











www.dolphinsgroup.co.ke

| Dolphins Group-Dolphins Training & Consultants Itd | | | Transformative Executives Trainings & Consultancy 2019 | | | | | | | | | | | |
|--|----------|-----------------------------------|--|-----|-------|-------|-------|-------|------|------|------|------|------|-----|
| NITA - Selected & Approved Trainers No. DTR/711 | | | | | | | | | | | | | | |
| Unleash Your True Potential! | Duration | Rates in Ksh VAT Excl.per unit | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | ост | NOV | DEC |
| Transformative Programs | (Days) | Ksh | | | | | | | | | | | | |
| Nairobi Programs 2019 | | | | | | | | | | | | | | |
| Excellent Meeting Management and Minute Taking Skills Training | 2 Days | 49,000.00 | | 281 | | 2526 | | 2728 | | 2930 | | 2425 | | 56 |
| Key Account Management & Sales Effectiveness Skills TrainingYour Ultimate Guide | 2 Days | 49,000.00 | 31-1 | | 2829 | | 30-31 | | 2526 | | 2627 | | | 910 |
| Executive Public Speaking & Business Presentation Skills | 3 Days | 69,000.00 | 30-1 | | 27-29 | | 29-31 | | 2426 | | 2527 | | | 47 |
| Perfect PA & Effective Office Administrator Skills | 2 Days | 49,000.00 | 311 | | 28-29 | | 30-31 | | 2526 | | 2627 | | 2829 | |
| Finance for Non Finance Managers/DirectorsFind your missing links! | 3 Days | 69,000.00 | | 271 | | | 29-31 | | | 2830 | | | | 911 |
| Budgeting and Cost Control Skills Training & Consultancy | 2 Days | 49,000.00 | | 281 | | 2526 | | 2728 | | 2930 | | 2425 | | 56 |
| Business Analytics, Data Analysis and Metrics Skills Training Delivering Strategic & Organizational Growth | 3 Days | 69,000.00 | | 271 | | 24-26 | | 26-28 | | 2830 | | 2325 | | 46 |
| Effective Credit Management and Debt Collection Skills Training | 2 Days | 49,000.00 | 311 | | 28-29 | | 3031 | | 2526 | | 2627 | | | 910 |
| Excellent Project Management Skills Training | 3 Days | 69,000.00 | | | 27-29 | | 29-31 | | 2426 | | 2527 | | | 911 |

| Effective Managerial Leadership & Supervisory Skills Training | 2 Days | 59,000.00 | | 28-1 | | 24-25 | | 2728 | | 2930 | | 2425 | | 56 |
|--|--------|-----------|------|------|-------|-------|-------|------|-------|-------|-------|-------|------|-----|
| Unlocking Growth - Capital Raising Skills and Strategies Empowering you to Access Local and International Capital Sources for Organizational GrowthMombasa | 5 Days | 89,000.00 | 28-1 | | 2529 | | 27-31 | | 22-26 | | 23-27 | | 2529 | |
| Tactful Negotiation Skills Training | 2 Days | 49,000.00 | | 281 | | 2526 | | 2728 | | 2930 | | 24-25 | | 910 |
| The WOW! Customer Service, Public Image, Dressing and Etiquette | 2 Days | 49,000.00 | | 281 | | 2526 | | 2728 | | 2930 | | 24-25 | | 910 |
| Office Management Master Class Skills Training | 3 Days | 69,000.00 | | | 2729 | | | 2628 | | | 2527 | | 2729 | |
| Customer Service Metrics -What you need to know,grow and Measure in today dynamic environment | 3 Days | 69,000.00 | | | 27-29 | | 29-31 | | 2426 | | | | 2729 | |
| Strategic Marketing and Communication Skills Training Delivering Organizational Growth | 3 Days | 69,000.00 | 301 | | 2729 | | 29-31 | | 2426 | | 25-27 | | | 46 |
| Excellent Communication, Image and Business etiquette skills | 2 Days | 49,000.00 | 31-1 | | 28-29 | | | | 2526 | | 2627 | | 2829 | |
| Strategic Performance Management Skills Training | 3 Days | 69,000.00 | | 271 | | | | 2628 | | 28-30 | | 23-23 | | 911 |
| HR Analytics and Metrics Skills Training Delivering Strategic & Organizational change using HR Tools | 3 Days | 69,000.00 | | 271 | | | 29-31 | | | 2830 | | | 2022 | |
| Advanced MS Excel Skills Training -Executive Dashboards & Business Data Analysis | 5 Days | 89,000.00 | 28-1 | | 2529 | | 22-31 | | 22-26 | | 23-27 | | 2529 | |
| Diligent Record Management & Information Technology In Record Keeping Skills Training | 5 Days | 89,000.00 | | | | 22-26 | | | 2226 | | 2327 | | 2529 | |

