



**Annual training Programme for the financial year 2018-19**

SN	COURSE	DATES	VENUE	TARGET GROUP	DURATION	FEES
<b>ISO 9000 QUALITY MANAGEMENT SYSTEM</b>						
1.	Implementation of Quality Management Systems based on ISO 9001:2015	17 Jul - 20 Jul, 2018	Naivasha	Staff in organizations already implementing, or intending to implement a Quality Management system (QMS)	4 Days	KES 60,000.00
2.		11 Sep - 14 Sep, 2018	Mombasa		4 Days	KES 60,000.00
3.		06 Nov - 09 Nov, 2018	Kisumu		4 Days	KES 60,000.00
4.		05 Mar - 08 Mar, 2019	Nakuru		4 Days	KES 60,000.00
5.		07 May - 10 May, 2019	Machakos		4 Days	KES 60,000.00
6.	ISO 9001:2015 Implementation Transitioning	08 Aug - 10 Aug, 2018	Nairobi	Staff in organizations already implementing ISO 9001:2008, preparing to transit to ISO 9001:2015	3 Days	KES 40,000.00
7.	Internal Quality Auditing for ISO 9001:2015	17 Sep - 20 Sep, 2018	Mombasa	Potential auditors with basic training in Implementation of Quality Management Systems		KES 60,000.00
8.		11 Mar - 14 Mar, 2019	Naivasha		4 Days	KES 60,000.00
9.		14 May - 17 May, 2019	Kisumu		4 Days	KES 60,000.00
10.	ISO 9001: 2015 Lead Auditors Course	06 Aug - 11 Aug, 2018	Mombasa	Practicing Internal Auditors and Champions, Management Representatives	6 Days	KES 120,000.00
11.		01 Oct - 06 Oct, 2018	Kisumu		6 Days	KES 120,000.00
12.		18 Feb - 23 Feb, 2019	Nairobi		6 Days	KES 120,000.00
13.		08 Apr - 13 Apr, 2019	Mombasa		6 Days	KES 120,000.00
14.		03 Jun - 08 Jun, 2019	Machakos		6 Days	KES 120,000.00
<b>ISO 9004 ORGANIZATIONS SUSTAINED SUCCESS</b>						
15.	ISO 9004:2018 Quality management -- Quality of an organization -- Guidance to achieve sustained success	10 Apr - 12 Apr, 2019	Naivasha	HOD's, Managers, MRs and Process owners in Organizations implementing Quality Management Systems	3 Days	KES 50,000.00
16.	Managing for the Sustained Success of SACCOs	04 Dec - 06 Dec, 2018	Mombasa	SACCO directors and managers	3 Days	KES 50,000.00
<b>ISO 31000 RISK MANAGEMENT SYSTEMS</b>						
17.	ISO 31000 Implementation of a Risk Management System	22 Aug - 24 Aug, 2018	Machakos	Risk, Maintenance & Production Managers, Risk Champions and & HODs	3 Days	KES 50,000.00
18.		13 Feb - 15 Feb, 2019	Naivasha		3 Days	KES 50,000.00
<b>ISO/IEC 27000 INFORMATION SECURITY MANAGEMENT SYSTEM</b>						
19.	Implementation of ISO 27001 Information Security Management System (ISMS)	04 Sep - 07 Sep, 2018	Nakuru	Process-owners, HOD's , ISMS Champions, Management Representatives	4 Days	KES 60,000.00
20.		27 Nov - 30 Nov, 2018	Nairobi		4 Days	KES 60,000.00
21.		19 Feb - 22 Feb, 2019	Mombasa		4 Days	KES 60,000.00
22.		14 May - 17 May, 2019	Naivasha		4 Days	KES 60,000.00



