

# 2021 | TRAINING CALENDAR



# About Us

## THE INSTITUTE

Global Leadership Institute is a Premier Corporate training Institute based in Nairobi, Kenya. We offer a range of training services on leadership and management plus business research.

## WHO WE ARE:

The Global Leadership Institute is a global organizational performance consultancy now with offices in Nairobi that help Organizational leaders and managers achieve breakthrough business results. We are Executive Training Institute focused on helping you improve your business performance, through the development of people, teams and culture.

The Institute adds value to clients by helping them to clarify their strategic direction, align their people and processes around this direction, identifying and closing any capability gaps. We specialize in ensuring that the entire dynamic system of an organization provides the environment for its people to flourish and the structure for the business to grow. We make use of technology to deliver the best possible service to our clients with the lowest possible overhead.

## WHAT WE DO:

We help leaders take simple, effective steps to better business results. We have achieved outstanding results working in partnership with our clients, to help them:

- ❖ Beat their profit and revenue targets
- ❖ Rapidly increase their people's engagement
- ❖ Dramatically increase employee retention and productivity
- ❖ Develop cohesive, high performing executive teams

## HOW DO WE DO THIS?

We focus on three key levers:

### 1. Direction (clear direction)

Where are we heading? What is the destination? How will we know when we get there? How will we communicate this to everyone? Includes:

- ❖ Clarifying vision
- ❖ Developing strategic intent
- ❖ solution-focused strategy
- ❖ facilitation

- ❖ communication of strategy
- ❖ setting objectives, goals and targets

### 2. Alignment (deep alignment)

Is everyone on board? Do they all know which direction we are heading in, and do they understand why? Do our systems, structures and processes support our intent?

This Step Includes:

- ❖ Team development
- ❖ culture development
- ❖ change management
- ❖ staff and customer surveys
- ❖ performance management systems
- ❖ process improvement

### 3. Capability (evolving capability)

Do we have the knowledge and skills to execute on our goals? Do we have the right people in the right roles? Do we have the capability to deliver on our promises?

Here it includes:

- ❖ Executive coaching
- ❖ management and leadership development
- ❖ sales training
- ❖ soft skills training
- ❖ talent management strategies and approaches

To effectively serve you well our organization has the following Division:-

- ❖ Training Centre
- ❖ Research Hub
- ❖ Consulting House
- ❖ Gift & Talent Centre
- ❖ Youth Leadership School
- ❖ Psychometric Test Centre
- ❖ Hand of Hope Forum





Our purpose is to enable individuals and businesses achieve a higher level of accomplishment by helping them build their skills in a way that is entertaining and compelling. We contribute to the region's advancement and transformation to a knowledge-based society through the provision of programmes of the highest calibre which directly address the current needs and demands of both individuals and industry.

We take pride in our ability to respond quickly to market needs and to provide you with quality learning programmes that are dynamic, leading edge and up to date.

Our vision and mission are based on a set of values to we adhere;

- Know our customers and strive to surpass their expectations.
- Keep customer satisfaction as the only viable measure of success.
- Be the innovators in our business, presenting new ideas in topic and format to our customers.
- Maintain a work environment that enhances entrepreneurial spirit, work ethics and teamwork.



# OUR PROGRAMMES



At **Global Leadership Institute** we Collaborate with Various Partner to bring you the Following Programmes/Courses:-

- **Leadership**

- GLI Executive Leadership Development Programme.
- Certified Leader©
- Women Leadership Programme
- Young Leaders Development Programme
- Leadership Skills for Managers
- Emotional Intelligence 2.0
- Corporate Governance
- Leadership Edge
- Kaizen

- **Management**

- New Managers Boot Camp- Management Skills For New Managers
- Certified Manager©
- Leading a High Performing Team
- Mastering People Management
- Capacity Building
- Change Management
- Succession Planning and Coaching
- Six Sigma Certification

- **Entrepreneurship**

- Young Entrepreneur Boot Camp
- SIYB-Start Improve Your Business (ILO Programme)
- Business Leadership Programme

- **Office Administration**

- Certified Office Professional
- Mastering Presentation Skills
- Executive Secretary/PA Development Programme
- Minute Taking/Meeting Management Course
- Competency Development Programme for Administrators

- **Personal Development**

- Personal Skills for Professional Excellence
- Time Management Essential 2.0
- Goal Setting
- Positive Approach Course
- Attaining Self Worth & Esteem
- Mentorship & Coaching
- Motivation
- Personal Branding & Managing the “YOU” Brand.

