



Training with Excellence

2016 Training Calendar

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TOPIC	VENUE	DATE	TARGET GROUP	SEMINAR FEE
<p>MEETINGS MANAGEMENT AND MINUTES WRITING SEMINAR</p> <p>The aim of the seminar is to strengthen the skills in the management of Meetings and Minutes Writing to conform with International and Local best practices.</p>	<p>The Sarova Panafric, Nairobi, Kenya</p>	<p>27th and 28th October 2016</p>	<p>Company Secretaries, Secretaries to NGOS BOARD, Secretaries to University Boards, County Secretaries, Secretaries and Board members of County Public Service Boards, Clerks of the County Assembly, Secretaries in various committees of the County governments responsible for preparing and organizing meetings and Taking minutes.</p>	<p>KSHS 40,000.00</p>
<p>ELECTRONIC RECORDS MANAGEMENT</p> <p>This Seminar is designed to give records management professionals an overview of the attributes and requirements of records management, particularly regarding aligning records management practices with the relevant ISO and other international and local standards emphasizing on electronic records management and legal compliance</p>	<p>The Sarova Panafric, Nairobi, Kenya</p>	<p>9th, 10th and 11th November 2016</p>	<p>Records Management Officer • Records Manager • Records Management Analyst • Records & Data Management Specialist • Records Management Technician • Projects Coordinator (Records Management) • Records & Information Managers, Librarians, Records Specialists • Senior Registry Clerks • Registry Clerks • Administrator (Contracts) • Call Center Management Supervisors • Bid Controllers • Portfolio Research Analysts • Project Administrators • IT Communications & Support Specialists • IT Managers tasked with ERM • Admin Clerks</p>	<p>KSHS 45,000.00</p>
<p>STRATEGIC PLANNING FOR 2017 AND BEYOND- PRACTICAL IMPLEMENTATION</p> <p>A practical and evidence-based approach to the strategic planning process relative to the budgets, Business plans, work plans and plan of action, ensuring constant monitoring and evaluation, Reporting and review.</p>	<p>Enashipai Hotel, Naivasha, Kenya</p>	<p>24th and 26th November 2016</p>	<p>CEOs, Head of Departments, Human Resource Managers, Senior Managers, Finance Managers and Officers, Governors, Deputy Governors, County Speakers and all Senior Officers in the County Government, Senior Managers of Parastatals, NGOSA and SACCOS.</p>	<p>KSHS 60,000.00</p>