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23.	Auditing ISO/IEC 27001:2013 ISMS	24 Jul - 27 Jul, 2018	Nairobi	Potential auditors with basic training in	4 Days	KES 60,000.00
24.		05 Nov - 08 Nov, 2018	Machakos	Implementation of Information Security	4 Days	KES 60,000.00
25.		20 May - 23 May, 2019	Naivasha	Management Systems	4 Days	KES 60,000.00
26.	ISO/IEC 27001:2013 ISMS Lead Audit course	03 Dec - 08 Dec, 2018	Mombasa	Practicing ISMS Internal Auditors, and Management Representatives	6 Days	KES 120,000.00
27.		03 Jun - 08 Jun, 2019	Kisumu		6 Days	KES 120,000.00
<b>ISO 14000 INTERNAL ENVIRONMENTAL SYSTEMS</b>						
28.	Implementation of ISO 14001:2015	21 Nov - 24 Nov, 2018	Mombasa	Process owners, Maintenance & Production Managers, Engineering Staff, Supervisors and EMS Champions	4 Days	KES 60,000.00
29.	Environment Management Systems	16 Apr - 19 Apr, 2019	Nairobi		4 Days	KES 60,000.00
30.	ISO 14001:2015 Environment Management Systems Internal Auditors	21 Apr - 24 Apr, 2019	Naivasha	Process owners, Maintenance, Production Managers, Supervisors and EMS Champions	4 Days	KES 60,000.00
31.	ISO 14001:2015 Environment Management Systems Lead Auditors	3 Jun - 08 Jun, 2019	Mombasa	Practicing EMS Internal Auditors, and Management Representatives	6 Days	KES 120,000.00
<b>ISO 22000 FOOD SAFETY MANAGEMENT SYSTEMS</b>						
32.	Advanced HACCP and Food safety management system	27 Nov - 30 Nov, 2018	Mombasa	Managers & Supervisory Staff in Food Industry	3 Days	KES 50,000.00
33.		05 Feb - 08 Feb, 2019	Nairobi		3 Days	KES 40,000.00
<b>FOOD SAFETY ASSURANCE HACCP</b>						
34.	Food Safety Assurance in Hospitality and Learning Institutions HACCP Approach	19 Sep - 21 Sep, 2018	Nairobi	Supervisors and staff in food industry	3 Days	KES 30,000.00
35.		25 Mar - 27 Mar, 2019	Naivasha		3 Days	KES 40,000.00
<b>ISO 45001 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM</b>						
36.	Implementation of ISO 45001:2018	18 Sep - 21 Sep, 2018	Nairobi	Safety Champions, MRs, Quality Assurance, Human Resources, Administration, Process owners, Operations Managers	4 Days	KES 60,000.00
37.	Occupational health and safety	05 Mar - 08 Mar, 2019	Mombasa		4 Days	KES 60,000.00
<b>ISO 22301 BUSINESS CONTINUITY MANAGEMENT SYSTEMS</b>						
38.	Implementation of ISO 22301:2012 Business Continuity Management System	28 Nov - 30 Nov, 2018	Mombasa	Top Management, HOD's, Process owners in ICT, Human Resources, Finance, Planning, strategy, Quality Assurance, Operations & BCM Champions managing critical assets	3 Days	KES 50,000.00
<b>ISO 37001 ANTIBRIBERY MANAGEMENT SYSTEM</b>						
39.	Implementation of ISO 37001:2016 Anti-bribery management system	13 Nov - 16 Nov 2018	Mombasa	HODs, Integrity officers and Champions of Anti-bribery systems in organizations	3 Days	KES 50,000.00
40.		18 Feb - 21 Feb, 2019	Machakos		3 Days	KES 50,000.00
41.		28 May-31 May 2019	Kisumu		3 Days	KES 50,000.00



