

**YEAR 2024 BRAINSTORM MANAGEMENT CONSULTANTS LTD
CALENDAR OF TRAINING EVENTS**

NO	NAME OF THE TRAINING PROGRAM	DATE	VENUE	DURATION	FEES + VAT
JANUARY 2024					
1.	HR for Non-HR Professionals	15 th – 19 th	Nakuru	5	85,000
2.	Finance and Expenditure Control Management	15 th – 19 th	Naivasha	5	88,000
3.	Practical Management Techniques for Executives and Senior Administrative Staffs	15 th – 19 th	Nairobi	5	85,000
4.	Payroll Audit Management	15 th – 19 th	Kisumu	5	88,000
5.	Contract Management and Administration	22 nd – 26 th	Nakuru	5	85,000
6.	Essential Administrative Skills for Administration Professionals	22 nd – 26 th	Kisumu	5	85,000
7.	Leadership Operations and Management	22 nd – 26 th	Mombasa	5	88,000
8.	Talent Acquisition and Retention Management	22 nd – 26 th	Mombasa	5	88,000
9.	Customer Care and Public Relations for Improved Operations	29 th – 2 nd Feb	Naivasha	5	85,000
10.	Compliance Audit Management	29 th – 2 nd Feb	Kisumu	5	88,000
11.	Strategic Procurement and Inventory Management	29 th – 2 nd Feb	Nakuru	5	88,000
12.	Culture Driven Team Building	29 th – 2 nd Feb	Naivasha	5	85,000
13.	Managing and Improving Corporate Learning and Development for Productivity	29 th -2 nd Feb	Kilifi	5	88,000
FEBRUARY 2024					
1.	Essential Leadership and Development Skills for Engineers	5 th – 9 th	Kisumu	5	90,000
2.	Empathy and Emotional Intelligence	5 th – 9 th	Kilifi	5	85,000
3.	Accounts Payables and Reconciliation	5 th – 9 th	Nairobi	5	88,000
4.	Procurement Audit and Fraud Investigation Management	5 th – 9 th	Kisumu	5	85,000
5.	Workplace Occupational Health and Safety Management	5 th – 9 th	Mombasa	5	85,000
6.	Network Administration and Security Management	12 th – 16 th	Nairobi	5	90,000
7.	Safety Audits Management Best Practices	12 th -16 th	Mombasa	5	85,000
8.	Public Relations and Corporate Communication Management	12 th – 16 th	Kisumu	5	85,000
9.	Fleet Operations and Administration Management	12 th – 16 th	Naivasha	5	85,000
10.	Pre-Retirement Planning and Management	12 th – 16 th	Nakuru	5	85,000

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11.	Workplace Diversity, Equity, Inclusion and Belonging	19 th – 23 rd	Nakuru	5	88,000
12.	HR Budgeting and Management Control	19 th – 23 rd	Nairobi	5	88,000
13.	Filing and Management of Litigation Documents	19 th – 23 rd	Kisumu	5	85,000
14.	Billing and Revenue Collection Management	19 th – 23 rd	Mombasa	5	85,000
15.	Warehouse Operations and Management	19 th – 23 rd	Mombasa	5	85,000
16.	Talent and Leadership Management	26 th – 1 st Mar	Naivasha	5	88,000
17.	Monitoring, Evaluation and Learning for Results	26 th – 1 st Mar	Nairobi	5	90,000
18.	Payroll Management Reporting and Tax Administration	26 th – 1 st Mar	Nakuru	5	88,000
19.	Workplace Mental Health Management	26 th – 1 st Mar	Kisumu	5	85,000
20.	HR Operational Planning and Risk Management	26 th – 1 st Mar	Kisumu	5	88,000
21.	Cash Handling and Bank Reconciliation Management	26 th – 1 st Mar	Nakuru	5	85,000
MARCH 2024					
1.	Developing Effective Internal Controls for Fraud and Investigation Management	4 th – 8 th	Mombasa	5	88,000
2.	Security and Incident Response Management	4 th – 8 th	Naivasha	5	88,000.
3.	Risk Management in Personal Financial Planning	4 th – 8 th	Nairobi	5	85,000
4.	Procurement Planning and Bid Management	4 th – 8 th	Kisumu	5	88,000
5.	Public Speaking and Leadership Development	4 th – 8 th	Mombasa	5	85,000
6.	Defensive Driving, Etiquette and Road Safety Management	4 th – 8 th	Nakuru	5	85,000
7.	Cashflow and Working Capital Management	11 th – 15 th	Machakos	5	85,000
8.	Management Development Best Practices	11 th – 15 th	Naivasha	5	85,000
9.	Workplace Conflict Resolution Management	11 th – 15 th	Nairobi	5	85,000
10.	Talent and Leadership Management	11 th – 15 th	Machakos	5	85,000
11.	Treasury and Cash Management Best Practices	18 th – 22 nd	Nairobi	5	85,000
12.	Creating, Managing and Storing of E-Records	18 th – 22 nd	Mombasa	5	85,000
13.	Project Appraisal and Financial Management	18 th – 22 nd	Nakuru	5	88,000
14.	Tender Planning, Preparation of Bidding Documents and Evaluation	18 th – 22 nd	Kisumu	5	88,000
15.	Leading Culture and Organizational Change Management	18 th – 22 nd	Kisumu	5	85,000
16.	ICT Security and Audit Management	25 th – 28 th	Kilifi	4	80,000
17.	HR Administration and Operations Planning Management	25 th – 28 th	Kilifi	4	80,000
18.	Effective Customer Service Delivery Strategies	25 th – 28 th	Nakuru	4	78,000
19.	Managing Employee Compensation and Benefits Administration	25 th – 28 th	Kisumu	4	80,000
20.	Finance, Accounts Budgeting Control for Non-Finance Managers	25 th – 28 th	Naivasha	4	80,000
APRIL 2024					
1.	Sacco Operations and Administration Management	2 nd – 5 th	Naivasha	4	78,000
1.	HR Governance	2 nd – 5 th	Mombasa	4	80,000
2.	Pre-Retirement Planning and Management	2 nd – 5 th	Mombasa	4	78,000
3	Logistics and Transport Management	2 nd – 5 th	Kisumu	4	80,000
4.	Electronic Document and Records Management	2 nd – 5 th	Nairobi	4	88,000