- **Communication**

- Communication Skills for Managers
- Influence Skills
- Advanced Business Negotiation skills For Managers
- Mastering Public Speaking & Presentation.

- **Team Building Activities**

Various Activities Geared Toward Building a Cohesive Team

- **Customer Service**

- The ABC of Customer Service
- Beyond Customer Service
- Customer Profiling Techniques Course
- Front Office & Telephone Skills and Etiquettes

- **Finance, Accounting & Budgeting**

- Advanced Finance for Non Financial Managers
- Financial Planning, Analysis & Control
- Budgeting, Forecasting & Planning Processes
- Risk Management & Business Continuity Course
- Resource Mobilization/Fundraising
- Grant Management/Proposal Writing
- SPSS

- **Youth Leadership School**

- Identity Passport© For Teen
- Identity Passport© For Young Managers
- Aspiring Mind© Programme
- Student Leadership Programme
- “Growing Leaders” Schools Programme

# CERTIFIED PROGRAMS

At Global Leadership Institute we Collaborate with Various Partner to bring you the Following Certified Courses:

1. Certified Anti-Money Laundering Specialist ®(CAMS ®)
2. Certified Bank Management Professional ®(CBMP ®)
3. Certified Budget Specialist ®(CBS ®)
4. Certified Business Communication Professional ®(CBCP ®)
5. Certified Business Intelligence Specialist ®(CBIS ®)
6. Certified Cost Controller ®(CCC ®)
7. Certified Customer Service Professional ®(CCSP ®)
8. Certified Financial Controller ®(CFC ®)
9. Certified Financial Markets Analyst ®(CFMA ®)
10. Certified Financial Risk Professional ®(CFRP ®)
11. Certified Financial Valuation Expert ®(CFVE ®)
12. Certified Fraud Expert ®(CFE ®)
13. Certified Information Systems Auditor ®(CISA ®)
14. Certified Internal Auditor ®(CIA ®)
15. Certified Internal Control Auditor ®(CICA ®)
16. Certified Investment Manager ®(CIM ®)
17. Certified Islamic Finance Manager ®(CIFM ®)
18. Certified Management Accountant ®(CMA ®)
19. Certified Management Professional ®(CMP ®)
20. Certified Operations Manager®(COM)
21. Certified Supply Chain Manager /CSCM ®)
22. Certified Project Manager ®(CPM ®)
23. Certified Public Relations Manager ®(CPRM ®)
24. Certified Quality Consultant ®(CQC ®)
25. Certified Retail Banking Professional® (CRBP ®)
26. Certified Retail Management Expert ®(CRME ®)
27. Certified Sales and Marketing Manager ®(CSMM ®)
28. Certified Sales and Marketing Professional ®(CSMP ®)
29. Certified Social Media & Digital Marketing Expert ®(CSDE ®)
30. Certified Training Specialist/Certified International Trainer® (CTS/CIT ®)
31. Certified Treasury Manager ®(CTM ®)
32. Certified Treasury Professional ®(CTP ®)
33. Chartered Financial Analyst ®(CFA ®)
34. Financial Risk Manager ®(FRM ®)
35. Professional in Human Resources ®(PHR ®)
36. Project Management Professional ®(PMP ®)
37. Senior Professional in Human Resources ®(SPHR ®)
38. Certified Professional Manager™
39. Trained Professional Manager©
40. Certified Client Service Specialist ©
41. Certified Trauma Recovery Counsellor (CTRC) ©





