

## 2026 TRAININGS

### FEBRUARY

NO.	THE TRAINING PROGRAM	DATES	VENUE
1	Strategic Leadership and Management Course	2 <sup>nd</sup> -6 <sup>th</sup>	Naivasha
2	Gender & Disability Mainstreaming Sensitization	9 <sup>th</sup> – 13 <sup>th</sup>	Mombasa
3	Credit Management & Debt Recovery	16 <sup>th</sup> -20 <sup>th</sup>	Naivasha
4	Planning for Retirement: Managing Your Lifestyle, Legacy and Portfolio	23 <sup>rd</sup> – 27 <sup>th</sup>	Mombasa

### MARCH

1	Board Governance & Corporate Oversight	9 <sup>th</sup> – 13 <sup>th</sup>	Naivasha
2	Advanced Executive Office Management Training Course	16 <sup>th</sup> – 20 <sup>th</sup>	Mombasa
3	HIV/AIDS And Drug Abuse Peer Educator	23 <sup>rd</sup> - 27 <sup>th</sup>	Naivasha

### APRIL

1	Government Protocol, Etiquette and Events Management	6 <sup>th</sup> -10 <sup>th</sup>	Mombasa
2	Change Management & Organizational Culture	13 <sup>th</sup> – 17 <sup>th</sup>	Naivasha
3	Diversity In Substance Abuse Management & Counselling in The Workplace Workshop	27 <sup>th</sup> – 1 <sup>st</sup>	Mombasa

### MAY

1	Data Analytics: Data-Driven Decision-Making Using AI	4 <sup>th</sup> – 8 <sup>th</sup>	Naivasha
2	Customer Care and Public Relations	11 <sup>th</sup> – 15 <sup>th</sup>	Mombasa
3	Gender & Disability Mainstreaming Sensitization	18 <sup>th</sup> – 22 <sup>nd</sup>	Naivasha
4	PPP: The Fundamentals, Governance and Management for Boards, Committees and Senior Management	25 <sup>th</sup> – 29 <sup>th</sup>	Naivasha

### JUNE

1	Innovation and Creativity in the Public Service	1 <sup>st</sup> -5 <sup>th</sup>	Mombasa
2	AI Tools for Research, Reporting and Data Analysis	8 <sup>th</sup> – 12 <sup>th</sup>	Nakuru
3	Excellence in Governance: Performance Management, Internal Controls and Internal Audit	8 <sup>th</sup> – 12 <sup>th</sup>	Mombasa
4	Report Writing and Minutes Taking	15 <sup>th</sup> – 19 <sup>th</sup>	Mombasa
5	HIV/AIDS And Drug Abuse Peer Educator Training	22 <sup>nd</sup> – 26 <sup>th</sup>	Naivasha

### JULY

1	Procurement: Stores & Inventory Management	6 <sup>th</sup> – 10 <sup>th</sup>	Naivasha
2	Diversity In Substance Abuse Management & Counselling in The Workplace Workshop	13 <sup>th</sup> – 17 <sup>th</sup>	Naivasha
3	Emotional Intelligence for Customer Experience	20 <sup>th</sup> – 24 <sup>th</sup>	Naivasha
4	Conduct of Meetings and Minute Taking	27 <sup>th</sup> – 31 <sup>st</sup>	Mombasa

### AUGUST

1	Customer Service Excellence Program for Technical Officers	3 <sup>rd</sup> – 7 <sup>th</sup>	Mombasa
2	Diversity In Substance Abuse Management & Counselling in The Workplace Workshop	10 <sup>th</sup> – 14 <sup>th</sup>	Naivasha
3	Excellence in Governance: Ethics, Risk, and Compliance Management	17 <sup>th</sup> – 21 <sup>st</sup>	Naivasha
4	Credit Management & Debt Recovery	24 <sup>th</sup> – 28 <sup>th</sup>	Naivasha

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<b>SEPTEMBER</b>			
1	Productivity Improvement and Measurement	31 <sup>st</sup> – 4 <sup>th</sup>	Naivasha
2	HIV/AIDS And Drug Abuse Peer Educator Training	7 <sup>th</sup> – 11 <sup>th</sup>	Naivasha
3	PPP: The Fundamentals, Governance and Management for Boards, Committees and Senior Management	14 <sup>th</sup> – 18 <sup>th</sup>	Naivasha
4	Digital Skills and Literacy Course for Office Administrators and Secretaries Course	21 <sup>st</sup> – 25 <sup>th</sup>	Mombasa
<b>OCTOBER</b>			
1	Executive Office Management Skills for Secretaries, Office Administrators & Support Staff	5 <sup>th</sup> – 9 <sup>th</sup>	Naivasha
2	Best Practice Financial Management and Reporting on IPSAS and IFRS Standards Toolkit	12 <sup>th</sup> – 16 <sup>th</sup>	Nakuru
3	Brand Management Course	19 <sup>th</sup> – 23 <sup>rd</sup>	Mombasa
4	Gender & Disability Mainstreaming Sensitization	26 <sup>th</sup> – 30 <sup>th</sup>	Naivasha
5	Succession Planning, Talent Management and Retirement Planning	26 <sup>th</sup> – 30 <sup>th</sup>	Naivasha
<b>NOVEMBER</b>			
1	The Essentials of Business Etiquette and Protocol	9 <sup>th</sup> – 13 <sup>th</sup>	Mombasa
2	Strategic HR Blueprint	9 <sup>th</sup> – 13 <sup>th</sup>	Naivasha
3	Counselling for Trauma & Loss Training	16 <sup>th</sup> – 20 <sup>th</sup>	Naivasha
4	Drivers & Fleet: Fleet Risk Management	23 <sup>rd</sup> – 27 <sup>th</sup>	Naivasha
<b>DECEMBER</b>			
1	AI Literacy for the Modern Workplace	7 <sup>th</sup> – 11 <sup>th</sup>	Naivasha
2	Customer Service Officers: Workplace Conduct & Soft Skills	14 <sup>th</sup> – 18 <sup>th</sup>	Mombasa

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