

LIVE ONLINE · INSTRUCTOR-LED

Online Training Calendar

January – December 2027

Practical, career-ready programmes delivered in live virtual classrooms — join a cohort from anywhere and learn alongside professionals from across the region.

📺 Live classes on **Zoom** & **Google Meet**

12

professional certificates

163

short & data-tools courses

18

ISO & data protection
courses



BDIT COLLEGE

Skills For Growth

**BUSINESS DEVELOPMENT &
INNOVATION TRAINING COLLEGE**

Linking skills to market demands — for individuals building careers and enterprises, and for organisations investing in their people.

Enquiries & registration

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🌐 www.bditcollege.org

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KENYA

About BDIT College

Business Development and Innovation Training College (BDIT College) is a privately registered Kenyan institution offering **training, research and consultancy**. We help people and organisations grow by building the skills that close the gap between knowing what to do and actually doing it.

Our roots are in entrepreneurship and agribusiness, and our programmes now span data and technology, leadership, finance, project management and the green economy. Every course is shaped around what employers, funders and markets are asking for today.

Learners can study in live virtual classes, at their own pace on the **BDIT College App**, through blended formats, or in programmes built specifically for their organisation.

OUR PURPOSE

To equip individuals, enterprises and institutions with practical, market-relevant skills that create jobs, grow businesses and strengthen communities.

WHERE WE ARE HEADED

To be Africa's trusted centre for organisation development and innovation training — where skills turn into growth.

What guides our work

Relevance

We teach what the market needs now and apply it to the learner's real work.

Results

Success is measured by what participants do differently after the course.

Integrity

Honest advice, transparent dealings and high professional standards.

Partnership

We co-design solutions with clients, experts and communities.

Innovation

We keep learning, adopting new tools and better ways to teach.

Our 14 Learning Areas & How Online Training Works

Learning Areas

01 Entrepreneurship, Business Growth & Mentorship 9 courses	02 Agribusiness, Climate Action & Green Jobs 10 courses
03 Monitoring, Evaluation & Learning 12 courses	04 Data, Research & Analytics 13 courses
05 Digital Data Collection & GIS 12 courses	06 Artificial Intelligence & Information Technology 10 courses
07 Leadership, Governance & Strategy 12 courses	08 People & Human Resource Management 10 courses
09 Project & Grants Management 10 courses	10 Finance, Accounting & Audit 17 courses
11 Banking & Financial Services 9 courses	12 Procurement, Logistics & Supply Chain 11 courses
13 Office Administration, Records & Communication 14 courses	14 Health, Social Protection & Community Development 11 courses

Ways to learn with us

Live online cohorts — scheduled classes with a facilitator in a virtual classroom, with group work, case studies and practical exercises.

Self-paced on the BDIT College App — open a free account and study course pathways in your own time.

In-house & tailor-made — programmes designed around your organisation's training-needs assessment, online or at your premises.

Not on the list? Tell us the skills your team needs and we will build a course for you.

READING THE CALENDAR

Each course runs **one cohort per month**. Dates show the first and last day; where a cohort crosses into the next month, the end month is shown (e.g. 22–5 Mar).

1 wk = 5 days · **2 wks** = 10 days · **3 wks** = 15 days, Mon–Fri, East Africa Time. No classes 18 Dec 2027 – 2 Jan 2028; public-holiday sessions move to the next working day.

Fees per participant, excluding 16% VAT: KES 45,000 per course; Leadership courses KES 60,000. Pay in full or in 2 instalments.

Certificate Timetable, Durations & Fees

All courses offered online

#	Certificate course	Intended participants	Duration	Fee (KES) + 16% VAT	Jan 2027	Mar 2027	May 2027	Jul 2027	Sep 2027	Nov 2027
01	Sales & Marketing	Sales professionals, marketing executives, business owners	2½ months	45,000	11 Jan to 19 Mar	1 Mar to 7 May	3 May to 9 Jul	5 Jul to 10 Sep	6 Sep to 12 Nov	1 Nov to 28 Jan '28
02	Quality Management	Quality assurance specialists, operations managers, process engineers	3 months	45,000	11 Jan to 2 Apr	1 Mar to 21 May	3 May to 23 Jul	5 Jul to 24 Sep	6 Sep to 26 Nov	1 Nov to 11 Feb '28
03	Leadership & Governance	Project managers, team leaders, programme officers	5 weeks	60,000	11 Jan to 12 Feb	1 Mar to 2 Apr	3 May to 4 Jun	5 Jul to 6 Aug	6 Sep to 8 Oct	1 Nov to 3 Dec
04	Supervisory Skills & Development	New supervisors, team leaders, department heads	2½ months	30,000	11 Jan to 19 Mar	1 Mar to 7 May	3 May to 9 Jul	5 Jul to 10 Sep	6 Sep to 12 Nov	1 Nov to 28 Jan '28
05	Supply Chain Management	Logistics managers, procurement officers, operations directors	2½ months	45,000	11 Jan to 19 Mar	1 Mar to 7 May	3 May to 9 Jul	5 Jul to 10 Sep	6 Sep to 12 Nov	1 Nov to 28 Jan '28
06	Climate Smart Agriculture & Agribusiness	Farmers, agribusiness owners, agricultural extension officers	3 months	45,000	11 Jan to 2 Apr	1 Mar to 21 May	3 May to 23 Jul	5 Jul to 24 Sep	6 Sep to 26 Nov	1 Nov to 11 Feb '28
07	Social & Behaviour Change Communication	Communication specialists, public health professionals, development workers	3 months	45,000	11 Jan to 2 Apr	1 Mar to 21 May	3 May to 23 Jul	5 Jul to 24 Sep	6 Sep to 26 Nov	1 Nov to 11 Feb '28
08	Entrepreneurship Development & Small Business Management	Entrepreneurs, small business owners, managers	2½ months	10,000	11 Jan to 19 Mar	1 Mar to 7 May	3 May to 9 Jul	5 Jul to 10 Sep	6 Sep to 12 Nov	1 Nov to 28 Jan '28
09	Value Chain Analysis & Trade Flows Analysis	Policy makers, trade analysts, business development officers	2½ months	120,000	11 Jan to 19 Mar	1 Mar to 7 May	3 May to 9 Jul	5 Jul to 10 Sep	6 Sep to 12 Nov	1 Nov to 28 Jan '28
10	Data Management & Statistical Analysis	Data analysts, researchers, statisticians, IT professionals	2½ months	45,000	11 Jan to 19 Mar	1 Mar to 7 May	3 May to 9 Jul	5 Jul to 10 Sep	6 Sep to 12 Nov	1 Nov to 28 Jan '28
11	Trade Law & Policy for Development	Lawyers, trade negotiators, policy analysts, development practitioners	2½ months	135,000	11 Jan to 19 Mar	1 Mar to 7 May	3 May to 9 Jul	5 Jul to 10 Sep	6 Sep to 12 Nov	1 Nov to 28 Jan '28
12	Project Management	Project officers and coordinators, team leaders, programme staff, managers	6 weeks	45,000	11 Jan to 19 Feb	1 Mar to 9 Apr	3 May to 11 Jun	5 Jul to 13 Aug	6 Sep to 15 Oct	1 Nov to 10 Dec

Fees: shown per participant and exclude 16% VAT. Pay in full or in **2 instalments**. Each course is built from short modules (see the next pages). Every module can also be booked on its own as a short course.

Dates: start Monday, finish Friday. The Nov 2027 intake pauses for the 18 Dec – 2 Jan holiday break; its finish dates already allow for it.

01 Sales & Marketing

2½ months · 10 weeks

KES 45,000 + VAT · 2 instalments

For: Sales professionals, marketing executives and business owners.

Why it sells in Kenya: Buyers now discover and pay on their phones; firms want sellers who can win on social media and M-Pesa as well as face to face.

Intakes (start – finish)

11 Jan – 19 Mar	1 Mar – 7 May
3 May – 9 Jul	5 Jul – 10 Sep
6 Sep – 12 Nov	1 Nov – 28 Jan '28

Module (each also bookable as a short course)**Marketing fundamentals & the Kenyan customer**

Segmentation, pricing and positioning for local and regional markets

Wk 1–2

Digital & social media marketing

Facebook, Instagram, TikTok, WhatsApp Business and Google Ads

Wk 3–4

Professional selling & negotiation

Prospecting, key accounts, objection handling, tender-led sales

Wk 5–6

Mobile-money & e-commerce channels

M-Pesa Till/Paybill, online stores, marketplaces, delivery

Wk 7–8

Sales management, CRM & analytics + capstone

Targets, pipelines, CRM tools; present a marketing plan

Wk 9–10

02 Quality Management

3 months · 12 weeks

KES 45,000 + VAT · 2 instalments

For: Quality assurance specialists, operations managers and process engineers.

Why it sells in Kenya: Buyers, exporters and tenders increasingly ask for KEBS marks and ISO 9001 — firms need people who can deliver both.