| Supply Chain and Inventory Management Skills Training | 3 Days | 69,000.00 | 301 | | 27-29 | | | 26-28 | | 28-30 | | | | 46 |
|--|--------|------------|-----|------|-------|------|-------|-------|-------|-------|-------|------|------|----|
| Customer Relationship Management Masterclass Skills Training | 3 Days | 69,000.00 | | 27-1 | | | 29-31 | | 24-26 | | 25-27 | | 2729 | |
| Monitoring & Evaluation Masterclass Skills Training | 3 Days | 69,000.00 | | 27-1 | | | 27-31 | | 24-26 | | 25-27 | | 2729 | |
| Financial Modeling and Dashboards Masterclass Skills Training | 5 Days | 89,000.00 | | 25-1 | | | 22-31 | | 22-26 | | 23-27 | | 2529 | |
| Fraud & Forgeries Detection, Prevention & Response Skills Training | 3 Days | 69,000.00 | | 27-1 | | | 29-31 | | 24-26 | | 25-27 | | 2729 | |
| Cyber Security, ICT Security and Penetration Testing Masterclass Skills Training | 5 Days | 89,000.00 | | 25-1 | | | 27-31 | | 22-26 | | 23-27 | | 2529 | |
| Mombasa Programs 2019 | | | | | | | | | | | | | | |
| Government Protocals, Communication and etiquette Training. | 5 Days | 119,000.00 | | 251 | | 2226 | | 2428 | | 2630 | | 2125 | | 26 |
| Transport, Logistics and Supply Chain Management skills Training | 5 Days | 119,000.00 | | 251 | | 2226 | | 2428 | | 2630 | | 2125 | | 26 |
| AML - Anti-Money Laundering Skills Training | 5 Days | 119,000.00 | | 251 | | 2226 | | 2428 | | 2630 | | 2125 | | 26 |
| Strategic Performance Management Skills Training | 5 Days | 119,000.00 | | 251 | | 2226 | | 2428 | | 2630 | | 2125 | | 26 |
| Business Analytics, Data Analysis and Metrics Skills Training Delivering Strategic & Organizational Growth | 5 Days | 119,000.00 | | 251 | | 2226 | | 2428 | | 2630 | | 2125 | | 26 |
| Business Process Re-engineering (BPR) skills Training & Consultancy. | 5 Days | 119,000.00 | | 251 | | 2226 | | 2428 | | 2630 | | 2125 | | 26 |

| Excellent Call Centre Management Skills Training | 5 Days | 119,000.00 | 251 | 2226 | 2428 | 2630 | 2125 | 26 |
|--|--------|------------|-----|------|------|------|------|----|
| Advanced MS Excel Skills Training - Mombasa | 5 Days | 119,000.00 | 251 | 2226 | 2428 | 2630 | 2125 | 26 |
| Executive Assistant Master Class Skills Training Mombasa | 5 Days | 119,000.00 | 251 | 2226 | 2428 | 2630 | 2125 | 26 |
| Excellent I.T. Services Management Skills Training | 5 Days | 119,000.00 | 251 | 2226 | 2428 | 2630 | 2125 | 26 |
| Excellent Project Management Skills TrainingMombasa | 5 Days | 119,000.00 | 251 | 2226 | 2428 | 2630 | 2125 | 26 |
| Unlocking Growth - Capital Raising Skills and Strategies Empowering you to Access Local and International Capital Sources for Organizational GrowthMombasa | 5 Days | 119,000.00 | 251 | 2226 | 2428 | 2630 | 2125 | 26 |
| | | | | | | | | |

| Other Cities Within Africa | | | | | | | | | | | | | | |
|--|----------|-------------------------|-----|-----|-----|-----|-------|------|------|-----|------|-----|-----|-----|
| Unleash Your True Potential! | Duration | Rate in USD per unit | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | ост | NOV | DEC |
| | (Days) | USD + VAT | | | | | | | | | | | | |
| Kampala - Uganda Programs 2019 | | | | | | | | | | | | | | |
| Business Process Re-engineering (BPR) skills Training & Consultancy. | 5 Days | 1,250.00 | | | | | 27-31 | | | | | | | |
| Perfect PA & Effective Office Administrator | 5 Days | 1,250.00 | | | | | 27-31 | | | | | | | |
| Advanced MS Excel Skills Training | 5 Days | 1,250.00 | | | | | 27-31 | | | | | | | |
| Dar es Salaam -Tanzania Programs 2019 | | | | | | | | | | | | | | |

