



KENYA INSTITUTE OF SOCIAL WORK

PROFESSIONAL TRAINING & MANAGEMENT CENTRE

EXECUTIVE TRAINING CALENDAR 2023

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

| MONTH | COURSE CODE | COURSE | WEEKDAY DATES | SATURDAY DATES |
|--------------|-------------|--|---------------|------------------|
| MARCH | PTMC 33 | Participatory Assessment , Monitoring and Evaluation of Projects | 01/3- 03/3 | MARCH 4/11/18/25 |
| | PTMC 24 | Financial Management for NGOs and CBOs | 07/3- 10/5 | MARCH 4/11/18/25 |
| | PTMC 36 | Effective Report Writing and Presentation Skills | 13/3- 17/3 | MARCH 4/11/18/25 |
| | PTMC 11 | Peace, Conflict Management and Reconciliation Skills | 20/3 - 24/3 | MARCH 4/11/18/25 |
| | PTMC 44 | Logistics and procurement Management Skills | 27/3-31/3 | MARCH 4/11/18/25 |
| APRIL | PTMC 28 | HIV/AIDS Prevention , Care, Counselling & Support | 3/4- 06/4 | APRIL 1/15/22/29 |
| | PTMC 29 | Drugs and Substance Abuse, Prevention and Rehabilitation skills | 11/4 - 14/4 | APRIL 1/15/22/29 |
| | PTMC 02 | Training of Trainers/Facilitators workshop | 17/4 - 21/4 | APRIL 1/15/22/29 |
| | PTMC 27 | Counselling Skills Development | 24/4- 28/4 | APRIL 1/15/22/29 |
| MAY | PTMC 32 | Proposal Development, Writing & Presentation Skills | 02/5- 05/5 | MAY 6/13/20/27 |
| | PTMC 09 | Disaster Preparedness and Emergency Response Skills | 09/5 - 12/5 | MAY 6/13/20/27 |
| | PTMC 23 | Child Care and Protection Skills | 15/5 - 19/5 | MAY 6/13/20/27 |
| | PTMC 42 | Professional Public Relations Skills | 22/5- 26/5 | MAY 6/13/20/27 |
| | PTMC 01 | Effective Leadership Skills Development | 29/5- 02/6 | MAY 6/13/20/27 |
| JUNE | PTMC 38 | Customer Care and Communication Skills | 05/6 - 09/6 | JUNE 3/10/17/24 |
| | PTMC 31 | Project Management Skills | 12/6- 16/6 | JUNE 3/10/17/24 |
| | PTMC 15 | Community Nutrition Assessment Skills | 19/6- 23/6 | JUNE 3/10/17/24 |
| | PTMC 46 | Occupational Health and Safety Training Skills | 26/6 - 30/6 | JUNE 3/10/17/24 |
| JULY | PTMC 43 | Strategic Planning and Management Skills | 03/7 -07/7 | JULY. |

| | | | | |
|---------------|---------|--|-------------|-----------------------|
| | | | | 1/8/15/22/29 |
| | PTMC 20 | Water Sanitation and Hygiene (WASH) Management Skills | 10/7 - 14/7 | JULY. 1/8/15/22/29 |
| | PTMC 37 | Business Start Up skills | 17/7 - 21/7 | JULY. 1/8/15/22/29 |
| | PTMC 36 | Effective Report Writing and Presentation Skills | 24/7- 28/7 | JULY. 1/8/15/22/29 |
| AUGUST | PTMC 44 | Logistics and Procurement Management Skills | 31/7- 04/8 | AUG 5/12/19/26 |
| | PTMC 38 | Customer Care and Communication Skills | 7/8- 11/8 | AUG 5/12/19/26 |
| | PTMC 31 | Project Management Skills | 14/8 - 18/8 | AUG 5/12/19/26 |
| | PTMC 42 | Professional Public Relations Skills | 21/8 - 25/8 | AUG 5/12/19/26 |
| | PTMC 33 | Participatory Assessment , Monitoring and Evaluation of Projects | 28/8 - 01/9 | AUG 5/12/19/26 |

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

| MONTH | COURSE CODE | COURSE | WEEKDAY DATES | SATURDAY DATES |
|------------------|-------------|---|---------------|---------------------|
| SEPTEMBER | PTMC 24 | Financial Management for NGOs and CBOs | 04/9- 08/9 | SEP 2/9/16/23/30 |
| | PTMC 36 | Effective Report Writing and Presentation Skills | 11/9- 15/9 | SEP 2/9/16/23/30 |
| | PTMC 11 | Peace, Conflict Management and Reconciliation Skills | 18/9 - 22/9 | SEP 2/9/16/23/30 |
| | PTMC 44 | Logistics and Procurement Management Skills | 25/9 - 29/9 | SEP 2/9/16/23/30 |
| OCTOBER | PTMC 28 | HIV/AIDS Prevention , Care, Counselling & Support | 2/10- 06/10 | OCT 7/14/21/28 |
| | PTMC 29 | Drugs and Substance Abuse, Prevention and Rehabilitation skills | 09/10- 13/10 | OCT 7/14/21/28 |
| | PTMC 02 | Training of Trainers/Facilitators workshop | 16/10- 19/10 | OCT 7/14/21/28 |
| | PTMC 27 | Counselling Skills Development | 23/10- 27/10 | OCT 7/14/21/28 |
| NOVEMBER | PTMC 32 | Proposal Development, Writing & Presentation Skills | 30/10 - 03/11 | NOV 4/11/18/25 |
| | PTMC 09 | Disaster Preparedness and Emergency Response Skills | 06/11 - 10/11 | NOV 4/11/18/25 |
| | PTMC 23 | Child Care and Protection Skills | 13/11- 17/11 | NOV 4/11/18/25 |
| | PTMC 42 | Professional Public Relations Skills | 20/11 - 24/11 | NOV 4/11/18/25 |
| | PTMC 01 | Effective Leadership Skills Development | 27/11 - 01/12 | NOV 4/11/18/25 |

| | | | | |
|-----------------|---------|--|---------------|----------------------|
| DECEMBER | PTMC 38 | Customer Care and Communication Skills | 04/12- 08/12 | DEC. 2/9/16/23/30 |
| | PTMC 31 | Project Management Skills | 11/12 - 15/12 | DEC. 2/9/16/23/30 |
| | PTMC 15 | Community Nutrition Assessment Skills | 18/12- 22/12 | DEC. 2/9/16/23/30 |
| | PTMC 46 | Occupational Health and Safety Training Skills | 26/12- 29/12 | DEC. 2/9/16/23/30 |
| | | | | |

OBJECTIVE

The main objective of our Professional Courses is to capacity build as many people as possible to improve their efficiency, effectiveness and productivity in the work place

COURSE DURATION

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

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.

- 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 THROUGH BANK

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