











www.dolphinsgroup.co.ke

Dolphins Group-Dolphins Training & Consultants Itd														
NITA - Selected & Approved Trainers No. DTR/711	Duration (Days)	Rates in Ksh VAT Excl.per unit Ksh	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ост	NOV	DEC
Nairobi Programs 2020														
Excellent Meeting Management and Minute Taking Skills Training	2 Days	49,000.00		27-28		29-30		25-26		27-28		29-30		10-11
Key Account Management & Sales Effectiveness Skills TrainingYour Ultimate Guide	3 Days	69,000.00	29-31		25-27		27-29		29-31		23-25			9 -11
Executive Public Speaking & Business Presentation Skills	3 Days	69,000.00	29-31		25-27		27-29		29-31		23-25			9-11
Perfect PA & Effective Office Administrator Skills	3 Days	69,000.00	29-31		25-27		27-29		29-31		23-25		25-27	
Finance for Non Finance Managers/DirectorsFind your missing links!	3 Days	69,000.00		26-28			27-29				23-25			911
Budgeting and Cost Control Skills Training & Consultancy	2 Days	49,000.00		27-28		29-30		25-26		27-28		29-30		10-11
Excellent Supervisory Skills Training	2 Days	49,000.00			12-13		14-15		16-17		17-18		12-13	
Business Analytics, Data Analysis and Metrics Skills Training Delivering Strategic & Organizational Growth	3 Days	69,000.00		26-28		28-30		24-26		26-28		28-30		9-11
Effective Credit Management and Debt Collection Skills Training	2 Days	49,000.00	30-31		26-27			25-26			24-25			10-11

Excellent Project Management Skills Training	5 Days	89,000.00			23-27		27-29		29-31		23-25			911
Effective Managerial Leadership & Supervisory Skills Training	3 Days	69,000.00		26-28		28-30		24-26		26-28		28-30		9-11
Tactful Negotiation Skills Training	2 Days	49,000.00		27-28		29-30		25-26		27-28		29-30		10-11
The WOW! Customer Service, Public Image, Dressing and Etiquette	2 Days	49,000.00		27-28		29-30		25-26		27-28		29-30		10-11
Office Management Master Class Skills Training	3 Days	69,000.00			25-27			24-26			23-25		25-27	
Customer Service Metrics -What you need to know,grow and Measure in today dynamic environment	3 Days	69,000.00			25-27		27-29		29-31				25-27	
Strategic Marketing and Communication Skills Training Delivering Organizational Growth	3 Days	69,000.00	29-31		25-27		27-29		29-31		23-25			9-11
Excellent Communication, Image and Business etiquette skills	2 Days	49,000.00			26-27				30-31		24-25		26-27	
Strategic Performance Management Skills Training	3 Days	69,000.00		26-28				24-26		26-28		28-30		911
HR Analytics and Metrics Skills Training Delivering Strategic & Organizational change using HR Tools	3 Days	69,000.00		26-28			27-29			26-28		28-30		911
Competency Based Interviewing Skills Training	3 Days	69,000.00					27-29			26-28		28-30		911
Advanced MS Excel Skills Training -Executive Dashboards & Business Data Analysis	5 Days	89,000.00	27-31		23-27		25-29		27-31		21-25		23-27	

Diligent Record Management & Information Technology In Record Keeping Skills Training	5 Days	89,000.00				27-1			27-31		21-25		23-27	
Supply Chain and Inventory Management Skills Training	3 Days	69,000.00			25-27			24-26		26-28		28-30		9-11
Customer Relationship Management Masterclass Skills Training	3 Days	69,000.00		26-28			27-29		29-31		23-25		25-27	
Monitoring & Evaluation Masterclass Skills Training	3 Days	69,000.00					27-29		29-31		23-25		25-27	
Financial Modeling With Advanced Excel and Dashboards Masterclass Skills Training	5 Days	89,000.00					25-29		27-31		21-25		23-27	
Fraud & Forgeries Detection, Prevention & Response Skills Training	3 Days	69,000.00		26-28				24-26			23-25		25-27	
Cyber Security,ICT Security and Penetration Testing Masterclass Skills Training	5 Days	89,000.00					25-29		27-31		21-25		23-27	
Transport, Logistics and Supply Chain Management Skills Training	3 Days	69,000.00		26-28			27-29		29-31		23-25		25-27	
Risk Management Skills TrainingLearn how to implement	3 Days	69,000.00					27-29		29-31		23-25		25-27	
Basel II/III Retail Credit Risk Modelling Skills Training	5 Days	89,000.00					25-29		27-31		21-25		23-27	
Fire, First Aid and Security Practical Skills Training	3 Days	69,000.00	29-31		25-27		27-29		29-31		23-25			9-11
Mombasa Programs 2020														
Government Protocals, Communication and etiquette Training Msa	5 Days	99,000.00				27-1		22-26		24-28				7-11
Transport, Logistics and Supply Chain Management skills TrainingMsa	5 Days	99,000.00				27-1		22-26		24-28				7-11

AML - Anti-Money Laundering Skills TrainingMsa	5 Days	99,000.00		27-1	22-26	24-28		7-11
Strategic Performance Management Skills TrainingMsa	5 Days	99,000.00		27-1	22-26	24-28		7-11
Business Analytics, Data Analysis and Metrics Skills Training Delivering Strategic & Organizational Growth Msa	5 Days	99,000.00		27-1	22-26	24-28		7-11
Business Process Re-engineering (BPR) skills Training & ConsultancyMsa	5 Days	99,000.00		27-1	22-26	24-28		7-11
Excellent Call Centre Management Skills TrainingMsa	5 Days	99,000.00		27-1	22-26	24-28		7-11
Advanced MS Excel Skills Training - Mombasa Msa	5 Days	99,000.00		27-1	22-26	24-28		7-11
Executive Assistant Master Class Skills Training Mombasa	5 Days	99,000.00		27-1	22-26	24-28		7-11
Excellent I.T. Services Management Skills TrainingMsa	5 Days	99,000.00		27-1	22-26	24-28		7-11
Excellent Project Management Skills TrainingMombasa	5 Days	99,000.00		27-1	22-26	24-28		7-11
Unlocking Growth - Capital Raising Skills and Strategies Empowering you to Access Local and International Capital Sources for Organizational GrowthMombasa	5 Days	99,000.00		27-1	22-26	24-28		7-11

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 2020									
Customer Relationship Management Masterclass Skills TrainingKampala	5 Days	1,250.00			25-29				
Executive Assistant Master Class Skills TrainingKampala	5 Days	1,250.00			25-29				
Advanced MS Excel Skills TrainingKampala	5 Days	1,250.00			25-29				
Dar es Salaam -Tanzania Programs 2020									
Customer Relationship Management Masterclass Skills TrainingDar	5 Days	1,250.00				27-31			
Executive Assistant Master Class Skills TrainingDar	5 Days	1,250.00				27-31			
Advanced MS Excel Skills TrainingDar	5 Days	1,250.00				27-31			
Kigali - Rwanda Programs 2020									
Customer Relationship Management Masterclass Skills TrainingKigali	5 Days	1,250.00					21-25		
Executive Assistant Master Class Skills TrainingKigali	5 Days	1,250.00					21-25		
Advanced MS Excel Skills TrainingKigali	5 Days	1,250.00					21-25		
Seychelles Programs 2020									
Scaling Up - Why a Few Companies Make Itand Why Rest Dont	5 Days	1,850.00							7-11

## 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 Facilitate 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

training@dolphinsgroup.co.ke www.dolphinsgroup.co.ke

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



www.dolphinsgroup.co.ke

**Dolphins Group**