing corporate creativity Developing new digital work skills Managing entrepreneurial skills Effective interpersonal skills	Negotiation skills Personal branding and corporate culture management Time management
HUMAN RESOURCE DEVELOPMENT	
New employees development Managing generation gaps in work place Health and safety at a work place HR hiring techniques and strategies Human resource management Ethics and Integrity Customer Service	Talent development and management Train-The-Trainer programmer Managing workplace Diversity Business succession planning Employee motivation and recognition skills Change management Public Relations
PERSONAL DEVELOPMENT	
Anger management Critical thinking skills development Understanding emotional intelligence Effective goal setting and implementation	Public presentation skills Stress management Managing work life balance Retirement Planning & Pension Management
SALES AND MARKETING MANAGEMENT	

Sales and marketing management Internet marketing fundamentals Fundamentals of effective marketing skills	Business presentation skills Effective selling techniques
<b>FINANCE AND ACCOUNTING</b>	
Budgeting and financial reporting International Public Sector Accounting Standards (IPSAS) Auditing Techniques for senior Auditors	Cash Flow Management and working capital Optimization International Financial Reporting Standards
<b>SENIOR AND MIDDLE MANAGEMENT</b>	
Coaching and mentoring skills Employee motivation New managers training Knowledge management Leadership skills development	Manager`s functions management Developing middle management skills Performance management Supervising strategies for managers Manager`s functions management
<b>WORKSPACE IMPROVEMENT STRATEGIES</b>	
Team management and group dynamics Employee productivity management Mind programming for success Delivering constructive criticism	Conflict resolution skills Handling difficult customers Risk assessment and management Teamwork and team building
<b>AGRICULTURAL SECTOR</b>	
Mushroom Training – production and Enterprise Orchard Management	Organic Farming

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COURSE	TARGET	VENUE	DATES	COST
Cyber Security and Ethical Hacking	Information technology professionals in National, County Governments and private sector handling information Technology.	Mombasa Naivasha Mombasa	11 <sup>th</sup> -15 <sup>th</sup> February 2019 8 <sup>th</sup> -12 <sup>th</sup> April 2019 17 <sup>th</sup> – 21 <sup>st</sup> June 2019	60,000/= +VAT
Electronics Records Management	Officers charged with the responsibility of Managing records. These include officers working in Accounts, Stores, Registry, Personnel, Human Resources and the Library/Resource Center	Mombasa Naivasha Nairobi	11 <sup>th</sup> -15 <sup>th</sup> February 2019 8 <sup>th</sup> -12 <sup>th</sup> April 2019 17 <sup>th</sup> – 21 <sup>st</sup> June 2019	60,000/= +VAT
Retirement Planning & Pension Management	All employees with an interest in retirement planning and making informed decisions	Mombasa Mombasa Naivasha	25 <sup>th</sup> February - 1 <sup>st</sup> March 2019(Supervisors and Technical) 29 <sup>th</sup> April - 3 <sup>rd</sup> May 2019(Top Management) 17 <sup>th</sup> - 21 <sup>st</sup> June 2019( All Other Employees)	45,000/= +VAT
Fleet Management, Defensive Driving and Road Safety	Employees who must drive automobiles (cars, vans, pickups) as part of their job. Positions like field sales personnel, field technicians, or personnel visiting offsite Locations including delivery of small parts or equipment will benefit from this course. Executives, Fleet Managers, Operational Managers, Supervisors (handling fleets)	Mombasa Naivasha Nairobi	11 <sup>th</sup> -15 <sup>th</sup> February 2019 8 <sup>th</sup> -12 <sup>th</sup> April 2019 17 <sup>th</sup> – 21 <sup>st</sup> June 2019	45,000/= +VAT
Behavioral Based Fleet Management, Defensive Driving and Road Safety	This course will benefit organisations and practitioners responsible for the management and training of drivers in order to improve fleet safety. The course would also be extremely useful for insurance personnel, fleet managers, health and safety practitioners and driver trainers.	Mombasa Naivasha Nairobi	11 <sup>th</sup> -15 <sup>th</sup> February 2019 8 <sup>th</sup> -12 <sup>th</sup> April 2019 17 <sup>th</sup> – 21 <sup>st</sup> June 2019	45,000/= +VAT
Debt Management	Finance/Credit Managers and Senior Accounts Staff	Mombasa Naivasha Nairobi	11 <sup>th</sup> -15 <sup>th</sup> February 2019 8 <sup>th</sup> -12 <sup>th</sup> April 2019 17 <sup>th</sup> – 21 <sup>st</sup> June 2019	60,000/= +VAT
Digital Literacy & computer use	Professionals who wishes to learn digital tools essential for daily operations,	Mombasa	11 <sup>th</sup> -15 <sup>th</sup> February 2019	45,000/= +VAT