## TRAINING CALENDAR 2021

NO	DATE	COURSE	TARGET GROUP	FEES
1	13 -15 JAN	Certified Professional Manager	Middle Level Managers, Supervisors, Head of Departments	69,000/-
2	25 – 29 JAN	Corporate Governance and Directors Development Program	Board of Directors, CEOs, Regulatory Authorities Rep, County & Assembly Service Boards	110,000/-
3	03 - 05 FEB	Budgeting, Planning and Internal Controls	Finance Directors & Managers, Audit Managers	69,000/-
4	24TH -26th FEB	Effective Audit Committee	Audit Committees, CEOs & Head of Audit & Finance	69,000/-
5	3rd-5th MAR	Strategic Planning Professional	CEOs, Planners, Finance Managers	69,000/-
6	17th – 19th MAR	Certified Customer Service Professional	Customer Service Managers, Front Office Staff, Marketing Staff, Account Managers	69,000/-
7	24 – 26th MAR	Certified Marketing Professional	Marketing Staff, Account Managers, Marketing Managers	69,000/-
8	7th – 9th APRIL	CFO Strategy & Leadership	Chief Finance Officers & Managers	72,000/-
9	7 - 9TH APRIL	National & Global Counter Terrorism Strategy	CEOs, Security Managers, Security Chiefs, OSHA Champions	72,000/-
10	14 – 16th APR	Company Secretary Competency Program & Leadership	Company Secretaries & Head of Legal Department	72,000/-
11	28 – 30 <sup>th</sup> APRIL	Certified Professional Manager	Middle Level Managers, Supervisors, Head of Departments	69,000/-
12	5 – 7 <sup>th</sup> MAY	Chain Supply Management, Leadership in Procurement & Best Practices	Head of Procurements, Chain Supply Managers & Procurement Officials	69,000/-
13	12 - 14 MAY	Anti Money Laundering & CFT	Head of Compliance, Compliance officers, Regulatory Authority Staff, Bank Officials	69,000/-
14	19 – 21st MAY	Certified Office Professional	Office Managers, Executive Secretaries, Pas	69,000/-
15	26 - 28 MAY	Advance Supervisory Course For Managers	Middle Level Managers & Supervisors	69,000/-
16	2 – 4 JUNE	Performance Management	CEOs, Chairpersons, Managers, Departmental Heads, Directors	69,000/-
17	9 – 11th JUNE	Senior Secretary/PA Development Course	Secretaries and PAs	69,000/-
18	16 -18 JUNE	Governance Integrity and Combating Anti-Corruption	CEOs, Governance Champions, Compliance Officers	69,000/-
29	23 – 25th JUNE	Comprehensive Legislative Drafting Course	Drafting Officers, Assembly Clerks, Lawyers, Hansard Officers	72,000/
20	30 <sup>th</sup> JUNE – 2 JULY	Bio Terrorism and Preparedness	CEOs, Security Managers, Security Chiefs, OSHA Champions, All Staff	72,000/-

