



**ESQUIRE CONSULTANTS**

*Training & Capacity Building Department*



# 2022 Training **CALENDAR**



## About **US**

**E**sqire Consultants is a dynamic management, talent acquisition, training and capacity building, HR support and consultancy, career management and governance consultancy firm with a vision to impact and revolutionize the training and management consultancy industry with market driven solutions.

We aim to provide our clients with cutting edge and innovative services that will solve real challenges and provoke a new way of doing things.

## Our Service **Buffet**

Each service is tailored based on clients' requirements and recommendations

- Talent Acquisition
- Training & Capacity Building
- Team Building Services
- HR Support & Consultancy
- Career Advisory Services
- Leadership & Governance
- Surveys and Research
- HR Legal Services

## Our **Partners:**



**CHRM  
COLLEGE**



*The Voice of Private Sector in Kenya*

## Esquire Consultants 2022 Training Calendar

Code	Course Name	Target Audience/ Sector	Course Duration	Course Dates (2022)	Course Venue	Mode of Training	Amount of Fees (KES/ USD)	Special Conditions
<b>ESQ 001</b>	Financial Innovations, Transformation and Risk Management Training	Finance professionals in Banks, Saccos, MFI, Credit Companies, Insurance Companies, Micro Lenders & Digital Lenders	3 days	16th-18th February	Nairobi	Hybrid	<b>Kshs 39,000 / 390 USD</b>	Book 2 staff, get a slot for the 3rd one free
<b>ESQ 002</b>	Safety Management Training-health and Safety passport for high-risk industries	OSH Committee Members, Security and Safety Officers, Welfare Committee Members, Production & Quality Managers	2 days	24 <sup>th</sup> – 25 <sup>th</sup> February	Nairobi	In-person (Physical)	<b>Kshs 30,000 / 300 USD</b>	Book 2 staff, get a slot for the 3rd one free
<b>ESQ 003</b>	Managing Front Office Operations: Excellent Guest Service	Front Office Executives, Receptionists and Office Assistants in the Hospitality Industry	2 days	17 <sup>th</sup> – 18 <sup>th</sup> March	Nairobi	In-person (Physical)	<b>Kshs 30,000 / 300 USD</b>	5% discount for first-time clients
<b>ESQ 004</b>	Lobbying and Advocacy for Non-Profits	NGOs, Community and Faith Based Organizations, Civil Society Organizations and Movements	3 days	9 <sup>th</sup> – 11 <sup>th</sup> March	Nairobi	Hybrid	<b>Kshs 39,000 / 390 USD</b>	Book 2 staff, get a slot for the 3rd one free
<b>ESQ 005</b>	Managing Company Layoffs and Downsizing: Better approaches to workforce transitions	Human Resource Professionals and Practitioners	3 days	23 <sup>rd</sup> – 25 <sup>th</sup> March	Machakos	Hybrid	<b>Kshs 45,000 / 450 USD</b>	CPD Points

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<b>ESQ 006</b>	Cyber Security & Digital Forensics	IT Professionals in Government and Private Sector (IT Architects and Administrators, Risk Assessment Professionals, Database and Web Developers, Security Auditors and Compliance Managers Network and System Administrator, Digital Forensic Investigators etc.)	3 days	20 <sup>th</sup> – 22 <sup>nd</sup> April	Naivasha	In-person (Physical)	<b>Kshs 48,000 / 480 USD</b>	Pay in advance, get a 5% Discount
<b>ESQ 007</b>	Distribution Channels: Optimizing Market Penetration	Procurement & Supply Chain Managers and Officers, Distribution & Transport Managers & Officers, Logistics Managers & Officers from Manufacturing Sector.	5 days	25 <sup>th</sup> – 29 <sup>th</sup> April	Mombasa	In-person (Physical)	<b>Kshs 58,000 / 580 USD</b>	Book 2 staff, get 10% for the 3rd one
<b>ESQ 008</b>	Hospitality Selling in the era of disruption (Covid -19 and Technology-BNB)	Sales Officers/Executives, Key Account Managers, Business Development Executives.	3 days	18 <sup>th</sup> – 20 <sup>th</sup> May	Nairobi	Hybrid	<b>Kshs 39,000 / 390 USD</b>	Pay in advance and get a 10 % Discount
<b>ESQ 009</b>	Non-Profit Financing – Fundraising, Budgeting, Proposal writing	Program/Project Managers/Coordinators in the NGO Sector	3 days	18 <sup>th</sup> – 20 <sup>th</sup> May	Nairobi	In-person (Physical)	<b>Kshs 39,000 / 390 USD</b>	Book 5 participants, get the 6th one free