5.	Budget Preparation and Control Management	8 th – 12 th	Nairobi	5	88,000
6.	Inventory Control and Logistics Management	8 th – 12 th	Mombasa	5	85,000
7.	Women Leadership and Management	8 th – 12 th	Nakuru	5	88,000
8.	Effective Ports Operations and Management	8 th – 12 th	Nakuru	5	88,000
9.	Employee and Labour Relations Management	15 th – 19 th	Nakuru	5	85,000
10.	Public Financial Planning and Reporting Management	15 th – 19 th	Kisumu	5	90,000
11.	Management Development for Executive Administrators	15 th – 19 th	Naivasha	5	85,000
12.	Effective Gender Relations and Development	15 th – 19 th	Kisumu	5	85,000
13.	Fleet Operations and Management	22 nd – 26 th	Nakuru	5	85,000
14.	IT Service Planning and Management	22 nd – 26 th	Nairobi	5	88,000
15.	Public Relations and Corporate Communication	22 nd – 26 th	Nakuru	5	85,000
16.	Internal Audit Best Practices	22 nd – 26 th	Nairobi	5	90,000
17.	Developing Internal Controls, Fraud Detection and Prevention Management	22 nd – 26 th	Naivasha	5	88,000
MAY 2024					
1.	Procurement Negotiation and Dispute Resolution Management	6 th – 10 th	Mombasa	5	88,000
2.	Management Development Best Practices	6 th – 10 th	Mombasa	5	85,000
3.	Supervisory Operations Planning and Management	6 th – 10 th	Naivasha	5	88,000
3	MS Excel Application Management	6 th – 10 th	Nakuru	5	85,000
4.	Corporate Governance	6 th – 10 th	Nakuru	5	88,000
5.	Document Control and Effective Records Management	13 th – 17 th	Kisumu	5	88,000
6.	Employee Relations and Engagement Management	13 th – 17 th	Kisumu	5	85,000
7.	Managing Effective Meetings, Reporting Writing and Preparation of Board Papers	13 th – 17 th	Nairobi	5	85,000
8.	Train the Trainer (TOT)	13 th – 17 th	Nairobi	5	88,000
9.	Clerical Operations and Improvement Management	13 th – 17 th	Nairobi	5	85,000
10.	Customer Care, Value, Satisfaction and Retention Strategies	20 th – 24 th	Naivasha	5	85,000
11.	Financial Statement Analysis and Reporting Management	20 th – 24 th	Kilifi	5	90,000
12.	Gender Mainstreaming	20 th – 24 th	Kilifi	5	85,000
13.	Communication Planning and Management for Executive Administrators	20 th – 24 th	Mombasa	5	85,000
14.	Facilities Maintenance Planning and Management	20 th – 24 th	Mombasa	5	88,000
15.	Participatory Project Monitoring and Evaluation	27 th – 31 st	Nairobi	5	90,000
16.	Strategic Planning Management	27 th – 31 st	Nairobi	5	88,000
17.	Pre- Retirement Planning and Management	27 th – 31 st	Nairobi	5	85,000
18.	Data Protection and Cybersecurity Management	27 th – 31 st	Nairobi	5	88,000
19.	HR Management and Analytics	27 th – 31 st	Nakuru	5	88,000
JUNE 2024					
1.	Effective Presentation and Communication Planning Management	3 rd – 7 th	Mombasa	5	85,000
2.	Credit control and Risk Management	3 rd – 7 th	Machakos	5	88,000
3	Payroll Management Reporting and Tax Administration	3 rd – 7 th	Kisumu	5	85,000

