



KENYA INSTITUTE OF SOCIAL WORK
PROFESSIONAL TRAINING & MANAGEMENT CENTRE
LIST OF EXECUTIVE CLASS BASED TRAINING PROGRAMMES 2022

	WEEKDAY PROGRAMMES			SATURDAY CLASSES
MONTH	COURSE CODE	COURSE	DATES (2022)	DATES (2022)
MAY	PTMC 33	Participatory Assessment , Monitoring and Evaluation of Projects	2nd May-6th May	MAY 7/14/21/28
	PTMC 24	Financial Management for NGOs and CBOs	9th May-13th May	MAY 7/14/21/28
	PTMC 36	Effective Report Writing and Presentation Skills	16th May-20th May	MAY 7/14/21/28
	PTMC 11	Peace, Conflict Management and Reconciliation Skills	23rd May-27th May	MAY 7/14/21/28
JUNE	PTMC 44	Logistics and Procurement Management Skills	30th May-3rd June	JUNE 4/11/18/25
	PTMC 28	HIV/AIDS Prevention , Care, Counseling and Support	6th June-10th June	JUNE 4/11/18/25
	PTMC 29	Drugs and Substance Abuse, Prevention and Rehabilitation skills	13th June-17th June	JUNE 4/11/18/25
	PTMC 02	Training of Trainers/Facilitators workshop	20th June-24th June	JUNE 4/11/18/25
JULY	PTMC 27	Counseling Skills Development	27th June-1st July	JULY 2/9/16/23/30
	PTMC 32	Proposal Development, Writing and Presentation Skills	4th July-8th July	JULY 2/9/16/23/30
	PTMC 09	Disaster Preparedness and Emergency Response Skills	11th July-15th July	JULY 2/9/16/23/30
	PTMC 23	Child Care and Protection Skills	18th July-22nd July	JULY 2/9/16/23/30
	PTMC 42	Professional Public Relations Skills	25th July-29th July	JULY 2/9/16/23/30
AUGUST	PTMC 01	Effective Leadership Skills Development	1st August-5th August	AUGUST 6/13/20/27
	PTMC 38	Customer Care and Communication	8th August-12th August	AUGUST

		Skills	August	6/13/20/27
	PTMC 31	Project Management Skills	15 th August-19 th August	AUGUST 6/13/20/27
	PTMC 15	Community Nutrition Assessment Skills	22 nd August-26 th August	AUGUST 6/13/20/27
SEPTEMBER	PTMC 46	Occupational Health and Safety Training Skills	29 th August-2 nd September	SEPTEMBER 3/10/17/24
	PTMC 43	Strategic Planning and Management Skills	5 th September-9 th September	SEPTEMBER 3/10/17/24
	PTMC 20	Water Sanitation and Hygiene (WASH) Management Skills	12 th September-16 th September	SEPTEMBER 3/10/17/24
	PTMC 37	Business Start Up skills	19 th September-23 rd September	SEPTEMBER 3/10/17/24
OCTOBER	PTMC 36	Effective Report Writing and Presentation Skills	26 th September-30 th September	OCTOBER 1/8/15/22/29
	PTMC 44	Logistics and Procurement Management Skills	3 rd October-7 th October	OCTOBER 1/8/15/22/29
	PTMC 38	Customer Care and Communication Skills	10 th October-14 th October	OCTOBER 1/8/15/22/29
	PTMC 31	Project Management Skills	17 th October-21 st October	OCTOBER 1/8/15/22/29
	PTMC 42	Professional Public Relations Skills	24 th October-28 th October	OCTOBER 1/8/15/22/29
NOVEMBER	PTMC 33	Participatory Assessment , Monitoring and Evaluation of Projects	31 st October-4 th November	NOVEMBER 5/12/19/26
	PTMC 24	Financial Management for NGOs and CBOs	7 th November-11 th November	NOVEMBER 5/12/19/26
	PTMC 36	Effective Report Writing and Presentation Skills	14 th November-18 th November	NOVEMBER 5/12/19/26
	PTMC 11	Peace, Conflict Management and Reconciliation Skills	21 st November-25 th November	NOVEMBER 5/12/19/26
	PTMC 44	Logistics and Procurement Management Skills	28 th November-2 nd December	NOVEMBER 5/12/19/26
DECEMBER	PTMC 28	HIV/AIDS Prevention , Care, Counseling and Support	5 TH December - 9 th December	DECEMBER 3/10/17
	PTMC 29	Drugs and Substance Abuse, Prevention and Rehabilitation skills	12 th December-16 th December	DECEMBER 3/10/17

Download the **EXECUTIVE TRAINING PROGRAMMES 2022**

The main objective of our Executive Training programmes is to empower as many people as possible in the selected short courses so as to improve their efficiency, effectiveness and productivity in their work place.

Why train with us?

- **Affordable learning** – The training fees has been set at a competitive level to make the training accessible to all.
- **Conducive study environment** – Kenya Institute of Social Work is easily accessible from Nairobi City Centre and easily accessible from the Jomo Kenyatta International Airport.
- **Library** - We have one of the best libraries, fully equipped and computer catalogued.
- **Non - discrimination** - the institute does not practice any form of discrimination in regard to gender, colour, race, tribe, religion or nationality.
- **Personalized attention** - Only a small group of participants are recruited in each course to allow for personalized attention and assistance.
- **Qualified members of staff** – our lecturers hold very high qualifications in the category of Bachelors and Master and Professional Certificates in their areas of specialization.
- **Regional reach - KISWCD** is a reputable Training Institute with students from all over the world.
- **Staff experience** - Our professional Trainers are well versed in their areas of specialization and are current in the latest education and training skills. They are practical oriented.
- **Teaching Methodology** - We use the most modern way of data presentation using the Microsoft PowerPoint.
- We are a Centre of Excellence in Social Work and Community Development in Kenya

COURSE DURATION

The training courses will run for five (5) days (Monday – Friday) from 8.30am – 4.00pm. Saturday classes will for 4 Saturdays

VENUE

Southern House, Nairobi, Kenya

COST

Participants will be required to pay **Kshs 10,000** for each course. ALL participants will be provided with Tea, Training Materials and a Certificate of Training.

TARGET GROUP

Chief Executive Officers, Managers of NGOs, Program and Project Managers, Senior Technical Staff in Central and Local Governments, Senior Managers in other development related institutions with the need to improve organizational efficiency and effectiveness.

PROCEDURE FOR REGISTRATION:

- Select a course of study from the 21 Professional courses in our menu.
- Register by filling the Registration Form
- Make your payment of Kshs **10,000** or **100 USD**
- Either through **MPESA - PAYBILL No: 902601**

Account: **Your Full Names**

or

Bank: Co-operative Bank of Kenya

Account Name: Kenya Institute of Social Work

Branch: Moi Avenue

Account No. 01120039917702

FOR HELP CONTACT

The Principal
Professional Training & Management Centre
Kenya Institute of Social Work
Tel: +254 713 844 333
Email: info@kiswcd.co.ke
Website: www.kiswcd.co.ke