



KENYA INSTITUTE OF SOCIAL WORK

PROFESSIONAL TRAINING & MANAGEMENT CENTRE

ONLINE AND CLASS BASED PROFESIONAL COURSES

KISWCD is offering a 5 days online and class based professional short courses. The objective is to enhance community capacity building and skills development.

CLUSTER	CODE	NAME OF COURSE
LEADERSHIP AND MANAGEMENT	PTMC 01	Effective Leadership Skills Development
	PTMC 02	Training of Trainers /Facilitators TOT/TOF
	PTMC 03	Effective Management of Schools and Colleges
	PTMC 04	Office Administration and Management Skills
	PTMC 05	Strategic Planning and Management Skills
	PTMC 06	Fleet / Transport Management Skills
	PTMC 07	Effective Coaching and Mentoring Skills
	PTMC 08	Transformative Leadership and Management Skills
DEVELOPMENT COURSES	PTMC 09	Disaster Preparedness and Emergency Response Skills
	PTMC 10	Social Research Skills
	PTMC 11	Peace, Conflict Management and Reconciliation Skills
	PTMC 12	First Aids Training and Emergency Management Skills
	PTMC 13	Community Resource Mobilization & Management Skills
	PTMC 14	Gender Mainstreaming for Development
	PTMC 15	Community Nutrition Assessment Skills
	PTMC 16	Community Capacity Building Skills
	PTMC 17	Social Advocacy and Lobbying skills
	PTMC 18	Social Entrepreneurship Skills
	PTMC 19	Participatory Development Methods
	PTMC 20	Water Sanitation & Hygiene (WASH) Management Skills
NGOs / CBOs MANAGEMENT	PTMC 21	Effective NGOs / CBOs Management Skills
	PTMC 22	Life Skills Training
	PTMC 23	Child Care and Protection Skills
	PTMC 24	Financial Management for NGOs/CBOs/FBOs
HIV/AIDS AND COUNSELING	PTMC 25	Trauma and Crisis Counseling
	PTMC 26	Behavior Change and Communication in HIV/AIDS
	PTMC 27	Counseling Skills Development
	PTMC 28	HIV/AIDS Prevention, Care, Counseling and Support
	PTMC 29	Drug & Substance Abuse, Prev. & Rehabilitation Skills
	PTMC 30	Combating Gender Based Violence (GBV):Prevention and Response

FOR HELP CONTACT: The Principal
KENYA INSTITUTE OF SOCIAL WORK
Professional Training & Management Centre
P. O. Box 57961 - 00200 NAIROBI, Tel: +254 713 844 333
Email: info@kiswcd.co.ke, Website: www.kiswcd.co.ke

CLUSTER	CODE	NAME OF COURSE
PROJECT PLANNING AND MANAGEMENT	PTMC 31	Project Management Skills
	PTMC 32	Proposal Development , Writing and Presentation Skills
	PTMC 33	Participatory Ass. ,Monitoring and Evaluation of Projects
	PTMC 34	Monitoring Evaluation, Accountability & Learning (MEAL)
	PTMC 35	Project Risk Management Skills
	PTMC 36	Effective Report Writing and Presentation Skills
BUSINESS MANAGEMENT	PTMC 37	Business Startup Skills
	PTMC 38	Customer Care and Communication Skills
	PTMC 39	Business Skills and Development of Micro Enterprises
	PTMC 40	Social Mobilization and Marketing Skills
	PTMC 41	Effective Communication and Presentation Skills
	PTMC 42	Professional Public Relations skills
	PTMC 43	Strategic Planning and Management Skills
	PTMC 44	Logistics and Procurement Management Skills
	PTMC 45	Book Keeping Skills for Non Accountants
HUMAN RESOURCE MANAGEMENT	PTMC 46	Occupational Health and Safety Training Skills
	PTMC 47	Strategic Human Resource Management Skills
	PTMC 48	Performance Contracting and Management Skills
	PTMC 49	Social Impact Assessment Skills
	PTMC 50	Stress Management at the Work Place Skills

FOR **CLASS BASED PARTICIPANTS**, PLEASE CALL THE PRINCIPAL TO BOOK A DATE FOR YOUR TRAINING.

STEPS TO REGISTER ONLINE TRAINING

1. Select a course of study from the 50 Professional courses in our menu.
2. Register by filling the online Registration Form
3. Make your payment of **Kshs 10,000 or 100 USD**
4. Either through MPESA - PAYBILL No: **902601**
Account: Your Full Names

OR THROUGH THE BANK

Bank : Co-operative Bank of Kenya
Account Name : Kenya Institute of Social Work
Branch : Moi Avenue
Account No. : 01120039917702

5. Ensure you have send the transaction receipt/Reference number for recording and receipting purposes
6. Once your payment has been received ; we shall send you the following;
 - Payment receipt
 - Reading materials
 - Course Assignments
7. Once you complete your assignments; you will forward the same to the Course Coordinator for Assessment and Recommendation.
8. A certificate will be issued on completion of the course.

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