4	Advanced Occupational Health and Safety Management	3 rd – 7 th	Machakos	5	90,000
5.	Telephone Operations and Improvement Management	3 rd – 7 th	Nairobi	5	85,000
6.	Financial Risk Management	10 th – 14 th	Mombasa	5	90,000
7.	Compliance Audit Management	10 th – 14 th	Mombasa	5	90,000
8.	Advanced MS Excel Application Management	10 th – 14 th	Mombasa	5	90,000
9	Effective Leadership with Emotional Intelligence	10 th – 14 th	Mombasa	5	88,000
10.	Managing Procurement, Specifications and Contract Management	10 th – 14 th	Nakuru	5	88,000
11.	Pension Funds Administration Management	17 th – 21 st	Nakuru	5	85,000
12.	Financial Planning Management using MS Power BI Administration	17 th – 21 st	Nakuru	5	85,000
13.	Finance, Accounts and Budgeting Control for Non Finance Managers	17 th – 21 st	Nakuru	5	85,000
14.	Budgeting and Cashflow Reporting	17 th – 21 st	Naivasha	5	88,000
15.	Managing Service Quality, Customer Satisfaction, and Retention	17 th – 21 st	Naivasha	5	85,000
16.	Disability Mainstreaming	24 th – 28 th	Kisumu	5	85,000
17.	Budgeting and Operational Cost Control Management Planning Management	24 th – 28 th	Kisumu	5	88,000
18.	Pre-Retirement Planning and Management	24 th – 28 th	Mombasa	5	90,000
19.	Developing Effective Internal Controls, Fraud and Investigation Management	24 th – 28 th	Nakuru	5	88,000
20.	Job Analysis and Evaluation Best Practices	24 th – 28 th	Naivasha	5	88,000
JULY 2024					
1.	Materials and Stock Control Management	1 st – 5 th	Mombasa	5	85,000
2.	Document Control, Filing, and Record-Keeping	1 st – 5 th	Mombasa	5	85,000
3	Talent Acquisition and Retention Management	1 st – 5 th	Nakuru	5	88,000
4.	Financial Analysis, Planning, and Control Management	1 st – 5 th	Mombasa	5	90,000
5.	Fleet Safety Management	8 th – 12 th	Nakuru	5	85,000
6.	Taxation Planning and Management Techniques	8 th – 12 th	Nakuru	5	88,000
7.	Executive Administrative Assistants General Office Management	8 th – 12 th	Kisumu	5	85,000
8.	Risk Management in Personal Financial Planning	8 th – 12 th	Kisumu	5	85,000
9.	International Financial Reporting Standards (IFRS)	15 th – 19 th	Kisumu	5	90,000
10.	Best Practices in Project Management	15 th – 19 th	Nakuru	5	88,000
11.	Management of Contracts and Service Level Agreements	15 th – 19 th	Mombasa	5	85,000
12.	Strategic Leadership and Management Development	15 th – 19 th	Nairobi	5	90,000
13.	Advanced MS Excel	22 nd – 26 th	Nairobi	5	90,000
14.	Implementing and Managing Kenyan Labour Laws and Compliance	22 nd – 26 th	Nairobi	5	85,000
15.	Designing and Implementing Corporate Coaching and Mentoring Programs	22 nd – 26 th	Mombasa	5	88,000
16.	HR Administration and Operations Risk Management	22 nd – 26 th	Mombasa	5	88,000
17.	Financial Management for Non-Financial Professionals	22 nd – 26 th	Kisumu	5	85,000