Intakes (start – finish)

11 Jan – 2 Apr	1 Mar – 21 May
3 May – 23 Jul	5 Jul – 24 Sep
6 Sep – 26 Nov	1 Nov – 11 Feb '28

Module (each also bookable as a short course)**Quality principles & tools**

Cost of quality, the 7 QC tools, process mapping

Wk 1–2

ISO 9001:2015 QMS implementation

Requirements, risk-based thinking, documented information

Wk 3–5

KEBS standards & product certification

Kenya Standards, Standardisation & Diamond Marks, import inspection

Wk 6–7

Internal quality auditing (ISO 19011)

Plan, conduct and report audits; corrective action

Wk 8–9

Lean Six Sigma Yellow Belt

DMAIC, waste reduction, continuous improvement

Wk 10–11

Capstone: QMS gap assessment

Assess a real workplace and present an improvement plan

Wk 12

01 Sales & Marketing

2½ months · 10 weeks · 5 modules

KES 45,000 + 16% VAT

Who should attend: sales professionals, marketing executives, business owners and anyone who sells a product or service.

By the end you will be able to:

- ✓ Build a marketing plan for a Kenyan or regional market
- ✓ Run paid and organic campaigns on Facebook, Instagram, TikTok, WhatsApp Business and Google
- ✓ Prospect, pitch, negotiate and close B2B and B2C sales
- ✓ Sell and collect payment through M-Pesa and online channels
- ✓ Manage a sales pipeline and report results with CRM data

How it is delivered

Live online classes on Zoom & Google Meet, practical assignments after every module and a capstone presentation. Certificate awarded on completing all modules. Fee payable in full or in 2 instalments.

Intakes (start – finish)

11 Jan – 19 Mar	1 Mar – 7 May
3 May – 9 Jul	5 Jul – 10 Sep
6 Sep – 12 Nov	1 Nov – 28 Jan '28

Module · weeks	What you will cover	What you will produce
M1 Wk 1–2	Marketing fundamentals & the Kenyan customer Marketing mix and value proposition · Customer segments: urban, rural, youth and SMEs · Market research on a small budget · Pricing for price-sensitive markets	Customer profile and positioning statement
M2 Wk 3–4	Digital & social media marketing Content calendars and storytelling in English and Kiswahili · Paid ads on Meta, TikTok and Google · WhatsApp Business catalogues and broadcast lists · Influencer partnerships and consent rules under the Data Protection Act 2019	30-day social media campaign plan
M3 Wk 5–6	Professional selling & negotiation Prospecting and lead qualification · Consultative selling and handling objections · Key account management · Responding to tenders and requests for quotation	Recorded sales pitch and negotiation role-play
M4 Wk 7–8	Mobile-money & e-commerce channels M-Pesa Till, Paybill and payment links · Online stores and marketplaces such as Jumia and Kilimall · Delivery, returns and customer service · KRA eTIMS invoicing for online sales	Online sales channel set-up plan
M5 Wk 9–10	Sales management, CRM & analytics + capstone Targets, territories and incentives · CRM tools and pipeline tracking · Marketing metrics: cost per customer, conversion and return on spend · Capstone presentation	Full marketing and sales plan presented to a panel

02 Quality Management

3 months · 12 weeks · 6 modules

KES 45,000 + 16% VAT

Who should attend: quality assurance specialists, operations managers, process engineers and staff preparing for certification or audits.

By the end you will be able to:

- ✓ Use core quality tools to find and fix process problems
- ✓ Implement and document an ISO 9001:2015 quality management system
- ✓ Prepare products for KEBS standardisation marks and certification
- ✓ Plan, conduct and report internal quality audits
- ✓ Lead Lean Six Sigma improvement projects

How it is delivered

Live online classes on Zoom & Google Meet, workplace assignments after every module and a capstone gap assessment. Certificate awarded on completing all modules. Fee payable in full or in 2 instalments.

Intakes (start – finish)

11 Jan – 2 Apr	1 Mar – 21 May
3 May – 23 Jul	5 Jul – 24 Sep
6 Sep – 26 Nov	1 Nov – 11 Feb '28

Module · weeks	What you will cover	What you will produce
M1 Wk 1–2	Quality principles & tools Quality concepts and the cost of poor quality · The 7 QC tools: Pareto, fishbone, check sheets, control charts · Process mapping and SIPOC · Customer focus and complaints handling	Process map with root-cause analysis
M2 Wk 3–5	ISO 9001:2015 QMS implementation Clause-by-clause requirements · Context, risks and opportunities · Documented information and document control · Management review and quality KPIs	Draft quality manual and core procedures
M3 Wk 6–7	KEBS standards & product certification Kenya Standards and how they are developed · Standardisation Mark and Diamond Mark of Quality · Import inspection and conformity assessment · Product testing and labelling requirements	Certification readiness checklist
M4 Wk 8–9	Internal quality auditing (ISO 19011) Audit programme and planning · Checklists, evidence and interviewing · Nonconformities and corrective action · Audit reporting and follow-up	Mock internal audit report
M5 Wk 10–11	Lean Six Sigma Yellow Belt The DMAIC framework · The 8 wastes and 5S · Basic statistics and process capability · Kaizen and visual management	Improvement project charter
M6 Wk 12	Capstone: QMS gap assessment Assess a real workplace against ISO 9001 · Prioritise improvements · Present findings to a review panel	Gap assessment report and improvement plan

03 Leadership & Governance

5 weeks

KES 60,000 + VAT · 2 instalments

For: Project managers, team leaders and programme officers.

Why it sells in Kenya: Built around Kenya's own governance codes for companies, state corporations and counties — what boards and auditors now check.

Intakes (start – finish)

11 Jan – 12 Feb	1 Mar – 2 Apr
3 May – 4 Jun	5 Jul – 6 Aug
6 Sep – 8 Oct	1 Nov – 3 Dec

Module (each also bookable as a short course)

Leadership & personal effectiveness

Leadership styles, emotional intelligence, influence

Wk 1

Corporate governance in Kenya

Companies Act 2015, CMA Code, Mwongozo Code for state corporations

Wk 2

Boards, risk & compliance

Board roles, risk oversight, internal controls, reporting

Wk 3

Public-sector & county governance

Chapter Six of the Constitution, PFM Act 2012, public participation

Wk 4

Strategic leadership & ethics + capstone

Leading change; personal leadership action plan

Wk 5

04 Supervisory Skills & Development

2½ months · 10 weeks

KES 30,000 + VAT · 2 instalments

For: New supervisors, team leaders and department heads.

Why it sells in Kenya: An affordable first-line management credential for SMEs, factories, counties and NGOs promoting staff from within.

Intakes (start – finish)

11 Jan – 19 Mar	1 Mar – 7 May
3 May – 9 Jul	5 Jul – 10 Sep
6 Sep – 12 Nov	1 Nov – 28 Jan '28

Module (each also bookable as a short course)

Moving into supervision

Role shift, managing former peers, planning work

Wk 1–2

Communication, delegation & teams

Briefings, feedback, meetings, team building

Wk 3–4

Performance management & coaching

Targets, appraisals, coaching conversations

Wk 5–6

Kenyan labour law for supervisors

Employment Act 2007, OSHA 2007, discipline and grievances

Wk 7–8

Productivity & workplace project

Problem solving, time management, improvement project

Wk 9–10

05 Supply Chain Management

2½ months · 10 weeks

KES 45,000 + VAT · 2 instalments

For: Logistics managers, procurement officers and operations directors.

Why it sells in Kenya: Covers the public procurement rules and regional trade logistics Kenyan employers use every day, from county tenders to the port of Mombasa.

Intakes (start – finish)

11 Jan – 19 Mar	1 Mar – 7 May
3 May – 9 Jul	5 Jul – 10 Sep
6 Sep – 12 Nov	1 Nov – 28 Jan '28

Module (each also bookable as a short course)

Supply chain strategy & fundamentals

Demand planning, sourcing strategy, SCOR basics

Wk 1–2

Public procurement in Kenya

PPADA 2015 & 2020 Regulations, AGPO, e-procurement

Wk 3–4

Inventory, warehousing & stores

Stock control, ABC analysis, warehouse KPIs

Wk 5–6

Logistics, transport & customs

Freight, KenTrade single window, EAC/AfCFTA rules of origin

Wk 7–8

Contracts, suppliers & ethics + capstone

Contract management, supplier appraisal, professional ethics

Wk 9–10

06 Climate Smart Agriculture & Agribusiness

3 months · 12 weeks

KES 45,000 + VAT · 2 instalments

For: Farmers, agribusiness owners and agricultural extension officers.

Why it sells in Kenya: Repeated droughts and the push for market-led, climate-resilient farming make these skills a priority for counties, cooperatives and agri-SMEs.

