**Dolphins Group- Dolphins Training & Consultants Ltd** 

## 2020 Executive Corporate Training Shedule...











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Conferencing with Social Distancing or Vir	tual T	raining as	s per y	vour p	orefer	ence									
View Nairobi and Mombasa Kenya Option	/iew Nairobi and Mombasa Kenya Options														
NITA - Selected & Approved Trainers No. DTR/711	Duration (Days)	Rates in Ksh VAT Excl.per unit Ksh	JAN	FEB	MAR	APR	MAY	NUL	JUL	AUG	SEP	ост	NOV	DEC	
Nairobi - Kenya															
2020 Training Programs															
Advanced MS Excel Skills Training -Executive Dashboards & Business Data Analysis	5 Days	89,000.00											23-27	14-18	
Certified ECOMMERCE SpecialistThe Future	5 Days	89,000.00											23-27	14-18	
Excellent Project Management Skills Training	5 Days	89,000.00											25-27	14-18	
POWER BI Practical Skills Training	5 Days	89,000.00											25-27	14-18	
Primavera P6 Professional Fundamentals and Advanced Skills Training	5 Days	89,000.00											25-27	14-18	
Excellent Meeting Management and Minute Taking Skills Training	2 Days	49,000.00											26-27	17-18	
Key Account Management & Sales Effectiveness Skills TrainingYour Ultimate Guide	3 Days	69,000.00											25-27	16-18	
Excellent Video Conferencing Business Presentation Skills Training	3 Days	69,000.00											25-27	16-18	

Perfect PA & Effective Office Administrator Skills Training	3 Days	69,000.00						25-27	16-18
	5 Days	87,000.00						25 21	10-18
Finance for Non Finance Managers/DirectorsFind your missing links!	3 Days	69,000.00						25-27	16-18
Budgeting and Cost Control Skills Training & Consultancy	2 Days	49,000.00						26-27	17-18
Excellent Supervisory Skills Training	2 Days	49,000.00						26-27	17-18
ER - Employee Relations and Engagement - Motivation, Grievances, Conflict and Discipline	5 Days	89,000.00						23-27	14-18
Business Analytics,Data Analysis and Metrics Skills Training Delivering Strategic & Organizational Growth	5 Days	89,000.00						25-27	16-18
Effective Credit Management and Debt Collection Skills Training	2 Days	49,000.00						26-27	17-18
Effective Managerial Leadership & Supervisory Skills Training	3 Days	49,000.00						25-27	16-18
Credit Risk Management Skills Training	3 Days	69,000.00						25-27	16-18
Tactful Negotiation Skills Training	2 Days	49,000.00						26-27	17-18
The WOW! Customer Service,Public Image, Dressing and Etiquette	3 Days	69,000.00						25-27	16-18
Office Management Master Class Skills Training	3 Days	69,000.00						25-27	16-18
Customer Service Metrics -What you need to know,grow and Measure in today dynamic environment	3 Days	69,000.00						25-27	16-18

Strategic Marketing and Communication Skills Training Delivering Organizational Growth	3 Days	69,000.00						25-27	16-18
Excellent Communication, Image and Business etiquette skills	2 Days	49,000.00						26-27	16-18
Strategic Performance Management Skills Training	3 Days	69,000.00						25-27	16-18
HR Analytics and Metrics Skills Training Delivering Strategic & Organizational change using HR Tools	3 Days	69,000.00						25-27	16-18
Competency Based Interviewing Skills Training	3 Days	69,000.00						25-27	16-18
Executive Assistant Master Class Skills Training	5 Days	89,000.00						23-27	14-18
Diligent Record Management & Information Technology In Record Keeping Skills Training	5 Days	89,000.00						23-27	14-18
Supply Chain and Inventory Management Skills Training	3 Days	69,000.00						25-27	16-18
Customer Relationship Management Masterclass Skills Training	3 Days	69,000.00						25-27	16-18
Monitoring & Evaluation Masterclass Skills Training	3 Days	69,000.00						25-27	16-18
Financial Modeling With Advanced Excel and Dashboards Masterclass Skills Training	5 Days	89,000.00						23-27	14-18
Fraud & Forgeries Detection, Prevention & Response Skills Training	3 Days	69,000.00						25-27	16-18
Cyber Security,ICT Security and Penetration Testing Masterclass Skills Training	5 Days	89,000.00						23-27	14-18