	communications knowledge and skills, before proceeding to other ICT related trainings	Naivasha Nairobi	8 <sup>th</sup> -12 <sup>th</sup> April 2019 17 <sup>th</sup> – 21 <sup>st</sup> June 2019	
Stress and life style Management	Anyone under pressure who feels the negative impact of stress, and who wants to learn how to handle stress more effectively both in their work environment and personal lives.	Mombasa Naivasha Nairobi	11 <sup>th</sup> -15 <sup>th</sup> February 2019 8 <sup>th</sup> -12 <sup>th</sup> April 2019 17 <sup>th</sup> – 21 <sup>st</sup> June 2019	45,000/= +VAT
International Public Sector Accounting Standards (IPSAS)	Officers involved in financial recording, accounting and reporting.	Mombasa Naivasha Nairobi	11 <sup>th</sup> -15 <sup>th</sup> February 2019 8 <sup>th</sup> -12 <sup>th</sup> April 2019 17 <sup>th</sup> – 21 <sup>st</sup> June 2019	60,000/= +VAT
Financial Management, Budgeting and Auditing	Officers in organizations, who handle financial responsibilities, budgeting and Heads of Audit, Board of Directors, members of Audit Committees	Mombasa Naivasha Nairobi	11 <sup>th</sup> -15 <sup>th</sup> February 2019 8 <sup>th</sup> -12 <sup>th</sup> April 2019 17 <sup>th</sup> – 21 <sup>st</sup> June 2019	60,000/= +VAT
Spreadsheet Skills for Professionals	Managers/officers who need to improve their office productivity with improved excel skills in reporting, data analysis and use of formulas, functions among others.	Mombasa Naivasha Nairobi	11 <sup>th</sup> -15 <sup>th</sup> February 2019 8 <sup>th</sup> -12 <sup>th</sup> April 2019 17 <sup>th</sup> – 21 <sup>st</sup> June 2019	45,000/= +VAT
Knowledge Management	Middle and senior officers in human resource communication, information, library, knowledge Management, ICT and those who manage knowledge in National and County Governments as well as private sector (& non-state actors).	Mombasa Naivasha Nairobi	11 <sup>th</sup> -15 <sup>th</sup> February 2019 8 <sup>th</sup> -12 <sup>th</sup> April 2019 17 <sup>th</sup> – 21 <sup>st</sup> June 2019	60,000/= +VAT
Cyber Security Leadership for Sacco's Heads	The intended audience for this program includes SACCO general managers, executives, and CEO'S looking to learn cyber skills and strategy	Mombasa Naivasha Nairobi	11 <sup>th</sup> -15 <sup>th</sup> February 2019 8 <sup>th</sup> -12 <sup>th</sup> April 2019 17 <sup>th</sup> – 21 <sup>st</sup> June 2019	60,000/= +VAT
Environmental Impact Assessment	Project managers/planners/decision makers and specialists at environmental authorities, lead agencies, industry and environmental organizations using EIA to identify and monitor environmental impact of policies, plans, programmes and projects	Nairobi Mombasa	4 <sup>th</sup> - 8 <sup>th</sup> March 2019 24 <sup>th</sup> – 28 <sup>th</sup> June 2019	60,000/= +VAT
Advanced Electronics Records Management	Officers charged with the responsibility of Managing records. These include officers working in Accounts, Stores, Registry, Personnel, Human Resources and the Library/Resource Center(Hands On)	Mombasa Naivasha	11 – 22 February 2019 3 <sup>rd</sup> – 14 <sup>th</sup> June 2019	90,000/= +VAT
Ethics and Integrity	Senior officers responsible for strategic operation, policy formulation,	Mombasa	18 <sup>th</sup> -22 <sup>nd</sup> March 2019	45,000/= +VAT

	implementation and decision making in the public and private sectors	Naivasha	17 <sup>th</sup> - 21 <sup>st</sup> June 2019	
Cyber Security Awareness for Top Management	Senior officers responsible for strategic Top Management operation, policy formulation, implementation and decision making in the public/Private service.	Juja Mombasa	18 <sup>th</sup> -22 <sup>nd</sup> March 2019 17 <sup>th</sup> - 21 <sup>st</sup> June 2019	45,000/= +VAT
Cyber Security Awareness for Supervisors and Technical Officers	Officers carrying out supervisory and technical functions in middle management.	Juja Mombasa	25 <sup>th</sup> - 29 <sup>th</sup> March 2019 24 <sup>th</sup> - 28 <sup>th</sup> June 2019	45,000/= +VAT
Cyber Security Awareness for Supervisors and Technical Officers	Officers in non-managerial positions supporting middle management in their functions.	Juja Mombasa	25 <sup>th</sup> - 29 <sup>th</sup> March 2019 24 <sup>th</sup> - 28 <sup>th</sup> June 2019	45,000/= +VAT
Corporate Governance	Senior officers responsible for strategic operation, policy formulation, implementation and decision making in the public and private sectors	Mombasa Naivasha	11 <sup>th</sup> - 15 <sup>th</sup> March 2019 20 <sup>th</sup> - 24 <sup>th</sup> May 2019	60,000/= +VAT
Cybersecurity Leadership for Non-Technical Executives	The intended audience for this program includes general managers, executives, and CEO'S looking to learn managerial skills and strategy. This program is not for technical executives and senior security leaders (CISOs)	Mombasa Naivasha Nairobi	25 <sup>th</sup> Feb- 1 <sup>st</sup> March 2019 22 <sup>nd</sup> - 26 <sup>th</sup> April 2019 17 <sup>th</sup> – 21 <sup>st</sup> June 2019	60,000/= +VAT

### JKUATES TRAINING ATTENDANCE ROADMAP

The roadmap is a guide to attending JKUATES training and the process can take between 4-8 weeks, therefore, give enough planning time. Use this information along with JKUATES Programme timeline document.