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<b>ISO 10000 QUALITY MANAGEMENT-CUSTOMER SATISFACTION</b>						
42.	ISO 10002:2014 Quality management -- Customer satisfaction	9 Oct.-11 Oct. 2018	Mombasa	Customer Service/Care officers, Front Office Staff	3 Days	KES 50,000.00
43.		26 Mar - 28 Mar, 2019	Naivasha		3 Days	KES 50,000.00
44.		4 Jun-6 Jun 2019	Machakos		3 Days	KES 50,000.00
<b>ISO 50001 ENERGY MANAGEMENT SYSTEMS</b>						
45.	Implementation of ISO 50001:2011 Energy Management Systems(EnMS)	6 Nov.-8 Nov, 2018	Naivasha	Managers and Supervisors in Production, Technical, Operations, Quality Assurance and Administration departments in organizations planning to implement an EnMS	3 Days	KES 50,000.00
46.		14 May - 16 May, 2019	Mombasa		3 Days	KES 50,000.00
<b>ISO 30400 HUMAN RESOURCES MANAGEMENT</b>						
47.	Human Resource management standards for Sustainability based on ISO 30400 Series	02 Oct - 04 Oct, 2018	Mombasa	Human Resource Managers and Human Resource officers	3 Days	KES 60,000.00
48.		21 Feb - 23 Feb, 2019	Kisumu		3 Days	KES 60,000.00
49.		7 May -9 May, 2019	Naivasha		3 Days	KES 60,000.00
<b>ISO 18788 PRIVATE SECURITY SERVICES</b>						
50.	Implementation of ISO 18788 for private security services	23 Oct - 26 Oct, 2018	Naivasha	Directors and Managers of private security organizations	4 Days	KES 50,000.00
51.		28 May - 31 May, 2019	Nairobi		4 Days	KES 50,000.00
<b>ISO/IEC 17000 CONFORMITY ASSESSMENT</b>						
52.	Implementation of ISO/IEC 17065:2015 Conformity Assessment	23 Oct - 26 Oct, 2018	Naivasha	Managers, and Supervisors in Production and Quality Assurance Departments	3 Days	KES 50,000.00
53.		12 Mar -14 Mar 2019	Mombasa		3 Days	KES 50,000.00
54.	Laboratory Management Systems Assessors course based on ISO 17025	20 Mar - 22 Mar, 2019	Mombasa	Laboratory technicians and analysts	4 Days	KES 60,000.00
55.		07 May - 10 May, 2019	Kisumu		4 Days	KES 60,000.00
<b>KNOWLEDGE MANAGEMENT</b>						
56.	Knowledge Management(KM) for Effective Processes	07 Aug - 10 Aug, 2018	Naivasha	Managers, Officers in HR, Administration, ICT, Information Resource Centres, MRs, and Champions in KM	4 Days	KES 60,000.00
57.		18 Sep - 21 Sep, 2018	Mombasa		4 Days	KES 60,000.00
58.		13 Nov - 16 Nov, 2018	Kisumu		4 Days	KES 60,000.00
59.		12 Mar - 15 Mar, 2019	Nairobi		4 Days	KES 60,000.00
60.		12 Jun - 14 Jun, 2019	Machakos		4 Days	KES 60,000.00
<b>ISO 15489 RECORDS MANAGEMENT</b>						
61.	Implementation of ISO 15489 for Information and Documentation	7 Nov - 9 Nov 2018	Naivasha	Record Managers, Clerical /Registry Staff	3 Days	KES 50,000.00
62.		20 Mar – 22 Mar 2019	Mombasa		3 Days	KES 50,000.00
<b>PERFORMANCE IMPROVEMENT TOOLS AND TECHNIQUES</b>						



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63.	Quality improvement techniques and tools	18 Sept- 19 Sept 2018	Naivasha	HOD's, Process-owners/ Champions or practicing Quality Management System	2 Days	KES 30,000.00
64.	Performance evaluation of management systems (Process monitoring & measurement and data analysis and evaluation)	20 Sept - 21 Sept, 2019	Naivasha	HOD's, Process-owners/ Champions or practicing Quality Management System	2 Days	KES 30,000.00
65.	Management of Systems for Management Representatives- Managing	29 Oct. – 1 Nov 2018	Mombasa	Persons appointed by Management to be responsible for the QMS processes	4 Days	KES 60,000.00
66.	for the Sustained Success	9 Apr-12 Apr 2019	Naivasha		4 Days	KES 60,000.00
67.	Performance based Quality Objective Setting , Performance Monitoring & Root Cause Analysis	20 Nov - 23 Nov, 2018	Mombasa	Process-owners, HOD's, Managers and staff at any supervisory position	4 Days	KES 60,000.00
69.	Six Sigma Yellow Belt	05 Dec - 07 Dec, 2018	Naivasha	Process-owners, HOD's and Managers	3 Days	KES 50,000.00
70.		15 May - 17 May, 2019	Mombasa		3 Days	KES 50,000.00
<b>ANNUAL EVENTS</b>						
71.	2nd National Management Representatives Congress	07 May - 10 May, 2019	Mombasa	Persons appointed by Management to be responsible for the QMS processes	4 Days	KES 80,000.00
72.	First National forum for Auditors and Lead auditors of Management systems	04 Dec - 07 Dec, 2018	Kisumu	Auditors and Lead Auditors of Management system standards	4 Days	KES 60,000.00

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