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Transport, Logistics and Supply Chain Management Skills Training	3 Days	69,000.00						25-27	16-18
Risk Management Skills TrainingLearn how to implement	3 Days	69,000.00						25-27	16-18
Basel II/III Retail Credit Risk Modelling Skills Training	5 Days	89,000.00						23-27	14-18
Fire, First Aid and Security Practical Skills Training	3 Days	69,000.00						25-27	16-18
Personal Financial Management & Investing Skills Training	2 Days	49,000.00						26-27	16-18
Managing Remote Teams Skills Training - Mastering Virtual Team	2 Days	47,000.00						20 21	10-10
Management	5 Days	89,000.00						23-27	14-18
Blockchain and other Emerging Technologies -Digital Transformation - Getting Ready for the Future	5 Days	89,000.00						23-27	14-18
Commercial and Business Contracts Skills Training - A Practical Guide	5 Days	89,000.00						23-27	14-18
Advanced Social Media Training -Relating to Customers and Stakeholders through Social Channels	5 Days	89,000.00						23-27	14-18
Implementing Effective Preventive & Predictive Maintenance Programmes Skills Training -Evolving Away From Reactive to Preventive & Predictive Maintenance	5 Days	89,000.00						23-27	14-18
	5 Days	89,000.00						25 21	14-10
Effective Purchasing and Contract Negotiation Strategies Skills Training -Enhancing Profit through Effective Processes and Contracts	5 Days	89,000.00						23-27	14-18
Personal Effectiveness & Influencing Skills Training -Communicate, Negotiate, Influence & Persuade	5 Days	89,000.00						23-27	14-18

Mombasa - Kenya Coastline											
Conferencing with Social Distancing or Vir	tual T	raining as	per y	our pr	refere	ence.	•••				
2020 Training Programs											
ER - Employee Relations and Engagement - Motivation, Grievances, Conflict and Discipline	5 Days	89,000.00								23-27	14-18
Office Management Master Class Skills Training	5 Days	89,000.00								23-27	14-18
Credit Risk Management Skills Training	5 Days	89,000.00								23-27	14-18
Financial Modeling With Advanced Excel and Dashboards Masterclass Skills Training	5 Days	89,000.00								23-27	14-18
Excellent Project Management Skills Training	5 Days	89,000.00								23-27	14-18
AML - Anti-Money Laundering Skills Training	5 Days	89,000.00								23-27	14-18
Monitoring & Evaluation Masterclass Skills Training	5 Days	89,000.00								23-27	14-18
Diligent Record Management & Information Technology In Record Keeping Skills Training	5 Days	89,000.00								23-27	14-18
Advanced MS Excel Skills Training -Executive Dashboards & Business Data Analysis	5 Days	89,000.00								23-27	14-18

HR Analytics and Metrics Skills Training Delivering Strategic & Organizational change using HR Tools	5 Days	89,000.00						23-27	14-18
HR Information Management System Training	5 Days	89,000.00						23-27	14-18
Excellent Call Centre Management Skills Training	5 Days	89,000.00						23-27	14-18
Executive Assistant Master Class Skills Training	5 Days	89,000.00						23-27	14-18
Government Protocols, Communication & Etiquette Skills Training	5 Days	89,000.00							14-18
Excellent I.T. Services Management Skills Training	5 Days	89,000.00						23-27	14-18
Supply Chain and Inventory Management Skills Training	5 Days	89,000.00						23-27	14-18
Managerial Leadership & Supervisory Skills Training	5 Days	89,000.00						23-27	14-18
Corporate Social Responsibility Skills Training -Integrating Sustainability for Future Growth	5 Days	89,000.00						23-27	14-18
Organizational Culture Leadership Skills Training - Building Performance-Based Teams	5 Days	89,000.00						23-27	14-18
Policy Initiatives to Transform HR Skills Training -Taking HR to the Nex	5 Days	89,000.00						23-27	14-18
Linking Training to Organisational Goals Skills Training -Applying Focused Training Interventions to Deliver Organisational Success	5 Days	89,000.00						23-27	14-18
Advanced Selection, Interviewing & Recruitment Skills Training - Proven Techniques for Dramatically Transforming Your Ability to Hire Effectively	5 Days	89,000.00						23-27	14-18

## 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

#### **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**

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