Intakes (start – finish)

11 Jan – 2 Apr	1 Mar – 21 May
3 May – 23 Jul	5 Jul – 24 Sep
6 Sep – 26 Nov	1 Nov – 11 Feb '28

Module (each also bookable as a short course)

Climate-smart agriculture principles

Climate risks, adaptation and mitigation across Kenya's farming zones

Wk 1–2

Soil, water & resilient production

Conservation agriculture, water harvesting, drought-tolerant crops & breeds

Wk 3–4

Farm business planning & finance

Records, gross margins, SACCO/bank credit, index-based insurance

Wk 5–6

Value addition & market linkages

Post-harvest handling, cooperatives, contract farming, export standards

Wk 7–8

Carbon markets & climate finance

Carbon projects under the Climate Change (Amendment) Act

Wk 9–10

07 Social & Behaviour Change Communication

3 months · 12 weeks

KES 45,000 + VAT · 2 instalments

For: Communication specialists, public health professionals and development workers.

Why it sells in Kenya: County health departments and NGOs running health, nutrition, WASH and GBV programmes need staff who can design and measure behaviour change.

Intakes (start – finish)

11 Jan – 2 Apr	1 Mar – 21 May
3 May – 23 Jul	5 Jul – 24 Sep
6 Sep – 26 Nov	1 Nov – 11 Feb '28

Module (each also bookable as a short course)

Behaviour change theory

Socio-ecological model, COM-B, social norms

W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
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Wk 1–2

Audience research

Formative research, focus groups, audience segmentation

Wk 3–4

Message & materials design

Creative briefs, Kiswahili and local-language content, pre-testing

Wk 5–6

Channels & community engagement

Community radio, SMS/mHealth, social media, Community Health Promoters

Wk 7–8

SBCC in health, nutrition, WASH & GBV

Case studies from Kenyan programmes

Wk 9–10

Monitoring SBCC + campaign capstone

Indicators and evaluation; design a full campaign

Wk 11–12

08 Entrepreneurship Development & Small Business Management

2½ months · 10 weeks

KES 10,000 + VAT · 2 instalments

For: Entrepreneurs, small business owners and managers.

Why it sells in Kenya: Takes owners step by step through Kenya's registration, tax and funding systems — the hurdles that stop most small businesses growing.

Intakes (start – finish)

11 Jan – 19 Mar	1 Mar – 7 May
3 May – 9 Jul	5 Jul – 10 Sep
6 Sep – 12 Nov	1 Nov – 28 Jan '28

Module (each also bookable as a short course)

Opportunity & business model

Idea validation, lean canvas, customer discovery

W1	W2	W3	W4	W5	W6	W7	W8	W9	W10
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Wk 1–2

Registration & compliance

eCitizen registration, KRA PIN & eTIMS, county permits, SHA & NSSF

Wk 3–4

Bookkeeping, costing & cash flow

Simple books, pricing, mobile-money records

Wk 5–6

Financing the business

SACCOs, banks, Youth & Women Enterprise Funds, AGPO tenders

Wk 7–8

Marketing, growth + business-plan pitch

Digital sales, scaling; present a business plan

Wk 9–10

09 Value Chain Analysis & Trade Flows Analysis

2½ months · 10 weeks

KES 120,000 + VAT · 2 instalments

For: Policy makers, trade analysts and business development officers.

Why it sells in Kenya: Supplies the evidence behind Kenya's export drive in tea, horticulture, coffee, leather and textiles, and its expanding regional trade.

Intakes (start – finish)

11 Jan – 19 Mar	1 Mar – 7 May
3 May – 9 Jul	5 Jul – 10 Sep
6 Sep – 12 Nov	1 Nov – 28 Jan '28

Module (each also bookable as a short course)

Value chain concepts & mapping

Actors, flows and functions; mapping Kenyan value chains

Wk 1–2

Value chain analysis methods

Cost & margin analysis, governance, upgrading strategies

Wk 3–4

Trade data & flow analysis

KNBS, UN Comtrade, ITC Trade Map; export competitiveness

Wk 5–6

Regional & global market access

EAC, COMESA, AfCFTA, EU–Kenya EPA; SPS and standards

Wk 7–8

Policy options + capstone study

Analyse a value chain and present policy recommendations

Wk 9–10

10 Data Management & Statistical Analysis

2½ months · 10 weeks

KES 45,000 + VAT · 2 instalments

For: Data analysts, researchers, statisticians and IT professionals.

Why it sells in Kenya: Teaches the tools Kenyan employers most often list in job adverts, together with compliance with the Data Protection Act 2019.

Intakes (start – finish)

11 Jan – 19 Mar	1 Mar – 7 May
3 May – 9 Jul	5 Jul – 10 Sep
6 Sep – 12 Nov	1 Nov – 28 Jan '28

Module (each also bookable as a short course)

Research design & data governance

Sampling, data management plans, Data Protection Act 2019

Wk 1–2

Digital data collection

KoboToolbox and ODK forms, field data quality

Wk 3–4

Data cleaning & descriptive analysis

Excel, SPSS and Stata

Wk 5–6

Statistical inference & modelling

Hypothesis tests, regression, interpreting results

Wk 7–8

Dashboards & reporting + capstone

Power BI dashboards; analyse a real dataset

Wk 9–10

11 Trade Law & Policy for Development

2½ months · 10 weeks

KES 135,000 + VAT · 2 instalments

For: Lawyers, trade negotiators, policy analysts and development practitioners.

Why it sells in Kenya: Prepares professionals for Kenya's growing role in EAC, AfCFTA and bilateral trade negotiations and in trade disputes.

Intakes (start – finish)

11 Jan – 19 Mar	1 Mar – 7 May
3 May – 9 Jul	5 Jul – 10 Sep
6 Sep – 12 Nov	1 Nov – 28 Jan '28

Module (each also bookable as a short course)

Foundations of international trade law

WTO agreements: GATT, GATS, TRIPS, trade facilitation

Wk 1–2

Regional integration law

EAC Customs Union & Common Market, COMESA, AfCFTA protocols

Wk 3–4

Kenya's trade & investment framework

EAC Customs Management Act, SEZ & EPZ law, Competition Act

Wk 5–6

Trade remedies, NTBs & disputes

Anti-dumping, safeguards, SPS/TBT, dispute settlement

Wk 7–8

Negotiation simulation & policy paper

Mock negotiation; write a trade policy brief

Wk 9–10

12 Project Management

6 weeks

KES 45,000 + VAT · 2 instalments

For: Project officers and coordinators, team leaders, programme staff and managers.

Why it sells in Kenya: PMBOK®-aligned and adapted to the donor, county and public-sector projects that employ most project staff in Kenya.

Intakes (start – finish)

11 Jan – 19 Feb	1 Mar – 9 Apr
3 May – 11 Jun	5 Jul – 13 Aug
6 Sep – 15 Oct	1 Nov – 10 Dec

Module (each also bookable as a short course)

Initiation & frameworks

Project life cycle, PMBOK® principles, Agile, project charter

Wk 1

Planning scope & schedule

WBS, critical path, MS Project / ProjectLibre

Wk 2

Cost, risk & procurement

Budgets, earned value, risk registers, PPADA for public projects

Wk 3

Stakeholders, quality & communication

Stakeholder mapping, public participation, reporting

Wk 4

Execution, monitoring & Agile delivery

Status tracking, change control, Scrum basics

Wk 5

Closure & certification pathway

Lessons learned; CAPM®/PMP® exam preparation plan

Wk 6

ISO Standards Certification Courses

Learn to build, run and audit management systems based on international ISO standards. Each course combines the requirements of the standard with practical case work, and prepares you for the professional certification exam. Organisations use these skills to win tenders, satisfy regulators and protect their customers.

Why it matters in Kenya

Data Protection Act 2019, Computer Misuse and Cybercrimes Act 2018, Bribery Act 2016 and KEBS certification all reward organisations that can show working management systems.

TRACK 1 · PAGE 15

Information Security & IT

ISO/IEC 27001 Foundation	2 days
ISO/IEC 27001 Lead Implementer	5 days
ISO/IEC 27035 Lead Incident Manager	5 days
Chief Information Security Officer (CISO)	5 days

TRACK 2 · PAGE 16

Governance, Risk & Compliance

Certified Management Systems Internal Auditor	3 days
ISO/IEC 38500 Foundation	2 days
ISO 37301 Introduction	1 day
ISO 37301 Lead Implementer	5 days
ISO 31000 Lead Risk Manager	5 days

TRACK 3 · PAGE 17

Quality Management

ISO 9001 Foundation	2 days
ISO 9001 Lead Implementer	5 days
ISO 9001 Lead Auditor	5 days

TRACK 4 · PAGE 18

Privacy & Data Protection

GDPR Foundation	2 days
GDPR – Certified Data Protection Officer	5 days
Data Protection Officer (DPO) – Kenya	5 days
ISO/IEC 27701 Foundation	2 days
ISO/IEC 27701 Lead Implementer	5 days
ISO/IEC 27701 Lead Auditor	5 days

Introduction · 1 day

Awareness of what a standard requires.

Foundation · 2 days

Core concepts and terms; 1-hour exam.

Internal Auditor · 3 days

Audit your own organisation's systems.

Lead · 5 days

Implement, audit or manage; 3-hour exam.

Fee: KES 45,000 + 16% VAT per course, payable in full or in 2 instalments. Exams are arranged through an accredited certification body; ask us about exam booking.