AUGUST 2024					
1.	Corporate Governance Auditing	29 th Jul – 2 nd	Nakuru	5	90,000
2.	Pension Funds Supervisor and Management	29 th Jul – 2 nd	Nakuru	5	88,000
3.	Workplace Occupational Health and Safety Management	29 th Jul – 2 nd	Kilifi	5	85,000
4.	Effective Treasury Risk Management	29 th Jul – 2 nd	Kilifi	5	88,000
5.	HR Essential Management Skills for Support Staff	5 th – 9 th	Nairobi	5	88,000
6.	Budgeting, Planning & Financial Reporting Management	5 th – 9 th	Nairobi	5	88,000
7.	Executive Personal Assistants Operations Management	5 th – 9 th	Kisumu	5	85,000
8.	Customer Service Management for Public Sector Organizations	5 th – 9 th	Kisumu	5	85,000
9.	Internal Auditing and Control Management	12 th – 16 th	Naivasha	5	90,000
10.	Corporate Governance Essentials for Senior Managers	12 th – 16 th	Naivasha	5	85,000
11.	Managing and Improving Corporate Learning and Development for Productivity	12 th – 16 th	Mombasa	5	88,000
12.	Accounts Clerk Operation and Management	12 th – 16 th	Mombasa	5	85,000
13.	Leadership Operations and Management	19 th – 23 rd	Mombasa	5	88,000
14.	Talent Acquisition and Retention Management	19 th – 23 rd	Mombasa	5	88,000
16.	Customer Care and Public Relations for Improved Operations	19 th – 23 rd	Nakuru	5	85,000
17.	HR Leadership Management Best Practices	19 th – 23 rd	Nakuru	5	88,000
18.	Strategic Financial Risk Management and Mitigation Techniques	26 th – 30 th	Nairobi	5	88,000
19.	Pension Fund and Risk Management	26 th – 30 th	Nairobi	5	85,000
20.	Customer Care and Effective Communication Skills for Administrative Staffs	26 th – 30 th	Mombasa	5	85,000
21.	Exemplary Skills for Administrative Assistants	26 th – 30 th	Mombasa	5	85,000
22.	Enterprise Risk Analysis and Management	26 th – 30 th	Kisumu	5	88,000
SEPTEMBER 2024					
1.	Document Control, Filing, and Record-Keeping	2 nd – 6 th	Mombasa	5	85,000
2.	Public Relations and Corporate Communication Management	2 nd – 6 th	Mombasa	5	85,000
3.	Managing Service Quality and Customer Satisfaction	2 nd – 6 th	Nakuru	5	85,000
4.	Developing Internal Controls, Fraud Detection and Prevention Management	2 nd – 6 th	Nakuru	5	88,000
5.	Compliance and Audit Management	9 th – 13 th	Kisumu	5	88,000
6.	Practical Management Techniques for Executive and Senior Administrators	9 th – 13 th	Kisumu	5	85,000
7.	Effective Proposal Writing and Presentation Management	9 th – 13 th	Kisumu	5	85,000
8.	Vehicle Fleet Administration and Management	9 th – 13 th	Kisumu	5	85,000
9.	Employee and Labour Relations Management	16 th – 20 th	Mombasa	5	88,000
10.	Monitoring, Evaluation and Learning for Results	16 th – 20 th	Mombasa	5	88,000
11.	Employee Appraisal and Performance Management	16 th – 20 th	Mombasa	5	88,000
12.	Accounts Clerk Operational Planning and Improvement	16 th – 20 th	Naivasha	5	85,000
13.	Practical Management Techniques for Executives and Senior Administrative Staffs	23 rd – 27 th	Naivasha	5	85,000
14.	Customer Focused Management	23 rd – 27 th	Nairobi	5	85,000
16.	Payroll Preparation and Tax Administration Management	23 rd – 27 th	Nairobi	5	88,000