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ESQ 010	Mental Health Program: Cultivating Wellness in The Workplace	Human Resource Professionals and Practitioners	2 days	30 <sup>th</sup> – 31 <sup>st</sup> May	–	Virtual	Kshs 10,000 / 100 USD	Pay for three, get the 4th one for free
ESQ 011	Effective Time, Task and Work Planning for Administrators	Administration officers and Assistants working in any department and industry	5 days	6 <sup>th</sup> – 10 <sup>th</sup> June	Mombasa	In-person (Physical)	Kshs 58,000 / 580 USD	Book 5 participants, get the 6th one free
ESQ 012	Social Media, Digital Marketing and Networking Skills	All staff who want to break into the world of social media marketing or want to boost their skills	2 days	2 <sup>nd</sup> – 3 <sup>rd</sup> June	–	Virtual	Kshs 10,000 / 100 USD	Pay for three, get the 4th one for free
ESQ 013	Leadership Program for Senior Executives – Strategies in the Post Pandemic World Program	HODs and Senior Managers from both Private and Public Sectors, Directors, Chief Officers, Section Heads, General Managers	5 days	20 <sup>th</sup> – 24 <sup>th</sup> June	Zanzibar	In-person (Physical)	Kshs 80,000 / 800 USD	Pay in advance and get a 10 % Discount
ESQ 014	Essential HR Skills Program for Managers & Supervisors (HR for Non-HR)	Managers, Supervisors and Team Leaders without formal HR orientation	3 days	13 <sup>th</sup> – 15 <sup>th</sup> July	Mombasa	In-person (Physical)	Kshs 58,000 / 580 USD	Book 5 participants, get the 6th one free
ESQ 015	Effective Learning and Development in the new normal (Covid -19/ Technology)	Human Resource Professionals and Practitioners	3 days	20 <sup>th</sup> – 22 <sup>nd</sup> July	Nairobi	Hybrid	Kshs 39,000 / 390 USD	CPD Points

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ESQ 016	Managing Donor Funded Projects	Program/Project Directors or Managers, Project Team Leaders in the NGO Sector	2 days	1 <sup>st</sup> – 2 <sup>nd</sup> August	–	Virtual	Kshs 10,000 / 100 USD	Pay for three, get the 4th one for free
ESQ 017	Managing Performance for offsite workers and hybrid systems	Human Resource Professionals and Practitioners	2 days	1 <sup>st</sup> – 2 <sup>nd</sup> August	–	Virtual	Kshs 10,000 / 100 USD	Pay for three, get the 4th one for free
ESQ 018	Innovation Management Training: Spark Disruptive Thinking	Employees in organizational business areas such as Business Intelligence and Analytics, Quality Management, Project Management, Marketing, IT, Human Resources or ales.	3 days	21 <sup>st</sup> – 23 <sup>rd</sup> September	Nairobi	Hybrid	Kshs 39,000 / 390 USD	Book 5 participants, get the 6th one free
ESQ 019	Strategic Procurement and Supply Chain Management Training	Procurement and Supply Chain Directors, HODs or Managers, Distribution Managers and Operations Managers	5 days	26 <sup>th</sup> – 30 <sup>th</sup> September	Mombasa	In-person (Physical)	Kshs 58,000 / 580 USD	Pay in advance and get a 10 % Discount
ESQ 020	Budget Analysis & Forecasting Training	Professionals Working in Financial Planning and Analysis, Accounting, Treasury, Financial Reporting, Corporate Development.	3 days	17 <sup>th</sup> – 19 <sup>th</sup> October	Mombasa	In-person (Physical)	Kshs 58,000 / 580 USD	Book 5 participants, get the 6th one free
ESQ 021	Supplier and Client Relations Management	Senior Managers who manage policy and/or a portfolio of suppliers and who wish to develop existing capability in Supplier Relationship Management.	2 days	27 <sup>th</sup> – 28 <sup>th</sup> October	Machakos	In-person (Physical)	Kshs 45,000 / 450 USD	Pay in advance and get a 10 % Discount

