



NEWTIMES BUSINESS SOLUTIONS

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TRAINING CALENDER FOR 2010

| | Program Title | Training Theme | Targets | No of Days | Cost Excl Vat Kshs. | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
|----|---|---|---|------------|---------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----|
| 1 | Newtimes SME Practitioners Course | <i>The Secrets behind making money without thinking about money</i> | Existing & Potential Entrepreneurs/Professionals | 2 | 18,000 | 15-16 | | | | | | 9-10 | | | | | |
| 2 | Strategic thinking, Planning & Management | <i>How To Get In Front Of Your Competitors... And Make Sure You Stay There</i> | Business Executives & key Staff | 2 | 18,000 | 28-29 | | | | | | 22-23 | | | | | |
| 3 | Managing Change Effectively | <i>Re-Engineering Business – Making Change a Positive Process</i> | Business Managers , Supervisors & Professional staff | 2 | 18,000 | | 4-5 | | | | | | 5-6 | | | | |
| 4 | Customer Care Skills & Management strategy | <i>Learn The Key Skills of making sure your staff and products are placed for maximum advantage</i> | All Organizational staff | 3 | 27,000 | | 17-19 | | | | | | | 22-24 | | | |
| 5 | Staff Motivation & Capacity Building for Sups/ Mid Managers | <i>The first step to management – How to organize others and direct efforts effectively</i> | Mid Managers Supervisors, Admin Ass. and Professional staff | 3 | 27,000 | | | | 14-16 | | | 28-30 | | | 21-23 | | |
| 6 | Staff Motivation & Capacity Bldg training for Junior/ General Staff | <i>Unleashing staff performance potential through personal empowerment strategy</i> | Junior Org. staff | 2 | 18,000 | | | 4-5 | | 13-14 | | | 12-13 | | 7-8 | | |
| 7 | Staff Motivation & Capacity Building for Snr. Managers | <i>Improving the enabling environment for optimum organizational performance</i> | Snr. Organizational Managers and Practicing Professionals | 3 | 27,000 | | 24-26 | | | | 23-25 | | | | | 17-19 | |
| 8 | Effective Communication & Management in Multi-Ethnic Environments | <i>How to become a better manager in a multi-ethnic working environment</i> | Managers , Supervisors, & Professional Staff | 2 | 18,000 | | | | 8-9 | | | | 26-27 | | | | |
| 9 | Pre-retirement & Business Development Training | <i>Embracing the global strategy of employment and wealth creation</i> | Those retiring in 5 years time including early retirees | 3 | 27,000 | | | | | | 2-4 | | | | | 24-26 | |
| 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 | | | | | 5-7 | | | | 15-17 | | | |
| 11 | Applied Business Leadership Skills | <i>Acquire day to day soft skills necessary for keeping business continually ahead of the competition</i> | CEO's and Business Executives | 2 | 20,000 | | | | | | 17-18 | | | | | 4-5 | |
| 12 | Financial Management skills | <i>Everything You Need to Know About Business Finance For The Non-Financial Persons</i> | All Non Financial Staff privy to decision making | 2 | 18,000/ | | | 25-26 | | | | | | | | | |
| 13 | Team Building & Management | <i>Strong Teams Means Strong Business Performance</i> | Managers and Supervisors | 2 | 18,000 | | | | 22-23 | | | | | | 28-29 | | |
| 14 | Business Ethics Values & Governance | <i>Upholding Best practices in organization mgt</i> | Senior Managers and Professional staff | 2 | 20,000 | | | | | 20-21 | | | 19-20 | | | | |
| 14 | Effective leadership Skills Development | <i>Keeping And Maintaining A Competitive Edge In A Rapidly Changing Global Economy</i> | Business leaders, Managers & Practicing Professionals | 2 | 20,000 | | | | | 27-28 | | | | 9-10 | | | |
| 15 | Personal Branding & Career alignment strategy | <i>Getting focused for life careers</i> | All Staff | 1 | 9,000 | | | 19 | | | 11 | | | 30 | | | |
| 16 | Effective HR Strategy | <i>The Skills Needed For Today's HR Professionals</i> | All HR Staff | 3 | 30,000/ | | | | | | | 14-16 | | | | | 1-3 |

Notes:

- All our courses are DIT approved while as our trainers are DIT certified and PTAK members.
- Our normal training Venue for open courses is Bounty Hotel, South B Nairobi. Unless otherwise stated.
- One day programmes on problem solving, decision making, debt management ETC are conducted based on demand
- Other Management development programs are also available as in-house courses based on Clients' needs.

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

- To book and pay FULLY by two weeks before the training dates
- Sponsorship of at least 3(Three) staff members per company - Full fee otherwise payable
- Sponsorship of 5(Five) participants attracts a free chance for one more in lieu of 10% discount.

All charges are VAT exclusive

In-house Courses

- We continually conduct all our courses and others on an in-house basis depending on organizational preferences
- Fee for in-house courses in upon agreement between the parties
- We add value of our training by carrying out training impact analysis on all in house courses

Contact us for more details or browse: www.newtimesconsultants.com

New Times Business Solutions is a DIT Certified Management Training & Consultancy Firm