



Centre for Project Management (CPM)

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TRAINING PROGRAMS	Venue	VENUE AS PER WEBSITE SCHEDULE (NAIROBI, MOMBASA, DUBAI OR CLIENT'S CHOICE)												
		Duration	Dates											
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
PROJECT MANAGEMENT														
PMP - Project Management Professional Certification	6 weeks	Every 6 weeks as scheduled on the website												
CAPM - Certified Associate Project Management Certification	4 weeks	Every 4 weeks as schedule on the website												
Computerized Project Management	2 weeks	03 – 14			04 – 14			04 – 15			03 – 14			
Design and Implementation of M & E Systems	2 weeks		31 – 11			03 – 13			3 – 12			31 – 11		
Effective Management of NGO's, CBO's	2 weeks			28 – 11			06 – 17			19 – 30			05 – 16	
Grants Management	1 week	17 – 21			19 – 22			18 – 22			17 – 21			
Monitoring and Evaluation	1 week		07 – 11			09 – 13			08 – 12			07 – 11		
Program Management	1 week			21 – 25			13 – 17			19 – 23			12 – 16	
Participatory Project Planning And Management	2 weeks	10 – 21			11 – 22			11 – 22			10 – 21			
PM Softwares - Ms Project	2 Days		10 – 11			05 – 06			11 – 12			03 – 04		
Project Budgeting and Cost Control	2 weeks			07 – 18			06 – 17			05 – 16			05 – 16	
Project Financing Skills	2 weeks	10 – 21			11 – 22			11 – 22			10 – 21			
Project Leadership & Governance	2 weeks		31 – 11			03 – 13			1 – 12			14 – 18		
Project Management Documentations	1 week			14 – 18			06 – 10			12 – 16			05 – 16	
Project Management, Monitoring and Evaluation with Ms Project	4 Days	11 – 14			05 – 08			12 – 15			11 – 14			
Project Monitoring And Evaluation	2 weeks		07 – 18			09 – 20			08 – 19			07 – 18		
Project Planning, Design and Implementation	1 week			14 – 18			13 – 17			12 – 16			12 – 16	
Project Proposal writing & fund raising techniques	2 weeks	03 – 14			04 – 14			04 – 15			03 – 14			
Research, Monitoring & Evaluation in Public Sector	2 weeks		07 – 18			09 – 20			08 – 19			07 – 18		
Result Based Performance Management (RBPM)	1 week			07 – 11			06 – 10			05 – 09			05 – 09	
Tailormade PM Softwares	2 Days													
BUSINESS, FINANCE, ACCOUNTING & BANKING MANAGEMENT														
Accounting for non-Profit Making Organizations	2 weeks	03 – 14			04 – 14			04 – 15			03 – 14			
Activity Based Budgeting	1 week		07 – 11			09 – 13			08 – 12			07 – 11		
Advanced Financial Analysis and Management	2 weeks			07 – 11			06 – 17			05 – 16			05 – 16	
Auditing and Internal Control	2 weeks	10 – 21			11 – 22			11 – 22			10 – 21			
Auditing for Internal Auditors	1 week		07 – 11			09 – 13			08 – 12			07 – 11		
Budgeting And Budgetary Control	1 week			07 – 11			06 – 10			05 – 09			05 – 09	
Business Planning And Continuity Management	1 week	10 – 14			04 – 08			11 – 15			03 – 07			
Cash Management and Bank Reconciliation for Accounting officers	2 weeks		31 – 11			03 – 13			3 – 12			31 – 11		
Computerized Financial Management	2 weeks			28 – 11			06 – 17			05 – 16			05 – 16	
Computerized Program and Budget Analysis	2 weeks	10 – 21			11 – 22			11 – 22			10 – 21			
Credit Management and Risk Awareness	2 weeks		31 – 11			03 – 13			3 – 12			07 – 18		
Credit Management, Monitoring and Control	1 week			14 – 18			13 – 17			12 – 16			12 – 16	
Finance and Budgetary Management	1 week	10 – 14			04 – 08			11 – 15			03 – 07			
Financial Analysis and Management	2 weeks		31 – 11			03 – 13			3 – 12			31 – 11		
Financial Management for Donor funded Projects	2 weeks			28 – 11			06 – 17			05 – 16			05 – 16	
Financial Management for Project Accountants	2 weeks	03 – 14			04 – 14			04 – 15			03 – 14			
Financial Management in the Public Sector	2 weeks		07 – 18			09 – 20			08 – 19			14 – 25		
Fraud Detection and Prevention	1 week	10 – 14			04 – 08			11 – 15			03 – 07			
Logistics Management for NGOs	1 week		14 – 18			17 – 21			15 – 19			17 – 21		
Public Procurement	1 week			14 – 18			13 – 17			12 – 16			12 – 16	
Donor Funded Procurement	1 week	03 – 07			04 – 08			04 – 08			03 – 07			
Macro-economics Analysis	2 weeks		01 – 11			03 – 14			3 – 12			03 – 14		
Revenue Collection Management	2 weeks			28 – 11			06 – 17			05 – 16			05 – 16	
Value Chain Analysis and Development	1 week	03 – 07			04 – 08			04 – 08			24 – 28			
Value For Money	1 week		07 – 11			09 – 13			08 – 12			09 – 13		
HUMAN RESOURCE AND COMMUNICATION														
Effective Communication Skills	3 Days			23 – 25			22 – 24			21 – 23			14 – 16	
Employee Relations and HR Management	2 weeks	03 – 14			04 – 14			04 – 15			03 – 14			
Executive Secretarial Course	2 weeks		07 – 18			09 – 20			08 – 19			07 – 18		
Labor Relations and Conflict Management	2 weeks			07 – 18			06 – 17			05 – 16			05 – 16	
Perfecting The PA and Secretary Role	1 Week	10 – 14			04 – 08			11 – 15			03 – 07			
Office Administration & Business Methods	2 weeks	10 – 21			11 – 22			11 – 22			10 – 21			
The Changing Roles of a Modern Secretary	1 week		21 – 25			23 – 27			22 – 26			21 – 25		
Proposal Writing and Presentations	2 Days		10 – 11			05 – 06			11 – 12			03 – 04		
Public Relations and Customer Care	1 week			14 – 18			13 – 17			12 – 16			12 – 16	
IT and Office Systems for Secretaries and PAs	1 week	17 – 21			19 – 22			18 – 22			17 – 21			
Records and Information Management (RAIM)	2 weeks	03 – 14			04 – 14			04 – 15			03 – 14			
Talent Management & Succession Planning	1 week		07 – 11			09 – 13			08 – 12			07 – 11		
Training of Trainers (TOT)	2 Days			10 – 11			09 – 10			08 – 09			08 – 09	
ENERGY AND ENVIRONMENT														
EIA - Environmental Impact Assessment	1 week	17 – 21			19 – 22			18 – 22			17 – 21			
Environmental Audit	1 week		14 – 18			17 – 21			15 – 19			21 – 25		
Strategic Environmental Assessment Management	1 week		07 – 11			09 – 13			08 – 12			07 – 11		
WASH - Water, Sanitation and Health	1 week	10 – 21			11 – 22			11 – 15			10 – 21			