NO	DATE	COURSE	TARGET GROUP	FEES
21	5 - 9 JULY	GLI Strategic Leadership Program (Corporate)	CEOs, PSs, Directors, Board Chairpersons, Head of Departments, All Managers, all who want to hone their leadership skills	129,000/-
22	14 - 16 JULY	OSHA Training Occupational Safety & Health Administration Standards	All Staff, Safety Teams, OSHA Champions, Departmental Heads	69,000/-
23	21st – 23 JULY	Public Sector Management	CEOs, PSs, Directors, Board Chairpersons, Head of Departments, All Managers, all who want to hone their Management skills in Public Sector.	72,000/-
24	28 – 30 JULY	Occupation Health, Safety	All Staff, Safety Teams, OSHA Champions, Departmental Heads	69,000/-
25	4th-6 <sup>th</sup> AUG	Compliance Officers Leadership Program	Compliance Officers, Regulatory Officers	69,000/-
26	11 <sup>th</sup> – 13th AUG	Anti-Money Laundering & CFT	Head of Compliance, Compliance officers, Regulatory Authority Staff, Bank Officials	69,000/-
27	18 – 20th AUG	Certified Professional Manager	Middle Level Managers, Supervisors, Head of Departments	69,000/-
28	25 - 27 AUG	Finance For Non Finance Managers	All Non Finance Managers & Professionals	
29	24 - 27 AUG	Advanced Secretary/PA Course	Office Managers, Executive Secretaries, Pas	69,000/-
30	1st – 3 <sup>rd</sup> SEPT	Certified Marketing Professional	Marketing Staff, Account Managers, Marketing Managers	69,000/-
31	8th – 10th SEPT	Certified Customer Service Professional	Customer Service Managers, Front Office Staff, Marketing Staff, Account Managers	69,000/-
32	15 – 17th SEPT	Finance & Planning Specialist Leadership Program	Finance & Planning Managers	69,000/-
33	22 – 24th SEPT	Certified Brand Specialists	Brand Managers, Marketing and Sales Managers	69,000/-
34	27 <sup>th</sup> SEP- 1st OCT	Corporate Governance Course	Board of Directors, CEOs, Regulatory Authorities Rep, County & Assembly Service Boards	110,000/-
35	6th - 8TH OCT	Advanced Supervisory Course For Managers	Middle Level Managers & Supervisors	69,000/-
36	13 -15TH OCT	Fraud and Risk : Regulators Course	Regulatory Authorities	69,000/-
37	21 <sup>st</sup> -23 <sup>rd</sup> OCT	Corporate Communication Mastery	Communication Officers, Sales Staff, PR officers, Front Office Staff	69,000/-
38	27- 29 <sup>th</sup> OCT	The Complete Course in Management	Managers, supervisors, aspiring mangers.	69,000/-
39	3rd - 5TH NOV	Certified Sales Manager	Sales Managers & Professionals	72,000/-
40	10 - 12 NOV	CFO Leadership Program	Chief Finance Officers & Finance Directors	72,000/-
41	17 - 19 NOV	Senior Human Resource Professional	HR Directors, Managers and HR Officers.	69,000/-
42	24 - 26 NOV	OSHA Advanced Safety Leadership	Security Persons, OSHA Champions, safety professionals, Human resource professionals, office managers	69,000/
43	1 – 3 <sup>rd</sup> DEC	Client Management Strategy & System	Customer Service Managers, Front Office Staff, Marketing Staff, Account Managers	69,000/-
44	8 - 10 DEC	Public Sector Communication, Event & Protocol Management	PR Managers, Spokesperson, Communication Officers	69,000/
45	14 – 17 DEC	Strategic Planning- Forecasting & Setting Goals For New Year- CEOs & Managers Retreat	PSs, CEOS, Board Chairpersons,	89,000/ -



# IN HOUSE TRAINING

Organisations which have a number of people with similar training needs often find our In-house training to be the most effective, flexible method of developing groups of people. We are able to tailor any of the programmes within our broad portfolio to suit the unique needs of your organization, and to design and deliver new, bespoke programmes on your behalf.

Our In-house training offers you the opportunity to benefit from the wide ranging expertise of our extensive pool of experienced trainers. All of our trainers have successful track records in doing the job and have highly developed training skills as a result of delivering similar programmes in related businesses.

## Benefits

### Cost Savings:

By running the training course on-site at your location of choice, you will make dramatic cost savings. Not only will you benefit from an overall reduced training fee, but you will also save money on travel expenses, hotel costs and other allowances.

### Increased Effectiveness:

Your staff will benefit from a product that is firmly focused on their specific needs, requirements and business challenges.

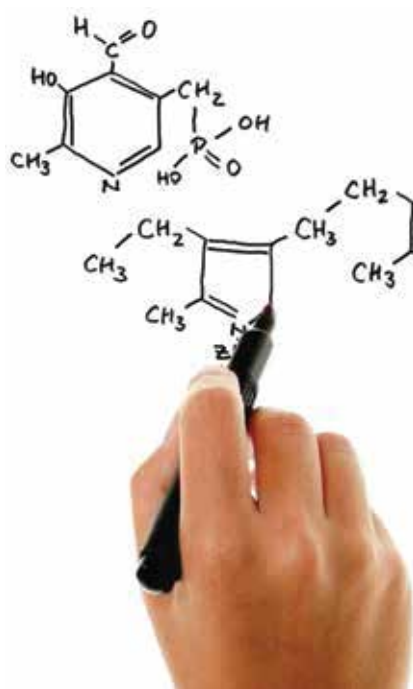
### Convenience:

Programmes are delivered at a time, location and pace that fit in with your business schedule.