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<b>ESQ 022</b>	Monitoring and Evaluation for Successful Programs & Projects	Program/Project Directors or Managers, Project Team Leaders in the NGO Sector	5 days	14 <sup>th</sup> – 18 <sup>th</sup> November	Naivasha	In-person (Physical)	<b>Kshs 85,000/ USD 850</b>	Book 5 participants, get the 6th one free
<b>ESQ 023</b>	Learning and Development Needs Analysis Program (LDNAP/ TNA) Measuring and Maximizing Training ROI	Human Resource Professionals and Practitioners	3 days	16 <sup>th</sup> –18 <sup>th</sup> November	Mombasa	In-person (Physical)	<b>Kshs 58,000 / 580 USD</b>	Pay in advance and get a 10 % Discount
<b>ESQ 024</b>	Global Logistics in the era of disruption	Procurement & Supply Chain Managers and Officers from public, private and NGO sectors, Distribution & Transport Managers & Officers, Logistics Managers and Staff Handling Costing, Materials, Imports and Exports. Third party logistics service providers.	3 days	28 <sup>th</sup> –30 <sup>th</sup> November	Naivasha	Hybrid	<b>Kshs 48,000 / 480 USD</b>	Book 5 participants, get the 6th one free
<b>ESQ 025</b>	Credit Management and Debt Collection Strategies	Debt Collectors, Account Assistants, Bankers, Sales People, Executives and Managers/Team Leaders who are Involved in Debt Collection.	2 days	8 <sup>th</sup> – 9 <sup>th</sup> December	Nairobi	Hybrid	<b>Kshs 30,000 / 300 USD</b>	Pay in advance and get a 10 % Discount

**W**e also offer customized in-house training courses to meet your training and business needs. We design approaches, strategies and courses for acquiring, deploying, developing and retaining the best employees in their specialties. We would be delighted to engage with you in the following areas amongst others:

- Leadership Skills for Driving Change & Institutional Transformation Program
- Business Communication Skills –Negotiation, Persuasion, Writing, Effective Virtual Meetings
- Essential Management and Leadership Skills for Emerging Managers/Superiors
- Knowledge Management Training as a Tool to Maximize Organizational Learning
- Emotional Intelligence Training: The Art of Mastering your Emotions
- People Management Skills Program: Building High Performance Teams
- Advanced Development Skills for Drivers
- Road Safety and Fleet Management Program
- Front Office and Customer Care Management: Transforming Customer Experience
- Leading Effective Meetings & Minute Writing Program
- Managing Family business and succession planning
- Treasury and Cash Management
- Finance for Non-Finance Managers course
- Strategic Brand Management: Creating, Building & Restructuring your Brand
- Events and Conference Management
- Presentation and Public Speaking Skills
- Supplier Relations & Performance Management Program
- Tender and Evaluation Process Management Training
- Performance Management
- Team building
- Pre-Retirement Preparation
- Talent Management & Succession Planning
- Project Planning and Management
- Health and Well-being Courses amongst others

*All charges are per participant and exclusive of VAT, accommodation and transport*



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