ISO Standards Certification • 2027 Dates

One cohort of every course each month. 5-day courses run Monday–Friday, 3-day Monday–Wednesday, 2-day Thursday–Friday and 1-day courses on a Friday.

KES 45,000 + 16% VAT

per course • 2 instalments accepted



			2027											
Course	Track	Days	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ISO/IEC 27001 Foundation	InfoSec	2	14–15	18–19	4–5	8–9	6–7	24–25	29–30	26–27	16–17	21–22	11–12	9–10
ISO/IEC 27001 Lead Implementer	InfoSec	5	18–22	22–26	1–5	12–16	10–14	28–2 Jul	5–9	30–3 Sep	20–24	25–29	15–19	6–10
ISO/IEC 27035 Lead Incident Manager	InfoSec	5	25–29	1–5	1–5	19–23	17–21	7–11	12–16	2–6	27–1 Oct	4–8	22–26	6–10
Chief Information Security Officer (CISO)	InfoSec	5	4–8	8–12	8–12	26–30	24–28	14–18	19–23	9–13	6–10	25–29	29–3 Dec	6–10
Certified Management Systems Internal Auditor	GRC	3	11–13	15–17	15–17	5–7	3–5	21–23	26–28	16–18	13–15	25–27	1–3	6–8
ISO/IEC 38500 Foundation	GRC	2	21–22	25–26	4–5	15–16	6–7	10–11	8–9	26–27	23–24	28–29	11–12	16–17
ISO 37301 Introduction	GRC	1	29	5	5	23	14	11	16	6	10	8	19	10
ISO 37301 Lead Implementer	GRC	5	4–8	8–12	1–5	26–30	17–21	14–18	19–23	2–6	6–10	25–29	22–26	6–10
ISO 31000 Lead Risk Manager	GRC	5	11–15	15–19	8–12	5–9	24–28	21–25	26–30	9–13	13–17	25–29	29–3 Dec	6–10
ISO 9001 Foundation	Quality	2	21–22	25–26	18–19	15–16	6–7	10–11	8–9	19–20	23–24	28–29	4–5	16–17
ISO 9001 Lead Implementer	Quality	5	25–29	1–5	1–5	19–23	3–7	7–11	12–16	23–27	27–1 Oct	4–8	8–12	6–10
ISO 9001 Lead Auditor	Quality	5	4–8	8–12	1–5	26–30	10–14	14–18	19–23	30–3 Sep	6–10	25–29	15–19	6–10
GDPR Foundation	Privacy	2	14–15	18–19	4–5	8–9	20–21	24–25	29–30	5–6	16–17	21–22	25–26	9–10
GDPR – Certified Data Protection Officer	Privacy	5	18–22	22–26	8–12	12–16	24–28	28–2 Jul	5–9	9–13	20–24	25–29	29–3 Dec	6–10
Data Protection Officer (DPO) – Kenya	Privacy	5	25–29	15–19	15–19	19–23	17–21	14–18	19–23	16–20	13–17	25–29	15–19	6–10
ISO/IEC 27701 Foundation	Privacy	2	28–29	4–5	18–19	22–23	6–7	10–11	15–16	19–20	30–1 Oct	7–8	4–5	9–10
ISO/IEC 27701 Lead Implementer	Privacy	5	4–8	8–12	1–5	26–30	3–7	14–18	19–23	23–27	6–10	25–29	8–12	6–10
ISO/IEC 27701 Lead Auditor	Privacy	5	11–15	15–19	1–5	5–9	10–14	21–25	26–30	30–3 Sep	13–17	25–29	15–19	6–10

TRACK 1 Protect information and systems against cyber threats, respond to incidents and meet the security demands of regulators, banks and clients.

ISO/IEC 27001 Foundation

2 days

For: IT staff, compliance officers and managers new to information security.

You will learn to:

- ✓ Explain what an information security management system (ISMS) is
- ✓ Read the requirements in clauses 4–10 of ISO/IEC 27001
- ✓ Understand how Annex A controls are selected
- ✓ Know what happens in a certification audit

Exam: 1-hour Foundation exam

ISO/IEC 27001 Lead Implementer

5 days

For: IT and security managers, consultants and project leads.

You will learn to:

- ✓ Plan and scope an ISMS project
- ✓ Run a risk assessment and write the Statement of Applicability
- ✓ Put controls, policies and procedures in place
- ✓ Monitor, audit internally and prepare for certification

Kenya: supports compliance with the Computer Misuse and Cybercrimes Act 2018 and sector cybersecurity guidelines.

Exam: 3-hour Lead exam

ISO/IEC 27035 Lead Incident Manager

5 days

For: Incident responders, security analysts and IT managers.

You will learn to:

- ✓ Set up an incident management policy and response team
- ✓ Detect, report, assess and respond to incidents
- ✓ Collect and preserve digital evidence
- ✓ Review incidents and improve defences

Kenya: personal-data breaches must be reported to the ODPC within 72 hours under the Data Protection Act 2019.

Exam: 3-hour Lead exam

Chief Information Security Officer (CISO)

5 days

For: Senior security managers and those preparing to lead security.

You will learn to:

- ✓ Set security governance, strategy and policy
- ✓ Run risk, compliance and security programmes
- ✓ Oversee security architecture, operations and incident readiness
- ✓ Report to the board and manage budgets and metrics

Exam: 3-hour exam

TRACK 2 Build the systems boards and regulators expect: sound IT governance, effective compliance programmes, risk management and internal audit.

Certified Management Systems Internal Auditor

3 days

For: Staff who audit their own organisation's ISO-based systems.

You will learn to:

- ✓ Apply the audit principles of ISO 19011
- ✓ Plan audits, gather evidence and interview staff
- ✓ Report nonconformities and follow up corrective action

Exam: Certification exam on the last day

ISO/IEC 38500 Foundation

2 days

For: Board members, CIOs and IT governance staff.

You will learn to:

- ✓ Apply the six principles of good IT governance
- ✓ Use the Evaluate–Direct–Monitor model
- ✓ Align IT investment with organisational strategy

Exam: 1-hour Foundation exam

ISO 37301 Introduction

1 day

For: Managers and staff new to compliance.

You will learn to:

- ✓ Explain what a compliance management system is
- ✓ Recognise compliance obligations and risks
- ✓ Support a speak-up and integrity culture

Exam: No exam · certificate of attendance

ISO 37301 Lead Implementer

5 days

For: Compliance officers, legal, risk and internal audit staff.

You will learn to:

- ✓ Map compliance obligations and assess compliance risk
- ✓ Design policies, controls, training and whistleblowing channels
- ✓ Monitor, investigate, report and improve

Kenya: helps show the 'adequate procedures' expected under the Bribery Act 2016.

Exam: 3-hour Lead exam

ISO 31000 Lead Risk Manager

5 days

For: Risk officers, auditors, finance and programme managers.

You will learn to:

- ✓ Set up a risk management framework and policy
- ✓ Identify, analyse and evaluate risks
- ✓ Choose treatments, monitor and report risk to the board

Kenya: used for enterprise risk management in public and private sector organisations.

Exam: 3-hour Lead exam

Suggested learning path

Tip

For: Anyone building a career in compliance, risk or audit.

Steps:

- ✓ Start with ISO 37301 Introduction or a Foundation course
- ✓ Add the Internal Auditor course to audit your own systems
- ✓ Finish with a Lead course matched to your role

Exam: Choose the exam that matches your role

TRACK 3 Build, run and audit quality management systems based on ISO 9001 — the world's most widely used management system standard.

ISO 9001 Foundation

2 days

For: Staff new to quality management and team members supporting certification.

You will learn to:

- ✓ Explain the seven quality management principles
- ✓ Understand the process approach and risk-based thinking
- ✓ Read the requirements in clauses 4–10 of ISO 9001
- ✓ Know the documents a QMS needs
- ✓ Understand how certification audits work

Exam: 1-hour Foundation exam

ISO 9001 Lead Implementer

5 days

For: Quality managers, operations managers and consultants.

You will learn to:

- ✓ Plan and scope a QMS project
- ✓ Analyse context, interested parties, risks and opportunities
- ✓ Map processes and write documented information
- ✓ Set quality objectives and KPIs
- ✓ Run internal audit and management review, then prepare for certification

Kenya: buyers, tenders and exporters increasingly ask suppliers for ISO 9001 certification.

Exam: 3-hour Lead exam

ISO 9001 Lead Auditor

5 days

For: Quality auditors, consultants and anyone who will lead certification or supplier audits.

You will learn to:

- ✓ Apply audit principles from ISO 19011 and ISO/IEC 17021-1
- ✓ Plan and lead an audit team
- ✓ Gather and evaluate objective evidence
- ✓ Grade nonconformities and write the audit report
- ✓ Follow up corrective actions and close the audit

Kenya: qualified lead auditors are in demand for supplier audits and certification work across the region.

