



# GREAT HEIGHTS MANAGEMENT CONSULTANTS LTD

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## TRAINING CALENDER FOR 2019/2020 FINANCIAL YEAR

TRAINING CALENDAR – JULY 2019 – JUNE 2020		DATES	VENUE
NO	COURSE TITLE		
1	<b>Innovative Customer Experience and Public Relations Skills</b>	<b>5<sup>th</sup>, - 9<sup>th</sup>, August 2019</b>	<b>Ethiopia</b>
2	Aligning Budgeting to Strategic Planning and Performance Contracting	1 <sup>st</sup> , July– 5 <sup>th</sup> , July 2019	Naivasha
3	Customer Care, Work Etiquette & Public Relations Skills	29 <sup>th</sup> July– 2 <sup>nd</sup> , August 2019	Naivasha
4	Strategic Human Resource Management	29 <sup>th</sup> July– 2 <sup>nd</sup> , August 2019	Naivasha
5	Finance for Non-Finance Managers	12 <sup>th</sup> , - 16 <sup>th</sup> , August 2019	Mombasa
6	Corporate Governance & Strategic Leadership	12 <sup>th</sup> , - 16 <sup>th</sup> , August 2019	Mombasa
7	Pre-Retirement and Pension Planning	26 <sup>th</sup> – 30 <sup>th</sup> August 2019	Naivasha
8	Corporate Culture & Change Management	26 <sup>th</sup> – 30 <sup>th</sup> August 2019	Naivasha
9	Attaining Excellence in Office Administration & Records Management Skills	2 <sup>nd</sup> , - 6 <sup>th</sup> , September 2019	Naivasha
10	Strategic Human Resource Management	2 <sup>nd</sup> , - 6 <sup>th</sup> , September 2019	Naivasha
11	Employment Act Training	23 <sup>rd</sup> , – 27 <sup>th</sup> Sept. 2019	Mombasa
12	Emotional Intelligence for Enhanced Productivity	23 <sup>rd</sup> , – 27 <sup>th</sup> Sept. 2019	Mombasa
13	HR for Non-HR Professionals	7 <sup>th</sup> , - 11 <sup>th</sup> , October 2019	Mombasa
14	Trustee Management	7 <sup>th</sup> , - 11 <sup>th</sup> , October 2019	Mombasa
15	Performance Management – Employee Coaching, Counseling & Mentoring for Performance	28 <sup>th</sup> , Oct. – 1 <sup>st</sup> , Nov., 2019	Naivasha
16	Pension Administration & Management	28 <sup>th</sup> , Oct. – 1 <sup>st</sup> , Nov., 2019	Naivasha
17	Pre-Retirement Coaching & Soft Landing	4 <sup>TH</sup> , - 8 <sup>th</sup> , November 2019	Nyahururu
18	HR – The Administrative Expert	4 <sup>TH</sup> , - 8 <sup>th</sup> , November 2019	Nyahururu
19	<b>Corporate Governance, Strategic Leadership, Culture &amp; Change Management</b>	<b>25<sup>th</sup> – 29<sup>th</sup> November 2019</b>	<b>Germany</b>
20	People & Etiquette Skills for Drivers	25 <sup>th</sup> – 29 <sup>th</sup> November 2019	Naivasha
21	HR – The Functional Expert	25 <sup>th</sup> – 29 <sup>th</sup> November 2019	Naivasha
22	Training Skills for Executive PAs & Administrative Professional Workshop	2 <sup>nd</sup> , – 6 <sup>th</sup> December 2019	Mombasa
23	HR – The Strategic Partner	2 <sup>nd</sup> , – 6 <sup>th</sup> December 2019	Mombasa

