

2021

CO-OP CONSULTANCY & INSURANCE AGENCY LTD

CO-OPERATIVES TRAINING CALENDAR

STAFF OPEN COURSES AND WORKSHOPS

DATES	COURSE	TARGET GROUP	FULL BOARD FEES (KSH)	VENUE
February 2 nd – 4 th	Delinquency Management & Debt Collection Techniques	Recovery & Debt Collection Officers, Micro Credit Team	60,000.00	Nakuru
February 9 th – 11 th	Tellers Risk Management	Tellers, Cashiers, Chief Tellers	60,000.00	Nakuru
February 16 th – 18 th	Customer Experience and Social Media Management	All Staff	60,000.00	Eldoret
March 16 th – 18 th	Driving Business through Digital Marketing	Marketing Managers, Business Development Managers and Branch Managers	78,000.00	Mombasa
April 13 th – 15 th	Accounts Assistants Operational Efficiency Workshop	Accounts Assistants and Chief Tellers	60,000.00	Nakuru
May 4 th – 6 th	National Co-operatives CEO'S Workshop	CEOs and Deputy CEOs	90,000.00	Mombasa
May 18 th – 20 th	Internal Auditors Workshop	Internal Auditors	78,000.00	Mombasa
June 15 th – 17 th	Sales and Negotiation Skills Workshop	Sales Officers, Marketing Officers and Business Development Officers	60,000.00	Nakuru
June 22 nd – 24 th	Finance Managers and Accountants Workshop	Finance Managers & Accountants	85,000.00	Mombasa
July 6 th – 8 th	ICT Managers Masterclass	ICT Managers and Heads of IT Depts/Units	78,000.00	Mombasa
July 13 th – 15 th	Strategic Credit Management Workshop	Credit and Loan Managers, Heads of Recoveries, Micro Credit Managers & Branch managers	78,000.00	Mombasa
Aug 3 rd – 5 th	FOSA and Operations Managers Efficiency Workshop	Operations Managers, FOSA Managers	65,000.00	Naivasha
Sept 7 th – 9 th	Driving Teams Performance	HR Managers, Team Leaders, Heads of Department	78,000.00	Mombasa
Sept 14 th – 16 th	Tellers Masterclass	Chief Tellers, Experienced Tellers	70,000.00	Kisumu
Sept 21 st – 23 rd	Executive Assistants Workshop	Secretaries and Office Administrators	78,000.00	Mombasa
Oct 5 th – 7 th	Credit Analysis and Administration Course	Credit/Loan Officer, Credit Analysts and Clerks	60,000.00	Nakuru
Oct 12 th – 14 th	Sacco Link Reconciliation Course	System Administrators, Reconciliation Officers, Back Office Staff, Tellers	70,000.00	Kisumu
Nov 2 nd – 4 th	Personal Efficiency Skills Course	Office Assistants, Drivers, Security Officers, and other Support Staff	60,000.00	Machakos

BOARD OF DIRECTORS OPEN COURSES

DATES	COURSE	TARGET GROUP	FULL BOARD FEES (KSH)	VENUE
March 2 nd – 4 th	Corporate Governance & Business Continuity Planning for Board Members	Board Members	80,000.00	Mombasa
June 8 th – 10 th	Budgeting and Financial Management Skills for Board Members.	All Board Members	80,000.00	Mombasa
July 20 th – 22 nd	Credit Board Workshop	Credit Board Committee Members	80,000.00	Mombasa
Aug 10 th – 12 th	Strategy and Business Development Board Workshop	Business Development, Marketing and Education Sub-committee Board Members	80,000.00	Kisumu
Aug 24 th – 26 th	National Co-operatives Supervisory Committee Workshop	Supervisory Committee Members	80,000.00	Mombasa
Nov 16 th – 18 th	National Board of Directors Annual Workshop	Chairpersons, Vice Chairpersons, Board Secretaries & Treasurers	90,000.00	Mombasa

STAFF REGIONAL COURSES

DATES	COURSE	TARGET GROUP	DAY CONFERENCE FEES (KSH)	VENUE
March 25 th	Digital Lending Policy Considerations	Board Members and Credit Managers	7,500.00	Nairobi
April 15 th – 16 th	Risk Management & Business Continuity Planning	Board Members and Senior Managers	15,000.00	Nairobi
April 21 st – 22 nd	Delinquency Management & Loan Restructure	Credit Managers, Branch Managers, Loans Officers	12,000.00	Nyeri
June 5 th	Team Building	All Staff	10,000.00	Meru
July 24 th	Team Building	CEOs	20,000.00	Nairobi
August 11 th – 12 th	Problem Loans and Debt Recovery Course	Credit Officers	15,000.00	Nakuru
August 28 th	Team Building	All Staff	15,000.00	Mombasa
Sept 18 th	Team Building	HoDs	20,000.00	Nairobi
Oct 8 th	Digital Lending Policy Considerations	Board Members and Credit Managers	7,500.00	Kericho
Oct 13 th – 14 th	Problem Loans and Debt Recovery Course	Credit Officers	15,000.00	Eldoret

BOARD OF DIRECTORS REGIONAL WORKSHOPS

DATES	COURSE	TARGET GROUP	DAY CONFERENCE FEES (KSH)	VENUE
March 25 th	Digital Lending Policy Considerations	Board Members and Credit Managers	7,500.00	Nairobi
March 27 th	Team Building	Board Members	15,000.00	Kericho
April 15 th – 16 th	Risk Management & Business Continuity Planning	Board Members and Senior Managers	15,000.00	Nairobi
Sep 16 th – 17 th	Governance & Leadership for New Board Members	Board Members	15,000.00	Kisumu
Sep29 th – 30 th	Credit Policy Review Course	Board Members	10,000.00	Nairobi
Oct 8 th	Digital Lending Policy Considerations	Board Members and Credit Managers	7,500.00	Kericho

IN HOUSE TRAININGS

COURSE	TARGET GROUP
Cash Management & Cash Security	All Co-operatives
Customer Care & Relationship Management	All Co-operatives
Credit Management	All Co-operatives
Marketing & Selling Skills Course	All Co-operatives
Frauds Detection and Prevention	All Co-operatives
Anti-Money Laundering & Countering Financing of Terrorism	All Co-operatives
Performance Management	All Co-operatives
Corporate Governance & Team Building	Sacco Board and Supervisory Committees

20
21
YEAR

January

M	T	W	T	F	S	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JAN 1 - New Year's Day

May

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10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

MAY 1 - Labour Day

September

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February

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June

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JUN 1 - Madaraka Day

October

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OCT 10 - Huduma Day OCT 20 - Mashujaa Day

March

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July

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November

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29	30					

April

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APR 2 - Good Friday APR 5 - Easter Monday

August

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23	24	25	26	27	28	29
30	31					

December

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20	21	22	23	24	25	26
27	28	29	30	31		

DEC 12 - Jamhuri Day DEC 25 - Christmas Day
DEC 26 - Boxing Day

We offer customized in-house trainings on the above areas and other areas based on the needs of your Co-operative.
All in-house courses run for 1 to 3 days. A training fee of between Ksh. 70, 000.00 and Ksh. 150, 000.00 per day (depending on the distance) will apply.

VIRTUAL TRAININGS

We are offering a new virtual learning experience through Percipio, our modern, intuitive and intelligent E-Learning experience. Take advantage of this new digital learning experience.

ONLINE WEBINAR ON TOPICAL ISSUES

We offer webinars on topical issues every fortnight. The schedule to be shared separately.
For further clarifications call Ann on 0721956623 or Agnes on 0728398470