



GREAT HEIGHTS MANAGEMENT CONSULTANTS LTD

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TRAINING CALENDAR – JULY 2021 – JUNE 2022			
NO	COURSE TITLE	DATES	VENUE
1	Attaining Excellence in Office Administration & Records Management Skills	11 th , – 15 th , January 2021	Nairobi
2	Innovative Customer Experience, Work Etiquette & Public Relations Skills	11 th , – 15 th , January 2021	Nairobi
3	Pre-Retirement Coaching & Soft Landing	25 th , – 29 th , January 2021	Nairobi
4	People & Etiquette Skills for Drivers	25 th , – 29 th , January 2021	Nairobi
5	Training Skills for Executive PAs & Administrative Professional Workshop	1 st , - 5 th , February 2021	Naivasha
6	Strategic Leadership, Culture & Change Management	1 st , - 5 th , February 2021	Naivasha
7	Aligning Budgeting to Strategic Planning and Performance Contracting	22 nd , - 26 th , February 2021	Mombasa
8	Innovative Customer Experience, Work Etiquette & Public Relations Skills	22 nd , - 26 th , February 2021	Mombasa
9	HR for Non-HR Professionals	1 st , – 5 th , March 2021	Nairobi
10	Performance Management – Employee Coaching, Counseling & Mentoring for Performance	1 st , – 5 th , March 2021	Nairobi
11	Finance for Non-Finance Managers	22 nd , - 26 th March 2021	Naivasha
12	People & Etiquette Skills for Drivers	22 nd , - 26 th March 2021	Naivasha
13	Training Skills for Executive PAs & Administrative Professional Workshop	5 th , - 9 th April 2021	Naivashs
14	Retirement & Succession Planning	5 th , - 9 th April 2021	Naivasha
15	Corporate Governance & Effective Leadership	26 th , - 30 th April 2021	Mombasa
16	Business Communication & Report Writing Skills	26 th , - 30 th April 2021	Mombasa
17	Supervisory and Management Development Skills	3 rd , - 7 th , May 2021	Nairobi
18	Managing Emotional Intelligence for Higher Productivity	3 rd , - 7 th , May 2021	Nairobi

19	Attaining Excellence in Office Administration & Records Management Skills	24 th , - 28 th , May 2021	Naivasha
20	Supervisory and Management Development Skills	24 th , - 28 th , May 2021	Naivasha
21	Effective Communication & Public Relation Skills	7 th , - 11 th , June 2021	Nairobi
22	Retirement & Succession Planning	7 th , - 11 th , June 2021	Nairobi
23	Defensive Driving for Drivers	21 st , - 25 th , June 2021	
24	Business Communication & Report Writing Skills	21 st , - 25 th , June 2021	
25	Talent Management & Employee Retention	6 th , - 10 th , July 2021	Nairobi
26	Innovative Customer Experience, Work Etiquette & Public Relations Skills	6 th , - 10 th , July 2021	Nairobi
27	Effective Records and Stores Management Skills	27 th , - 31 st , July 2021	Nairobi
28	People & Etiquette Skills for Drivers	27 th , - 31 st , July 2021	Nairobi

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 training costs are **Kshs. 75, 500** exclusive VAT, respectively.
- e) That the cost excludes transport and accommodation for participants.

NB:

That we have tailored these trainings to fit the challenges posed by Covid-19 pandemic.

2. INTERNATIONAL TRAINING CALENDER FOR 2021/2022 FINANCIAL YEAR

TRAINING CALENDAR – JULY 2021 – JUNE 2022		DATES	VENUE	KSH.
NO	COURSE TITLE			
1	Innovative Customer Experience and Public Relations Skills	22 nd , – 26 th , February 2021	Ethiopia	150, 000
2	Corporate Governance, Strategic Leadership, Culture & Change Management	22 th – 26 th March 2021	Germany	290, 000
3	Attaining Excellence in Pensions Administration	26 rd , - 29 th , April 2020	South Africa	210, 000
4	Human Resource: The Change Agent and Corporate Advisor	24 th – 28 th , May 2020	Dubai	235, 000

Note: That the international training cost per participant is exclusive of accommodation and VAT.