Exam: 3-hour Lead exam

Want a longer programme? The 3-month Quality Management professional certificate (page 7) covers ISO 9001 together with KEBS certification, internal auditing and Lean Six Sigma.

TRACK 4

Handle personal data lawfully and prove it — essential for organisations registered with Kenya's Office of the Data Protection Commissioner (ODPC) and for those serving European clients.

GDPR Foundation

2 days

For: Staff who handle personal data, and teams serving EU clients.

You will learn to:

- ✓ Explain the GDPR principles and lawful bases for processing
- ✓ Describe data subject rights
- ✓ Understand controller and processor duties

Exam: 1-hour Foundation exam

GDPR – Certified Data Protection Officer

5 days

For: Data protection officers, legal, compliance and IT staff.

You will learn to:

- ✓ Run records of processing and data protection impact assessments
- ✓ Handle data subject requests, breaches and international transfers
- ✓ Advise management and work with regulators

Kenya: includes a comparison with the Data Protection Act 2019 and ODPC registration duties.

Exam: 3-hour exam

ISO/IEC 27701 Foundation

2 days

For: Staff new to privacy management systems.

You will learn to:

- ✓ Explain what a privacy information management system (PIMS) is
- ✓ Understand controls for PII controllers and processors
- ✓ See how ISO/IEC 27701 works with ISO/IEC 27001

Exam: 1-hour Foundation exam

ISO/IEC 27701 Lead Implementer

5 days

For: Privacy, security and compliance managers.

You will learn to:

- ✓ Plan and scope a PIMS project
- ✓ Map personal data and apply privacy controls
- ✓ Monitor, improve and prepare for certification

Kenya: turns Data Protection Act duties into a working, auditable system.

Exam: 3-hour Lead exam

ISO/IEC 27701 Lead Auditor

5 days

For: Auditors, consultants and privacy professionals.

You will learn to:

- ✓ Plan and lead a privacy management system audit
- ✓ Gather evidence on how personal data is handled
- ✓ Report findings and follow up corrective action

Exam: 3-hour Lead exam

Data Protection Officer (DPO) – Kenya

5 days

For: Appointed or aspiring DPOs, compliance, legal, HR and ICT officers in Kenyan organisations.

You will learn to:

- ✓ Apply the Data Protection Act 2019 and its 2021 Regulations day to day
- ✓ Register with the ODPC, keep processing records and run impact assessments
- ✓ Handle consent, data subject requests, breach notification within 72 hours and cross-border transfers

Kenya: built around Kenyan law, ODPC guidance and real enforcement cases.

Exam: Practical assessment · BDIT College DPO certificate

01

Entrepreneurship, Business Growth & Mentorship

Practical programmes that turn ideas into viable enterprises — from planning and financing a venture to winning contracts and growing with the support of a mentor.

KES 45,000 + 16% VAT

per course · 2 instalments accepted



Course	Wks	2027											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Starting and Growing a Small Business	1 wk	18–22	22–26	1–5	12–16	17–21	28–2 Jul	5–9	9–13	20–24	25–29	1–5	6–10
Business Plan Development and Pitching	1 wk	25–29	1–5	8–12	19–23	24–28	7–11	12–16	16–20	27–1 Oct	4–8	8–12	6–10
Gig Work and Remote Contracting for Professionals	1 wk	4–8	8–12	15–19	26–30	3–7	14–18	19–23	23–27	6–10	11–15	15–19	6–10
Self-Employment Bootcamp: From Skill to Income	2 wks	11–22	15–26	22–2 Apr	5–16	10–21	21–2 Jul	26–6 Aug	2–13	13–24	18–29	22–3 Dec	6–17
Business Mentorship and Coaching Skills	1 wk	18–22	22–26	1–5	12–16	17–21	28–2 Jul	5–9	9–13	20–24	25–29	1–5	6–10
Resource Mobilisation and Fundraising Strategy	2 wks	25–5 Feb	1–12	8–19	19–30	24–4 Jun	7–18	12–23	16–27	27–8 Oct	4–15	8–19	6–17
Public–Private Partnerships: Structuring and Managing PPPs	2 wks	4–15	8–19	15–26	26–7 May	3–14	14–25	19–30	23–3 Sep	6–17	11–22	15–26	6–17
Real Estate Investment, Development and Management	2 wks	11–22	15–26	22–2 Apr	5–16	10–21	21–2 Jul	26–6 Aug	2–13	13–24	18–29	22–3 Dec	6–17
Trade and Commercial Negotiation	1 wk	18–22	22–26	1–5	12–16	17–21	28–2 Jul	5–9	9–13	20–24	25–29	1–5	6–10

Course	Wks	2027											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Agribusiness Value Chains and Market Access	2 wks	25–5 Feb	1–12	8–19	19–30	24–4 Jun	7–18	12–23	16–27	27–8 Oct	4–15	8–19	6–17
Climate-Smart Agriculture for Sustainable Growth	2 wks	4–15	8–19	15–26	26–7 May	3–14	14–25	19–30	23–3 Sep	6–17	11–22	15–26	6–17
Agricultural Policy and Rural Development Planning	2 wks	11–22	15–26	22–2 Apr	5–16	10–21	21–2 Jul	26–6 Aug	2–13	13–24	18–29	22–3 Dec	6–17
Integrated Water Resources Management	2 wks	18–29	22–5 Mar	1–12	12–23	17–28	28–9 Jul	5–16	9–20	20–1 Oct	25–5 Nov	1–12	6–17
Climate Finance: Access, Design and Stakeholder Engagement	2 wks	25–5 Feb	1–12	8–19	19–30	24–4 Jun	7–18	12–23	16–27	27–8 Oct	4–15	8–19	6–17
ESG Reporting: Standards and Frameworks	1 wk	4–8	8–12	15–19	26–30	3–7	14–18	19–23	23–27	6–10	11–15	15–19	6–10
Environmental and Social Safeguards	2 wks	11–22	15–26	22–2 Apr	5–16	10–21	21–2 Jul	26–6 Aug	2–13	13–24	18–29	22–3 Dec	6–17
Gender-Responsive Climate Action	1 wk	18–22	22–26	1–5	12–16	17–21	28–2 Jul	5–9	9–13	20–24	25–29	1–5	6–10
Climate Risk and Disaster Management	2 wks	25–5 Feb	1–12	8–19	19–30	24–4 Jun	7–18	12–23	16–27	27–8 Oct	4–15	8–19	6–17
Solid Waste Management and Circular Economy	1 wk	4–8	8–12	15–19	26–30	3–7	14–18	19–23	23–27	6–10	11–15	15–19	6–10

03

Monitoring, Evaluation & Learning

Build systems that show what is working, why, and for whom — and use the evidence to steer programmes and report to funders with confidence.

KES 45,000 + 16% VAT

per course · 2 instalments accepted



Course	Wks	2027											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Results-Based Monitoring and Evaluation	2 wks	11–22	15–26	22–2 Apr	5–16	10–21	21–2 Jul	26–6 Aug	2–13	13–24	18–29	22–3 Dec	6–17
MEAL: Monitoring, Evaluation, Accountability and Learning	2 wks	18–29	22–5 Mar	1–12	12–23	17–28	28–9 Jul	5–16	9–20	20–1 Oct	25–5 Nov	1–12	6–17
Impact Evaluation Methods for Evidence-Based Programming	3 wks	25–12 Feb	1–19	8–26	19–7 May	24–11 Jun	7–25	12–30	16–3 Sep	27–15 Oct	4–22	8–26	—
Integrated Project Management and M&E	3 wks	4–22	8–26	15–2 Apr	26–14 May	3–21	14–2 Jul	19–6 Aug	23–10 Sep	6–24	11–29	15–3 Dec	—
M&E for Humanitarian Response	1 wk	11–15	15–19	22–26	5–9	10–14	21–25	26–30	2–6	13–17	18–22	22–26	6–10
M&E for Climate Adaptation Programmes	2 wks	18–29	22–5 Mar	1–12	12–23	17–28	28–9 Jul	5–16	9–20	20–1 Oct	25–5 Nov	1–12	6–17
M&E for Food Security and Nutrition	2 wks	25–5 Feb	1–12	8–19	19–30	24–4 Jun	7–18	12–23	16–27	27–8 Oct	4–15	8–19	6–17
M&E for Agriculture and Rural Livelihoods	2 wks	4–15	8–19	15–26	26–7 May	3–14	14–25	19–30	23–3 Sep	6–17	11–22	15–26	6–17
M&E and Data Systems for Health Programmes	2 wks	11–22	15–26	22–2 Apr	5–16	10–21	21–2 Jul	26–6 Aug	2–13	13–24	18–29	22–3 Dec	6–17
Participatory M&E with Communities	1 wk	18–22	22–26	1–5	12–16	17–21	28–2 Jul	5–9	9–13	20–24	25–29	1–5	6–10
Project Performance Reviews and Evaluations	1 wk	25–29	1–5	8–12	19–23	24–28	7–11	12–16	16–20	27–1 Oct	4–8	8–12	6–10
M&E with Data Management and Analysis	3 wks	4–22	8–26	15–2 Apr	26–14 May	3–21	14–2 Jul	19–6 Aug	23–10 Sep	6–24	11–29	15–3 Dec	—

04

Data, Research & Analytics

Hands-on analysis with the tools employers use — from spreadsheets and dashboards to statistical and qualitative software — backed by sound research design.

