

Newtimes Business Solutions

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TRAINING CALENDAR FOR 2009

	Program Title	Training Theme	Targets	No of Days	Cost Excl Vat KES	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Newtimes SME Practitioners Course	<i>The secrets of making money without thinking about money</i>	Existing & Potential Entrepreneurs/Professionals	2	18,000	15-16						9-10					
2	Strategic thinking & Management	<i>Getting in front of your competitorsand making sure you stay there.</i>	Business Executives & Key Staff	2	18,000	29-30						23-24					
3	Managing Change Effectively	<i>Re-engineering business - making change a positive process.</i>	Business Managers & Supervisors	2	18,000		5-6						6-7				
4	Customer Care Skills & Management Strategy	<i>The skills of making sure your staff and products are placed for maximum advantage</i>	All Organizational staff	3	27,000		18-20							23-25			
5	Staff Motivation and Capacity Building for Supervisors/Mid Mgrs	<i>The first steps to management – how to organize others, and direct effort effectively</i>	Supervisors & Admin Assistants and New Mgt Staff	3	27,000				15-17			29-31			21-23		
6	Staff Motivation & Capacity Building Training for Gen/Junior staff	<i>Unleashing staff performance Potential through ... personal empowerment strategy</i>	Clerical & technical staff and receptionists as well as office assists. etc	2	18,000			5-6		16-17			13-14		8-9		
7	Staff Motivation and Productivity Mgt for Managers	<i>Improving the enabling Environment for optimum organizational performance</i>	Senior Managers	2	18,000		26-27				25-26					19-20	
8	Effective Communication in Multi-Ethnic Environs	<i>Learn the skills and techniques of how to be a much better "people person"</i>	Managers and Supervisors	2	18,000				9-10				27-28				
9	Pre-retirement & Business Development Training	<i>Remaining Economically Active for life</i>	Those retiring in 5 years time including early retirees	3	27,000						4-6					25-27	
10	Marketing Management & Selling Skills	<i>Having a workable strategy.....is half the battle won</i>	All staff involved in Selling or handling customers	3	27,000					6-8				16-18			
11	Financial Management Skills	<i>Everything you need to know about Business finance for the especially Non-financial persons</i>	All especially non-financial Staff privy to decision making	2	18,000.			26-27			18-19					5-6	
12	Team Building & Mgt	<i>Strong terms means business performance</i>	Managers and Supervisors	2	18,000				23-24						29-30		
13	Cross Cultural Management and Communications	<i>Making the best out of diversity</i>	Managers and supervisors	2	20,000					21-22			20-21				
14	Effective leadership Skills Development	<i>From Management to leadership – Maintaining a competitive edge in a rapidly changing global economy</i>	Business leaders & Managers	2	20,000					28-29				10-11			
15	Effective HR Strategy	<i>From Personnel Management HR Management</i>	All HR Staff	3	20,000/							15-17					2-4

NOTES

- All our Courses are **DIT** approved
- All our Trainers are **DIT** Certified
- All Our open courses are conducted at Bounty Hotel, South B – Nairobi unless otherwise advised
- One day programs on **Personal Branding, Problem solving, Debt management, time management, delegation, HIV Aids awareness** etc are continually conducted under separate advice

Open courses attract a **10%** discount subject to the following conditions

- To book and pay **FULLY** by 2 weeks before the training dates
 - Sponsorship of at **least 3** (Three) staff members per company
- Full fee otherwise payable

All charges are **VAT** exclusive

INHOUSE COURSES

We continually conduct all our courses and other desired ones on in-house basis, depending on organizational preferences

Fee for In-house Courses is upon agreement guided by **DIT** regulations

We carry out training impact analysis on all In-house Courses

ALL COURSES CAN BE BOOKED ONLINE @ www.newtimesconsultants.com

Newtimes B.S. is a DIT Approved Management Training and Consultancy Firm