ENGINEERING AND TECHNICAL												
Air-Conditioning & Mechanical Refrigeration Systems	1 week			14 – 18			13 – 17			12 – 16		12 – 16
Air System Design & Equipment Specification And Selection 1	1 week	10 – 14			04 – 08			11 – 15			03 – 07	
Boiler Systems	1 week		07 – 11			09 – 13			08 – 12			07 – 11
Automotive Engine Technology - Principle, Service And Diagnosis	1 week			14 – 18			13 – 17			12 – 16		19 – 23
Property Maintenance package	1 week			14 – 18			13 – 17			19 – 23		12 – 16
Height Safely High Voltage Operation For Engineers	1 week	10 – 14			04 – 08			11 – 15			03 – 07	
Introduction To Pro/Engineer Wildfire 5.0 And Rapid Prototyping	1 week		07 – 11			09 – 13			08 – 12			07 – 11
Programmable Logic Control and Automation	1 week			14 – 18			13 – 17			19 – 23		12 – 16
Solar Photovoltaic (PV) Technology	1 week	23 – 27			25 – 29			25 – 29			24 – 28	
Air-Conditioning & Mechanical Refrigeration Systems	1 week		21 – 25			23 – 27			22 – 26			21 – 25
Production & Maintenance Management	1 week		07 – 11			09 – 13			08 – 12			07 – 11
Tig Arc Welding	1 week			07 – 11			06 – 17			05 – 09		05 – 16