KES 45,000 + 16% VAT

per course · 2 instalments accepted



Course	Wks	2027											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Data Analysis and Dashboards with Excel	1 wk	11–15	15–19	22–26	5–9	10–14	21–25	26–30	2–6	13–17	18–22	22–26	6–10
Advanced Excel Data Modelling	1 wk	18–22	22–26	1–5	12–16	17–21	28–2 Jul	5–9	9–13	20–24	25–29	1–5	6–10
Business Intelligence with Microsoft Power BI	1 wk	25–29	1–5	8–12	19–23	24–28	7–11	12–16	16–20	27–1 Oct	4–8	8–12	6–10
Data Storytelling and Visualisation with Tableau	1 wk	4–8	8–12	15–19	26–30	3–7	14–18	19–23	23–27	6–10	11–15	15–19	6–10
Statistical Analysis with SPSS	2 wks	11–22	15–26	22–2 Apr	5–16	10–21	21–2 Jul	26–6 Aug	2–13	13–24	18–29	22–3 Dec	6–17
Data Management and Statistical Analysis with Stata	2 wks	18–29	22–5 Mar	1–12	12–23	17–28	28–9 Jul	5–16	9–20	20–1 Oct	25–5 Nov	1–12	6–17
Research Design and Analysis with SPSS or Stata	3 wks	25–12 Feb	1–19	8–26	19–7 May	24–11 Jun	7–25	12–30	16–3 Sep	27–15 Oct	4–22	8–26	—
Statistical Computing with R	2 wks	4–15	8–19	15–26	26–7 May	3–14	14–25	19–30	23–3 Sep	6–17	11–22	15–26	6–17
Qualitative Analysis with NVivo	1 wk	11–15	15–19	22–26	5–9	10–14	21–25	26–30	2–6	13–17	18–22	22–26	6–10
Qualitative Analysis with ATLAS.ti	1 wk	18–22	22–26	1–5	12–16	17–21	28–2 Jul	5–9	9–13	20–24	25–29	1–5	6–10
Research Methods for Practitioners	2 wks	25–5 Feb	1–12	8–19	19–30	24–4 Jun	7–18	12–23	16–27	27–8 Oct	4–15	8–19	6–17
Epidemiological Data Analysis with Stata	2 wks	4–15	8–19	15–26	26–7 May	3–14	14–25	19–30	23–3 Sep	6–17	11–22	15–26	6–17
Data Analytics for Auditors	1 wk	11–15	15–19	22–26	5–9	10–14	21–25	26–30	2–6	13–17	18–22	22–26	6–10

		2027											
Course	Wks	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Mobile Data Collection with KoboToolbox	1 wk	18–22	22–26	1–5	12–16	17–21	28–2 Jul	5–9	9–13	20–24	25–29	1–5	6–10
Mobile Data Collection with ODK	1 wk	25–29	1–5	8–12	19–23	24–28	7–11	12–16	16–20	27–1 Oct	4–8	8–12	6–10
Advanced ODK-X and ODK Server Administration	1 wk	4–8	8–12	15–19	26–30	3–7	14–18	19–23	23–27	6–10	11–15	15–19	6–10
Survey Data Management with SurveyCTO	1 wk	11–15	15–19	22–26	5–9	10–14	21–25	26–30	2–6	13–17	18–22	22–26	6–10
Case Management and Data Collection with CommCare	1 wk	18–22	22–26	1–5	12–16	17–21	28–2 Jul	5–9	9–13	20–24	25–29	1–5	6–10
Field Data Collection with Epicollect5	1 wk	25–29	1–5	8–12	19–23	24–28	7–11	12–16	16–20	27–1 Oct	4–8	8–12	6–10
GIS Mapping and Spatial Analysis with ArcGIS	2 wks	4–15	8–19	15–26	26–7 May	3–14	14–25	19–30	23–3 Sep	6–17	11–22	15–26	6–17
GIS and Spatial Data Analysis with QGIS	2 wks	11–22	15–26	22–2 Apr	5–16	10–21	21–2 Jul	26–6 Aug	2–13	13–24	18–29	22–3 Dec	6–17
Web-Based GIS and Online Mapping	1 wk	18–22	22–26	1–5	12–16	17–21	28–2 Jul	5–9	9–13	20–24	25–29	1–5	6–10
GIS for Health and Geohealth Analysis	1 wk	25–29	1–5	8–12	19–23	24–28	7–11	12–16	16–20	27–1 Oct	4–8	8–12	6–10
GIS for WASH Programmes	1 wk	4–8	8–12	15–19	26–30	3–7	14–18	19–23	23–27	6–10	11–15	15–19	6–10
GIS for Monitoring and Evaluation	1 wk	11–15	15–19	22–26	5–9	10–14	21–25	26–30	2–6	13–17	18–22	22–26	6–10

		2027											
Course	Wks	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Introduction to Artificial Intelligence	1 wk	18–22	22–26	1–5	12–16	17–21	28–2 Jul	5–9	9–13	20–24	25–29	1–5	6–10
Generative AI for Professionals	1 wk	25–29	1–5	8–12	19–23	24–28	7–11	12–16	16–20	27–1 Oct	4–8	8–12	6–10
Productivity with ChatGPT and AI Assistants	1 wk	4–8	8–12	15–19	26–30	3–7	14–18	19–23	23–27	6–10	11–15	15–19	6–10
AI for Office and Administrative Teams	1 wk	11–15	15–19	22–26	5–9	10–14	21–25	26–30	2–6	13–17	18–22	22–26	6–10
Cybersecurity Fundamentals for Organisations	1 wk	18–22	22–26	1–5	12–16	17–21	28–2 Jul	5–9	9–13	20–24	25–29	1–5	6–10
Information Security Management (ISO 27001) and IT Governance	2 wks	25–5 Feb	1–12	8–19	19–30	24–4 Jun	7–18	12–23	16–27	27–8 Oct	4–15	8–19	6–17
Vulnerability Assessment and Penetration Testing	2 wks	4–15	8–19	15–26	26–7 May	3–14	14–25	19–30	23–3 Sep	6–17	11–22	15–26	6–17
Data Privacy and Protection Compliance	1 wk	11–15	15–19	22–26	5–9	10–14	21–25	26–30	2–6	13–17	18–22	22–26	6–10
IT Systems Audit	2 wks	18–29	22–5 Mar	1–12	12–23	17–28	28–9 Jul	5–16	9–20	20–1 Oct	25–5 Nov	1–12	6–17
Cyber Investigations and Digital Evidence Handling	2 wks	25–5 Feb	1–12	8–19	19–30	24–4 Jun	7–18	12–23	16–27	27–8 Oct	4–15	8–19	6–17

		2027											
Course	Wks	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Leadership Skills for New and Emerging Leaders	1 wk	4-8	8-12	15-19	26-30	3-7	14-18	19-23	23-27	6-10	11-15	15-19	6-10
Transformational Leadership	1 wk	11-15	15-19	22-26	5-9	10-14	21-25	26-30	2-6	13-17	18-22	22-26	6-10
Strategic Planning and Management	2 wks	18-29	22-5 Mar	1-12	12-23	17-28	28-9 Jul	5-16	9-20	20-1 Oct	25-5 Nov	1-12	6-17
Leading Organisational Change	1 wk	25-29	1-5	8-12	19-23	24-28	7-11	12-16	16-20	27-1 Oct	4-8	8-12	6-10
Corporate Governance and Board Effectiveness	1 wk	4-8	8-12	15-19	26-30	3-7	14-18	19-23	23-27	6-10	11-15	15-19	6-10
Results-Based Management	1 wk	11-15	15-19	22-26	5-9	10-14	21-25	26-30	2-6	13-17	18-22	22-26	6-10
The Balanced Scorecard in Practice	1 wk	18-22	22-26	1-5	12-16	17-21	28-2 Jul	5-9	9-13	20-24	25-29	1-5	6-10
Negotiation and Influencing Skills	1 wk	25-29	1-5	8-12	19-23	24-28	7-11	12-16	16-20	27-1 Oct	4-8	8-12	6-10
Stakeholder Engagement and Parliamentary Diplomacy	1 wk	4-8	8-12	15-19	26-30	3-7	14-18	19-23	23-27	6-10	11-15	15-19	6-10
Building High-Performing Teams	1 wk	11-15	15-19	22-26	5-9	10-14	21-25	26-30	2-6	13-17	18-22	22-26	6-10
Organisational Behaviour and Culture	1 wk	18-22	22-26	1-5	12-16	17-21	28-2 Jul	5-9	9-13	20-24	25-29	1-5	6-10
Asset and Facilities Management	2 wks	25-5 Feb	1-12	8-19	19-30	24-4 Jun	7-18	12-23	16-27	27-8 Oct	4-15	8-19	6-17

08 People & Human Resource Management

Attract, develop, reward and retain talent with modern HR practice and people analytics.