24	Retirement & Succession Planning	13 <sup>th</sup> , - 17 <sup>th</sup> , January 2010	Naivasha
25	HR – The Human Capital Developer	13 <sup>th</sup> , - 17 <sup>th</sup> , January 2010	Naivasha
26	Corporate Governance & Effective Leadership	27 <sup>th</sup> – 31 <sup>st</sup> , January 2020	Mombasa
27	HR- The 21 <sup>st</sup> , Century Leader & Game Changer	27 <sup>th</sup> – 31 <sup>st</sup> , January 2020	Mombasa
<b>28</b>	<b>Attaining Excellence in Pension Administration</b>	<b>3<sup>rd</sup>, - 7<sup>th</sup>, February 2020</b>	<b>South Africa</b>
29	Business Communication & Report Writing Skills	3 <sup>rd</sup> , - 7 <sup>th</sup> , February 2020	Nyahururu
30	HR – The Employee Advocate	3 <sup>rd</sup> , - 7 <sup>th</sup> , February 2020	Nyahururu
31	Supervisory and Management Development Skills	24 <sup>th</sup> -28 <sup>th</sup> February 2020	Naivasha
32	HR – The Leading Governance & Risk Mitigator	24 <sup>th</sup> -28 <sup>th</sup> February 2020	Naivasha
33	Managing Emotional Intelligence for Higher Productivity	9 <sup>th</sup> , - 13 <sup>th</sup> , March 2020	Nyahururu
34	Finance for Non-Finance Managers	9 <sup>th</sup> , - 13 <sup>th</sup> , March 2020	Nyahururu
35	Performance Management – Employee Coaching, Counseling & Mentoring for Performance	23 <sup>rd</sup> , - 27 <sup>th</sup> March 2020	Mombasa
36	Attaining Excellence in Office Administration & Records Management Skills	23 <sup>rd</sup> , - 27 <sup>th</sup> March 2020	Mombasas
37	Managing People for Higher Productivity	6 <sup>th</sup> , - 10 <sup>th</sup> , April 2020	Mombasa
38	Pre-Retirement & Succession Planning	6 <sup>th</sup> , - 10 <sup>th</sup> , April 2020	Mombasa
39	Effective Communication & Public Relation Skills	27 <sup>th</sup> April, - 1 <sup>st</sup> , May, 2020	Mombasa
40	Aligning Budgeting to Strategic Planning and Performance Contracting	27 <sup>th</sup> April, - 1 <sup>st</sup> , May, 2020	Naivasha
41	Retirement & Succession Planning	4 <sup>th</sup> , - 8 <sup>th</sup> , May 2020	Naivasha
42	Corporate Governance & Strategic Leadership	4 <sup>th</sup> , - 8 <sup>th</sup> , May 2020	Naivasha
<b>43</b>	<b>Human Resource: The Change Agent &amp; Corporate Advisor</b>	<b>25<sup>th</sup>, - 29<sup>th</sup> May 2020</b>	<b>Dubai</b>
44	Talent Management & Employee Retention	25 <sup>th</sup> , - 29 <sup>th</sup> May 2020	Mombasa
45	HR for Non-HR Professionals	25 <sup>th</sup> , - 29 <sup>th</sup> May 2020	Mombasa
46	Customer Care, Work Etiquette & Public Relations Skills	1 <sup>st</sup> , - 5 <sup>th</sup> , June 2020	Naivasha
47	Attaining Excellence in Office Administration & Records Management Skills	1 <sup>st</sup> , - 5 <sup>th</sup> , June 2020	Naivasha
48	Employee Relations, coaching, counseling and Mentoring	22 <sup>nd</sup> , - 26 <sup>th</sup> June 2020	Naivasha
49	Customer Care, Work Etiquette & Public Relations Skills	22 <sup>nd</sup> , - 26 <sup>th</sup> June 2020	Naivasha

**NOTE:****1. LOCAL TRAININGS**

- a) That **Team Building** is an Open Training Programme and is available on request based on organizational needs.
- b) That GHMC Ltd can also organize **In-House Training** for the Client depending on Client's needs.
- c) That GHMC Ltd., encourages Clients to confirm their **participation in good time** to facilitate logistical arrangement.
- d) That trainings held in Mombasa (any part of the coastal region) and Naivasha (any part of the country side) will cost **Kshs. 75, 500** and **Kshs. 65, 500** exclusive VAT, respectively.

**2. INTERNATIONAL TRAINING CALENDER FOR 2019/2020 FINANCIAL YEAR**

TRAINING CALENDAR – JULY 2019 – JUNE 2020		DATES	VENUE	KSH.
NO	COURSE TITLE			
1	Innovative Customer Experience and Public Relations Skills	5 <sup>th</sup> , – 9 <sup>th</sup> , August 2019	Ethiopia	150, 000
2	Corporate Governance, Strategic Leadership, Culture & Change Management	25 <sup>th</sup> – 29 <sup>th</sup> November 2019	Germany	290, 000
3	Attaining Excellence in Pensions Administration	3 <sup>rd</sup> , - 7 <sup>th</sup> , February 2020	South Africa	210, 000
4	Human Resource: The Change Agent and Corporate Advisor	25 <sup>th</sup> – 29 <sup>th</sup> , May 2020	Dubai	235, 000

**Note: That the cost per participant includes accommodation exclusive VAT.**