17.	Clerical Operations Planning and Management	23 rd – 27 th	Nakuru	5	85,000
18.	Credit Risk and Financial Analysis Management	23 rd – 27 th		5	88,000
OCTOBER 2024					
1.	Inventory Control and Logistics Management	30 th Sep ^t – 4 th	Kisumu	5	85,000
2.	Financial Analysis and Management Accounting	30 th Sep ^t – 4 th	Kisumu	5	90,000
3.	Advanced Administrative Assistant Operation Procedures Management	30 th Sep ^t – 4 th	Nakuru	5	88,000
4.	Managing and Improving Corporate Learning and Development for Productivity	30 th Sep ^t – 4 th	Nakuru	5	88,000
5.	Public Sector Performance Appraisal and Management	7 th - 9 th	Machakos	3	64,000
6.	Corporate Governance	7 th - 9 th	Machakos	3	68,000
7.	Leadership Operations and Management	7 th - 9 th	Mombasa	3	68,000
8.	Advanced Electronic Records and Document Management	14 th – 18 th	Nairobi	5	76,000
10.	Strategic Procurement and Inventory Management	14 th – 18 th	Machakos	5	74,000
11.	Financial Analysis, Budgeting and Evaluation	14 th – 18 th	Mombasa	5	85,000
12.	Security and Incident Response Management	14 th – 18 th	Nairobi	5	76,000
13.	Leading Culture and Organizational Change Management	14 th – 18 th	Nairobi	5	88,000
14.	Essential Administrative Skills for Professional Administrators	21 st – 25 th	Kisumu	5	85,000
15.	Defensive Driving and Safety Management	21 st – 25 th	Kisumu	5	85,000
16.	Pre-Retirement Planning and Management	21 st – 25 th	Mombasa	5	85,000
17.	Exemplary Skills for Administrative Assistants	21 st – 25 th	Mombasa	5	85,000
18.	HR Administration and Operations Planning Management	28 th – 1 st Nov	Nakuru	5	88,000
19.	Managing Procurement, Specifications and Contract Management	28 th – 1 st Nov	Nakuru	5	88,000
20.	Tender Planning, Preparation of Bidding Documents and Evaluation	28 th – 1 st Nov	Machakos	5	85,000
21..	Vehicle Fleet Management and Administration	28 th – 1 st Nov	Machakos	5	85,000
22.	Result-Based Project Management	28 th – 1 st Nov	Nairobi	5	85,000
NOVEMBER 2024					
1.	Leading Culture and Organizational Change Management	4 th – 8 th	Kisumu	5	85,000
2.	Effective Port Operations and Management	4 th – 8 th	Kisumu	5	88,000
3.	MS Excel Application Management	4 th – 8 th	Kisumu	5	85,000
4.	Data Protection and Cybersecurity Management	4 th – 8 th	Nairobi	5	88,000
5.	Risk Management in Personal Financial Planning	11 th – 15 th	Kilifi	5	85,000
6.	Public Financial Planning and Reporting Management	11 th – 15 th	Mombasa	5	88,000
7.	Treasury and Cash Management Best Practices	11 th – 15 th	Mombasa	5	88,000
8.	Health and Safety Leadership	11 th – 15 th	Nairobi	5	88,000
9.	Advanced Executive Administration and Secretarial Management	18 th – 22 nd	Nairobi	5	88,000
10.	Credit Control and Risk Management	18 th – 22 nd	Nairobi	5	88,000
11.	Pension Funds Management and Supervision	18 th – 22 nd	Mombasa	5	88,000
13.	Monitoring, Evaluation and Learning for Results	18 th – 22 nd	Nairobi	5	88,000
14.	Essentials for Corporate Governance for Senior Managers	25 th – 29 th	Nairobi	5	88,000

15.	Logistics and Transport Management	25 th – 29 th	Naivasha	5	85,000
16.	Creative Strategic Planning and Leadership Development	25 th – 29 th	Naivasha	5	88,000
17.	Public Relations and Communication Management	25 th – 29 th	Mombasa	5	85,000
18.	Managing Procurement, Specifications and Contract Management	25 th – 29 th	Kisumu	5	88,000
DECEMBER 2024					
1.	Workplace Occupational Health and Safety Management	2 nd – 6 th	Mombasa	5	85,000
2.	Public Relations and Corporate Communication Management	2 nd – 6 th	Mombasa	5	85,000
3.	Billing and Revenue Collection Management	2 nd – 6 th	Nairobi	5	85,000
4.	Effective Leadership with Emotional Intelligence	2 nd – 6 th	Nairobi	5	88,000
5.	Budgeting and Cashflow Reporting	2 nd – 6 th	Kisumu	5	85,000
6.	Customer Care and Public Relations	9 th – 11 th	Nakuru	3	64,000
7.	Tender Planning, Preparation of Bidding Documents and Evaluation	9 th – 11 th	Kisumu	3	65,000
8.	Strategic Financial Risk Management and Mitigation Techniques	9 th – 11 th	Kilifi	3	68,000

Note:

- 1) Anyone willing to attend IHRM trainings will earn CPD points
- 2) In case there is an area not included kindly let us
- 3) We have technical programs too please inquire
- 4) Some of the training programs may be conducted through our Training Institute: Brainstorm Institute of Administration and Management.

Kind regards,

Loice Nyamai
Administrative Assistant