KES 45,000 + 16% VAT

per course · 2 instalments accepted



		2027											
Course	Wks	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Strategic Human Resource Management	2 wks	4–15	8–19	15–26	26–7 May	3–14	14–25	19–30	23–3 Sep	6–17	11–22	15–26	6–17
HR Policy Development	1 wk	11–15	15–19	22–26	5–9	10–14	21–25	26–30	2–6	13–17	18–22	22–26	6–10
Workforce Planning and Succession Management	1 wk	18–22	22–26	1–5	12–16	17–21	28–2 Jul	5–9	9–13	20–24	25–29	1–5	6–10
Performance, Rewards and Compensation Strategy	2 wks	25–5 Feb	1–12	8–19	19–30	24–4 Jun	7–18	12–23	16–27	27–8 Oct	4–15	8–19	6–17
Job Analysis and Job Evaluation	1 wk	4–8	8–12	15–19	26–30	3–7	14–18	19–23	23–27	6–10	11–15	15–19	6–10
HR Metrics, KPIs and People Analytics	1 wk	11–15	15–19	22–26	5–9	10–14	21–25	26–30	2–6	13–17	18–22	22–26	6–10
Supervisory and People Management Skills	1 wk	18–22	22–26	1–5	12–16	17–21	28–2 Jul	5–9	9–13	20–24	25–29	1–5	6–10
Knowledge Management	1 wk	25–29	1–5	8–12	19–23	24–28	7–11	12–16	16–20	27–1 Oct	4–8	8–12	6–10
Pre-Retirement Planning	1 wk	4–8	8–12	15–19	26–30	3–7	14–18	19–23	23–27	6–10	11–15	15–19	6–10
Grievance Handling and Case Management	1 wk	11–15	15–19	22–26	5–9	10–14	21–25	26–30	2–6	13–17	18–22	22–26	6–10

Course	Wks	2027											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Project Management Essentials	2 wks	18–29	22–5 Mar	1–12	12–23	17–28	28–9 Jul	5–16	9–20	20–1 Oct	25–5 Nov	1–12	6–17
PMP® Exam Preparation	3 wks	25–12 Feb	1–19	8–26	19–7 May	24–11 Jun	7–25	12–30	16–3 Sep	27–15 Oct	4–22	8–26	—
Project Design with the Logical Framework Approach	1 wk	4–8	8–12	15–19	26–30	3–7	14–18	19–23	23–27	6–10	11–15	15–19	6–10
Proposal Writing and Grants Management	2 wks	11–22	15–26	22–2 Apr	5–16	10–21	21–2 Jul	26–6 Aug	2–13	13–24	18–29	22–3 Dec	6–17
Grants Management and Donor Compliance	1 wk	18–22	22–26	1–5	12–16	17–21	28–2 Jul	5–9	9–13	20–24	25–29	1–5	6–10
Donor Rules for Grants and Cooperative Agreements	1 wk	25–29	1–5	8–12	19–23	24–28	7–11	12–16	16–20	27–1 Oct	4–8	8–12	6–10
Project Management for Development Practitioners	2 wks	4–15	8–19	15–26	26–7 May	3–14	14–25	19–30	23–3 Sep	6–17	11–22	15–26	6–17
Gender and Protection Mainstreaming in Projects	1 wk	11–15	15–19	22–26	5–9	10–14	21–25	26–30	2–6	13–17	18–22	22–26	6–10
Occupational Health and Safety Management	1 wk	18–22	22–26	1–5	12–16	17–21	28–2 Jul	5–9	9–13	20–24	25–29	1–5	6–10
Report Writing and Document Management	1 wk	25–29	1–5	8–12	19–23	24–28	7–11	12–16	16–20	27–1 Oct	4–8	8–12	6–10

Course	Wks	2027											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Finance for Non-Finance Managers	1 wk	4-8	8-12	15-19	26-30	3-7	14-18	19-23	23-27	6-10	11-15	15-19	6-10
Financial Planning, Budgeting and Forecasting	1 wk	11-15	15-19	22-26	5-9	10-14	21-25	26-30	2-6	13-17	18-22	22-26	6-10
Financial Modelling in Excel	1 wk	18-22	22-26	1-5	12-16	17-21	28-2 Jul	5-9	9-13	20-24	25-29	1-5	6-10
Financial Analysis for Decision-Making	1 wk	25-29	1-5	8-12	19-23	24-28	7-11	12-16	16-20	27-1 Oct	4-8	8-12	6-10
Cash Flow and Working Capital Management	1 wk	4-8	8-12	15-19	26-30	3-7	14-18	19-23	23-27	6-10	11-15	15-19	6-10
Credit Control and Debt Recovery	1 wk	11-15	15-19	22-26	5-9	10-14	21-25	26-30	2-6	13-17	18-22	22-26	6-10
IFRS and IAS Update	2 wks	18-29	22-5 Mar	1-12	12-23	17-28	28-9 Jul	5-16	9-20	20-1 Oct	25-5 Nov	1-12	6-17
Public Sector Accounting and IPSAS	2 wks	25-5 Feb	1-12	8-19	19-30	24-4 Jun	7-18	12-23	16-27	27-8 Oct	4-15	8-19	6-17
Public Financial Management	2 wks	4-15	8-19	15-26	26-7 May	3-14	14-25	19-30	23-3 Sep	6-17	11-22	15-26	6-17
Financial Management of Donor-Funded Projects	2 wks	11-22	15-26	22-2 Apr	5-16	10-21	21-2 Jul	26-6 Aug	2-13	13-24	18-29	22-3 Dec	6-17
Financial Management for World Bank-Funded Projects	2 wks	18-29	22-5 Mar	1-12	12-23	17-28	28-9 Jul	5-16	9-20	20-1 Oct	25-5 Nov	1-12	6-17
NGO Accounting with QuickBooks	1 wk	25-29	1-5	8-12	19-23	24-28	7-11	12-16	16-20	27-1 Oct	4-8	8-12	6-10
Cost and Management Accounting	2 wks	4-15	8-19	15-26	26-7 May	3-14	14-25	19-30	23-3 Sep	6-17	11-22	15-26	6-17
Internal Audit and the Global Internal Audit Standards	2 wks	11-22	15-26	22-2 Apr	5-16	10-21	21-2 Jul	26-6 Aug	2-13	13-24	18-29	22-3 Dec	6-17
Audit and Risk Oversight for Senior Managers	1 wk	18-22	22-26	1-5	12-16	17-21	28-2 Jul	5-9	9-13	20-24	25-29	1-5	6-10
Fraud Detection and Forensic Financial Review	1 wk	25-29	1-5	8-12	19-23	24-28	7-11	12-16	16-20	27-1 Oct	4-8	8-12	6-10
Integrated and Sustainability Reporting	1 wk	4-8	8-12	15-19	26-30	3-7	14-18	19-23	23-27	6-10	11-15	15-19	6-10

Course	Wks	2027											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Banking Operations Essentials	1 wk	11–15	15–19	22–26	5–9	10–14	21–25	26–30	2–6	13–17	18–22	22–26	6–10
Anti-Money Laundering and Counter-Terrorist Financing	1 wk	18–22	22–26	1–5	12–16	17–21	28–2 Jul	5–9	9–13	20–24	25–29	1–5	6–10
Risk Management and Internal Controls in Banks	2 wks	25–5 Feb	1–12	8–19	19–30	24–4 Jun	7–18	12–23	16–27	27–8 Oct	4–15	8–19	6–17
Managing Non-Performing Loans	1 wk	4–8	8–12	15–19	26–30	3–7	14–18	19–23	23–27	6–10	11–15	15–19	6–10
Islamic Banking and Shariah-Compliant Finance	1 wk	11–15	15–19	22–26	5–9	10–14	21–25	26–30	2–6	13–17	18–22	22–26	6–10
Financial Markets and Instruments	1 wk	18–22	22–26	1–5	12–16	17–21	28–2 Jul	5–9	9–13	20–24	25–29	1–5	6–10
Reserves Management and Payment Systems Risk	1 wk	25–29	1–5	8–12	19–23	24–28	7–11	12–16	16–20	27–1 Oct	4–8	8–12	6–10
Cybersecurity Audit for Banks	1 wk	4–8	8–12	15–19	26–30	3–7	14–18	19–23	23–27	6–10	11–15	15–19	6–10
ESG and Climate Risk in Banking	1 wk	11–15	15–19	22–26	5–9	10–14	21–25	26–30	2–6	13–17	18–22	22–26	6–10

