



JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

...Empowering tomorrow's leaders, TODAY



*Specialist sustainable Development and
Management Training Providers*

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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 Workforce and Professional Project planning and management Project monitoring and Evaluation Data Science & Analytics	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	Business presentation skills

Internet marketing fundamentals Fundamentals of effective marketing skills	Effective selling techniques
FINANCE AND ACCOUNTING	
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
SENIOR AND MIDDLE MANAGEMENT	
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
WORKSPACE IMPROVEMENT STRATEGIES	
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
AGRICULTURAL SECTOR	
Mushroom Training – production and Enterprise Orchard Management	Organic Farming

Is there a Programme you need, but not listed/scheduled? Do you require further details and customization of training to meet your needs? Please contact Training@jkuates.jkuat.ac.ke or call 0728849793

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.