### Quality:

As a valued client you can be sure that you will receive a product of outstanding quality. We have Expertise in diverse industries in the following areas:-

- Leadership Development
- Management
- Finance and Budgeting
- Organizational Management
- Public Relation Skills
- Communication & Presentation Skills
- Office Administration
- Personal Development
- Marketing & Sales Training
- Health, Safety & Security
- Information Technology
- Team Building
- Mentorship
- Ethics







## GLOBAL LEADERSHIP INSTITUTE- RESEARCH HUB

At **Global Leadership Institute** we appreciate the importance of Factual Data in Business. Our **Research Hub** is a full service Corporate Research Division is committed to excellence in data analysis. Our primary mission is to develop business information and to help you use it to make intelligent and effective business decisions.

We are experts in the design, implementation and interpretation of research. Our research professionals will recommend the right approach to deliver actionable research data.

We are experts in the following research Areas:-

- Baseline Surveys
- Customer Satisfaction
- Employee attitude and Satisfaction
- Product Testing
- Ad and Concept Testing
- Market Penetration
- Social Media Presence

Kindly get in touch with our Research Hub for all your Corporate Research Need.

Email: [research@leadership.co.ke](mailto:research@leadership.co.ke)

# PSYCHOMETRIC TESTS CENTRE



Psychometric Assessments and Evaluation Have become a very important in Human Resource Management and Overall Organizational Development. Global Leadership Institute in Conjunction with Central Test conduct the following Psychometric Test online:-

## 1. Personality and competency

- ★ Professional Profile
- ★ Big Five Profile
- ★ GLI-Personality Inventory for Professionals(GLIPI-Pro)
- ★ Sales Profile
- ★ Management Style Inventory
- ★ Occupational Interest Inventory

## 2. Skills and aptitude

- ★ Reasoning Test
- ★ Emotional Intelligence Test
- ★ Business English Test
- ★ French Language Test

**In Professional Profile we analyze the following Personality Traits :-**

- ★ Need for objectivity vs. Persuasiveness
- ★ Firmness vs. Flexibility
- ★ Sensitivity vs. Resistance to stress
- ★ Introversion vs. Extroversion
- ★ Organization vs. Adaptation
- ★ Intuition vs. Rationalism
- ★ Involvement at work vs. Detachment from work
- ★ Need for supervision vs. Desire for power
- ★ Long-term view vs. Need for action
- ★ Humility vs. Ambition
- ★ Group feeling vs. Need for autonomy
- ★ Individualism vs. Altruism



**In The Big Five Personality profile the following are Measured:-**

- ★ **Openness:** Conservatism vs. Openness
- ★ **Conscientiousness:** Intuition vs. Meticulousness
- ★ **Extroversion:** Introversion vs. Sociability-Dynamism
- ★ **Agreeableness:** Competitiveness vs. Consciousness of others
- ★ **Neuroticism:** Emotional sensitivity vs. Emotional balance



**Global Leadership Institute Global Think Tank** is Public Policy Research, Analysis, and Engagement arm of our organization.

We generate policy-oriented research, analysis, and advice on domestic and international issues that enable policymakers and the public to make informed decisions about public policy issues.

We work with Governments, Interest groups, Private Corporations, Non-Governmental Organizations (NGOs) and Other Groups acting as a bridge between the academic and policymaking communities, serving the public interest as an independent voice that translates applied and basic research into a language and form that is understandable, reliable, and accessible for policymakers and the public.

We devote a substantial portion of our resources to commissioning and publishing research and policy analysis in the social sciences: political science, economics, public administration, and international affairs.

Some of the areas we have Interest in Include:-

- Regional Integration
- Global Food & Water Security
- Global Terrorism & Radicalization
- China & Other Emerging Economies
- Biotechnology
- Constructive Dispute Resolution
- International Security Studies
- Global Health
- International Affairs.

Our Partners Includes:-





## TRAINING VENUES

📍 Nairobi   📍 Kigali   📍 Naivasha   📍 Kuala Lumpur   📍 London   📍 Montreal   📍 Beijing  
📍 Mombasa   📍 Arusha   📍 Dubai   📍 Singapore   📍 Hong Kong   📍 Houston   📍 Sydney

We are always at your Service!  
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