Course	Wks	2027											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Procurement and Supply Chain Management	2 wks	18–29	22–5 Mar	1–12	12–23	17–28	28–9 Jul	5–16	9–20	20–1 Oct	25–5 Nov	1–12	6–17
Strategic Procurement Planning	1 wk	25–29	1–5	8–12	19–23	24–28	7–11	12–16	16–20	27–1 Oct	4–8	8–12	6–10
Tendering, Specifications and Supplier Selection	1 wk	4–8	8–12	15–19	26–30	3–7	14–18	19–23	23–27	6–10	11–15	15–19	6–10
Contract Management	1 wk	11–15	15–19	22–26	5–9	10–14	21–25	26–30	2–6	13–17	18–22	22–26	6–10
Supplier Prequalification and Relationship Management	1 wk	18–22	22–26	1–5	12–16	17–21	28–2 Jul	5–9	9–13	20–24	25–29	1–5	6–10
Cost and Value Management in Procurement	1 wk	25–29	1–5	8–12	19–23	24–28	7–11	12–16	16–20	27–1 Oct	4–8	8–12	6–10
Inventory and Stock Control	1 wk	4–8	8–12	15–19	26–30	3–7	14–18	19–23	23–27	6–10	11–15	15–19	6–10
Warehouse and Stores Management	1 wk	11–15	15–19	22–26	5–9	10–14	21–25	26–30	2–6	13–17	18–22	22–26	6–10
Transport and Logistics Management	1 wk	18–22	22–26	1–5	12–16	17–21	28–2 Jul	5–9	9–13	20–24	25–29	1–5	6–10
Fleet Management and Maintenance	2 wks	25–5 Feb	1–12	8–19	19–30	24–4 Jun	7–18	12–23	16–27	27–8 Oct	4–15	8–19	6–17
Global Sourcing and International Logistics	1 wk	4–8	8–12	15–19	26–30	3–7	14–18	19–23	23–27	6–10	11–15	15–19	6–10

Office Administration, Records & Communication

Equip executive assistants, administrators and communicators to run efficient, well-documented and professional offices.

KES 45,000 + 16% VAT

per course · 2 instalments accepted

Course	Wks	2027											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Executive Assistant Professional Programme	2 wks	11-22	15-26	22-2 Apr	5-16	10-21	21-2 Jul	26-6 Aug	2-13	13-24	18-29	22-3 Dec	6-17
Office Administration and Management	1 wk	18-22	22-26	1-5	12-16	17-21	28-2 Jul	5-9	9-13	20-24	25-29	1-5	6-10
Protocol, Etiquette and Event Management	1 wk	25-29	1-5	8-12	19-23	24-28	7-11	12-16	16-20	27-1 Oct	4-8	8-12	6-10
Customer Service Excellence	1 wk	4-8	8-12	15-19	26-30	3-7	14-18	19-23	23-27	6-10	11-15	15-19	6-10
Minute Writing and Meeting Documentation	1 wk	11-15	15-19	22-26	5-9	10-14	21-25	26-30	2-6	13-17	18-22	22-26	6-10
Virtual Assistant Skills	1 wk	18-22	22-26	1-5	12-16	17-21	28-2 Jul	5-9	9-13	20-24	25-29	1-5	6-10
Records and Information Management	1 wk	25-29	1-5	8-12	19-23	24-28	7-11	12-16	16-20	27-1 Oct	4-8	8-12	6-10
Electronic Records Management and Digital Archiving	2 wks	4-15	8-19	15-26	26-7 May	3-14	14-25	19-30	23-3 Sep	6-17	11-22	15-26	6-17
Records Management with SharePoint	1 wk	11-15	15-19	22-26	5-9	10-14	21-25	26-30	2-6	13-17	18-22	22-26	6-10
Effective Business Communication	1 wk	18-22	22-26	1-5	12-16	17-21	28-2 Jul	5-9	9-13	20-24	25-29	1-5	6-10
Public Relations and Corporate Communication	1 wk	25-29	1-5	8-12	19-23	24-28	7-11	12-16	16-20	27-1 Oct	4-8	8-12	6-10
Digital Marketing and Social Media Selling	1 wk	4-8	8-12	15-19	26-30	3-7	14-18	19-23	23-27	6-10	11-15	15-19	6-10
Brand Strategy and Management	1 wk	11-15	15-19	22-26	5-9	10-14	21-25	26-30	2-6	13-17	18-22	22-26	6-10
Business Process Mapping with BPMN	1 wk	18-22	22-26	1-5	12-16	17-21	28-2 Jul	5-9	9-13	20-24	25-29	1-5	6-10

Course	Wks	2027											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Health Facility Management	2 wks	25–5 Feb	1–12	8–19	19–30	24–4 Jun	7–18	12–23	16–27	27–8 Oct	4–15	8–19	6–17
Healthcare Financial Management	1 wk	4–8	8–12	15–19	26–30	3–7	14–18	19–23	23–27	6–10	11–15	15–19	6–10
Community Health and Nutrition Programming	1 wk	11–15	15–19	22–26	5–9	10–14	21–25	26–30	2–6	13–17	18–22	22–26	6–10
WASH and Public Health in Emergencies	1 wk	18–22	22–26	1–5	12–16	17–21	28–2 Jul	5–9	9–13	20–24	25–29	1–5	6–10
Community Development Approaches	1 wk	25–29	1–5	8–12	19–23	24–28	7–11	12–16	16–20	27–1 Oct	4–8	8–12	6–10
Resilient Livelihoods and Rural Development	2 wks	4–15	8–19	15–26	26–7 May	3–14	14–25	19–30	23–3 Sep	6–17	11–22	15–26	6–17
Disaster Risk Reduction	1 wk	11–15	15–19	22–26	5–9	10–14	21–25	26–30	2–6	13–17	18–22	22–26	6–10
Social Protection Systems	1 wk	18–22	22–26	1–5	12–16	17–21	28–2 Jul	5–9	9–13	20–24	25–29	1–5	6–10
Gender Analysis and Mainstreaming	1 wk	25–29	1–5	8–12	19–23	24–28	7–11	12–16	16–20	27–1 Oct	4–8	8–12	6–10
Preventing and Responding to Gender-Based Violence	1 wk	4–8	8–12	15–19	26–30	3–7	14–18	19–23	23–27	6–10	11–15	15–19	6–10
Child Protection, including in Emergencies	1 wk	11–15	15–19	22–26	5–9	10–14	21–25	26–30	2–6	13–17	18–22	22–26	6–10

Data Analytics Tools

Turn raw data into reports, dashboards and research findings employers ask for. Classes run live online on **Monday, Wednesday & Friday**, with practice files and assignments between sessions.

01 Microsoft Power BI

4 weeks · 3 days a week · 12 classes

KES 15,000 + 16% VAT

For: data and M&E officers, finance and sales analysts, managers who report on performance.

Wk 1 Get and clean data

Power BI Desktop · connect Excel, CSV, SQL and SharePoint · clean and shape data in Power Query

Wk 2 Model your data

Star schema and relationships · date tables · first DAX measures and calculated columns

Wk 3 DAX and visual design

CALCULATE and time intelligence · KPI cards, maps, slicers, drill-through · report layout that tells a story

Wk 4 Publish, share + project

Power BI Service and workspaces · scheduled refresh · row-level security · mobile view

You leave with: a published, interactive dashboard built on your own or sample organisation data.

02 Advanced Excel

2 weeks · 3 days a week · 6 classes

KES 10,000 + 16% VAT

For: office, finance, HR, procurement and admin staff who work with spreadsheets every day.

Wk 1 Formulas and clean data

XLOOKUP, INDEX-MATCH, IFS, SUMIFS, COUNTIFS · text and date functions · data validation · Excel Tables · conditional formatting

Wk 2 Analysis and automation

PivotTables and PivotCharts · dashboards with slicers · Goal Seek and scenarios · intro to Power Query · recording simple macros

You leave with: a one-page Excel dashboard and a template you can reuse at work.

03 SPSS

2 weeks · 3 days a week · 6 classes

KES 10,000 + 16% VAT

For: researchers, postgraduate students, M&E officers and survey teams.

Wk 1 Set up and describe data

Variable and data view · import from Excel, KoboToolbox and ODK · coding, cleaning and recoding · frequencies, crosstabs and charts

Wk 2 Test and report

t-tests, ANOVA and chi-square · correlation, linear and logistic regression · reliability (Cronbach's alpha) · writing results in APA style

You leave with: analysed survey data and a results chapter ready for a report or thesis.

2027 intakes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Power BI · 4 wks	11–5 Feb	1–26	1–26	5–30	3–28	7–2 Jul	5–30	2–27	6–1 Oct	4–29	1–26	—
Advanced Excel · 2 wks	11–22	1–12	1–12	5–16	3–14	7–18	5–16	2–13	6–17	4–15	1–12	6–17
SPSS · 2 wks	25–5 Feb	15–26	15–26	19–30	17–28	21–2 Jul	19–30	16–27	20–1 Oct	18–29	15–26	6–17

Dates show first – last class day. Advanced Excel and SPSS run back to back, so you can take both in the same month. Fees are per participant, exclude 16% VAT, and can be paid in full or in 2 instalments.

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- 2 Contact us by phone, WhatsApp or email** with the course name, preferred cohort and number of participants.
- 3 Receive your joining pack** — confirmation, fee invoice and virtual-classroom link — before the start date.

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