PUBLIC LEADERSHIP AND GOVERNANCE												
Leadership and Governance Skills	1 week	10 – 14			04 – 08			11 – 15			03 – 07	
Leadership and supervisory skills development	2 weeks		31 – 11			03 – 13			31 – 11			31 – 11
Policy Development and Strategic Management	2 weeks			07 – 18			06 – 17			05 – 16		05 – 16
Strategic Leadership & Change Management in the Public Sector	2 weeks	17 – 28			19 – 29			18 – 29			17 – 28	
Strategic Women Leadership Development Programme	2 weeks		14 – 25			16 – 27			15 – 26			14 – 25
Senior Management	1 week			14 – 18			13 – 17			12 – 16		12 – 16
Strategic Leadership Development	1 week	24 – 28			25 – 29			25 – 29			24 – 28	
Managing Public Health Projects	1 week		14 – 18			16 – 20			15 – 19			14 – 18
Performance Management	1 week			07 – 11			06 – 10			05 – 09		05 – 09
Management Skills for Excellence	1 week	04 – 08			04 – 08			04 – 08			03 – 07	
Management Advancement Program	1 week		15 – 19			17 – 21			15 – 19			14 – 18
Senior Executive Development	1 week			14 – 18			13 – 17			12 – 16		12 – 16
Management Development for Personal Assistants	2 week	10 – 21			11 – 22			18 – 29			10 – 21	
International Business Strategy	1 week		07 – 11			09 – 13			08 – 12			07 – 11
Strategy and Balance Scorecard Development	1 week			07 – 11			06 – 10			05 – 09		05 – 09
Strategy Leadership and Change Management	1 week	10 – 14			04 – 08			11 – 15			03 – 07	

PROCUREMENT AND LOGISTICS												
Contract Management & Effective Negotiation	1 week		07 – 11			09 – 13			08 – 12			07 – 11
Contract Preparation and Bid Evaluation	1 week	10 – 14			04 – 08			10 – 14			03 – 07	
Effective Fleet Management	1 week			07 – 11			06 – 10			05 – 09		05 – 09
Inventory & Stock Control Management	2 weeks			07 – 18			06 – 17			12 – 23		05 – 16
Logistics and Supply Chain Management	1 week	10 – 14			04 – 08			10 – 14			10 – 14	
Logistics Management for NGOs	1 week		14 – 18			16 – 20			15 – 19			14 – 18
Project Management Procurement Framework	1 week		07 – 11			09 – 13			08 – 12			07 – 11
Warehouse Operations & Performance Measures	1 week		07 – 11			09 – 13			08 – 12			07 – 11

IT / SOFTWARES												
AutoCAD	1 week			07 – 11			06 – 10			05 – 09		06 – 10
Basic Computer	1 week	11 – 15			25 – 29			11 – 15			10 – 14	
Cloud Computing for Enterprises	1 week		14 – 18			16 – 20			15 – 19			14 – 18
Linux	1 week			07 – 11			06 – 10			05 – 09		05 – 09
Microsoft Excel	3 Days	20 – 22			20 – 22			20 – 22			19 – 21	
Ms Project for Project Manager	2 Days		03 – 04			05 – 06			04 – 05			03 – 04
Premavera P6 Fundamentals	3 Days			02 – 04			01 – 03			31 – 02		30 – 02
Revit Architecture Level 1	1 week	18 – 22			25 – 29			20 – 22			17 – 21	
Revit Architecture Level 2	1 week		14 – 18			16 – 20			15 – 19			14 – 18
Statar	1 week			14 – 18			13 – 17			12 – 16		12 – 16
Statistical Package for the Social Science (SPSS)	2 Days	27 – 28			28 – 29			28 – 29			27 – 28	

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TRAINER CERTIFICATIONS



PLEASE NOTE

The dates are subject to change, kindly confirm before booking

The above calendar is not exhaustive on available CPM courses, new courses come up often due to client's training needs and expectations

CPM team is able to offer customised and tailored courses as per client's availability, training needs, budget and/or venue