| Business Process Re-engineering (BPR) skills Training & Consultancy. | 5 Days | 1,250.00 | | | | 22-26 | | | |
|---|--------|----------|--|--|--|-------|-------|--|-----|
| Perfect PA & Effective Office Administrator | 5 Days | 1,250.00 | | | | 22-26 | | | |
| Advanced MS Excel Skills Training | 5 Days | 1,250.00 | | | | 22-26 | | | |
| Kigali - Rwanda Programs 2019 | | | | | | | | | |
| Business Process Re-engineering (BPR) skills Training & Consultancy . | 5 Days | 1,250.00 | | | | | 23-27 | | |
| Perfect PA & Effective Office Administrator | 5 Days | 1,250.00 | | | | | 23-27 | | |
| Advanced MS Excel Skills Training | 5 Days | 1,250.00 | | | | | 23-27 | | |
| Seychelles Programs 2019 | | | | | | | | | |
| Scaling Up - Why a Few Companies Make Itand Why Rest Dont | 5 Days | 1,850.00 | | | | | | | 913 |

Some of the Previous Attendants Had This to say....

View Testimonials...

The trainers were great and detailed, Very interactive and easy to get along - Christine Adolwa, HR Business Partner - General Motors E.A.

The course was very helpful and orchestrated well - James Ngugi - Knight Frank Kenya Limited

The trainers were excellent and the course content was highly relevant - Annmarie Mavenjina Nkelame, Board Member - Tanzania Women Lawyers Association

I would recommend this training to others as it is a very relevant eye-opening course - Lilian Muthoni, Internal Auditor - UAP Insurance

The training was exceptionally good, the trainers were excellent and I have learnt a lot - Mabe Clement, Program Assistant - WHO

This is the most practical training that I have attended so far. Thank you Dolphins Group - Eunice Njoroge, Administrator - Mamlaka Hill Chapel

The course has enlightened and empowered me. Wonderful training professional trainers - Mary Kuria, PA - Diamond Trust Bank

An out of this world experience in terms of the knowledge gained on all the facets. In addition, the real life experiences incorporated in the training helped to make everything clear. I believe from this training I will now be an efficient employee - **Esther Muigai**, **Executive Assistant - KEPSA**

Superb, effective and informative training, instructor was very well prepared and informed. The organization was excellent - Nausheen Ismail, Procurement Manager - Jubilee Insurance

The trainers were fantastic and the Dolphins team did great work. Keep it up! - John Gakunyi, Internal Auditor - The Star Publications Limited

A perfect training with exceptional content and excellent trainers - Eva Njeri, Office Assistant - CDSC

Notes

Dates indicated are for hotel based trainings- Nairobi Venues; Radisson Blu Hotel (Upperhill), Villa Rosa Kempinski (Westlands) or Tribe Hotel (Gigiri) - Nairobi Kenya Naivasha Venue- Enashipai Resort & Spa, Mombasa Venue - Sarova Whitesands Beach Resort & Spa
We also Facillitate inhouse Trainings & Related Consultancy Programs and Project across Africa as per your organization needs, please contact us for your review plus;
One 2 One coaching for Executives at your convinience.

Booking Options

Group Discounts/Savings; Book two slots and Gain 10% discount, three or more slots enjoy 15% FREE discount.

Early Bird Booking & Payment 1 month or more before training date/Previous attendant or existing clients on any of our courses - you enjoy Extra 5% discount.

Contact on Phone, email, fax or book online from our website.

Slots reservations; at least 3-4 weeks before the training dates to avoid missing out.

All Dates are fast pick; kindly book early for your great convinience.

Dolphins Training & Consultants Itd

Town Office-View Park Towers 10th FI ,Utalii Lane / L584-off UN Avenue, Gigiri.
P O Box 27859 00100 Nairobi, Kenya
Tel +254-20-2211362 /4/5/382
Cell+254-712-636404
Fax +254-20-2211386

<u>training@dolphinsgroup.co.ke</u> <u>www.dolphinsgroup.co.ke</u>

Your No.1 Corporate Training Partner-DIT No.711



www.dolphinsgroup.co.ke

Dolphins Group