2025

TMC TRAINING CALENDAR

(May - December)

Target Management Consultants

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Our Programme Categories at a Glance

MANAGEMENT AND LEADERSHIP DEVELOPMENT (MLD)

- Collaboration Leadeship: Building the Organization of the Futue
- Management & Leadership Skills for Managers & Supervisors
- Developing leadership competences
- Leadership Exploration and Development (LEAD)
- Management Development Programme for Administrators
- Step up to Supervisor: Making the Transition from Buddy to Boss
- O ffMy Plate: Effffece Delegaegation Skills

HUMAN CAPITAL MANAGEMENT (HCM)

- Managing the HR function efffectely
- Inclusion & Diversity: The Role on Unconscious Bias in the Workplace
- Employee Engagement: Beyond Satiffaction
- Performance Management for Supervisors and Managers
- Introduction o Employee Compensaation and Benefits
- HR Metrics and Analytics
- Employee On boarding: The best way to do it

FINANCE (FIN)

- Finance and Accounting or Non-Finance Professionals
- Financial Management and Credit Analysis
- Budgetary Policy and control in public sector
- Public sector accounting and Finance
- Financial Modelling and Forecasting echniques
- Managing working capital in public sector
- Bookkeeping Basics

OFFICE ADMINISTRATION (OA)

- Modern office management skills
- Efffecte administraratioor P. A's and Secretaries
- Supervising Basics: Managing People made easier
- High impact communication: efffective writing and presentation skills
- Enhancing workplace productivity
- The Outstanding Administrati e Assistant
- Efffetce Minute: Effffece Minute Taking made easy – the theory and practi al

PUBLIC RELATIONS MANAGEMENT (PRM)

- Management of Public Relations and Cuomer Care
- Executi e Neggoti atio orkshop: Bargaining for Advantage
- Public relationship mana ement: Digital approach
- Social Media: From Engagement to Business Value
- Customer Service Excellence in the Public Sector
- PR in a Changing Environment

PROJECT MANAGEMENT (PM)

- Project Management Tools and soft are
- Efffecte Project Management with Simulalation
- Strategies In Particip tory Monitoring and Evaluaation of Projects
- Monitoring and Evaluation Using the Logical Framework Approach
- Project Communications & Sa eholder Management
- Project Risk Management

ICT SKILLS (ICT)

- Basic ICT Skills For Administrators and Secretaries
- Microsoft Ecel Specialist
- Presentation Gaphics
- Desktop Operating systems
- Practi al Applications for Computing
- Computer Skills: Computer knowledge for you

OTHER COURSES (OC)

- Industrial Resource Management and Cleaner Production - QHSE
- Carbon Accounting and Carbon Offsetting - QHSE
- Certified Environmental Manager- QHSE
- Placement- QHSE
- Health Care performance improvement, Health care Information management Systems - QHSE
- Accident Investigation (Root Cause Analysis)- QHSE
- Audits, Assessment & Inspection- QHSE
- Spill Response Awareness- QHSE
- Hazard Communication- QHSE
- System Analysis Training for Investigators- QHSE
- Security Management- QHSE
- NEBOSH International General Certificate - QHSE
- Advanced Accident Investigation and Reporting Training- QHSE
- ISO 45001 Occupational Health and Safety Management System - QHSE
- Talent Exchange- QHSE
- Certified Protection Professional (CPP), Physical Security Professional (PSP) and Professional Certified Investigator (PCI)
- NEBOSH National Health and Safety Certificate-QHSE
- Certificate in Security Management ,Access Control and Physical Security Management - QHSE
- NEBOSH International General Certificate,ISO 45001 - QHSE
- Occupational Health and Safety Management System- QHSE

May

PROGRAMME	CATEGORY	DATE	DURATION	VENUE	FEE PER PARTICIPANTS ($)
Developing leadership competencies	MLD	5-14	10 Days	Nairobi	2,000
Employee Engagement: Beyond Satiffaction	HCM	12-21	10 Days	Nairobi	2,000
Budgetary Policy and control in public sector	FIN	12-16	1 Week	Nairobi	1,250
Supervising Basics: Managing People made easier	OA	12-21	10 Days	Malindi	2,000
Public relationship mana ement: Digital approach	PRM	12-21	10 Days	Mombasa	2,000
Strategies In Particip tory Monitoring and Evaluation of Pojects	PM	12-21	10 Days	Mombasa	2,000
Presentation Gaphics	ICT	19-23	1 Week	Nairobi	1,250
Total Quality Management	OC	19-23	1 Week	Nairobi	1,250

May

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Category

Discount applies for bulk nominations

MLD-Management and Leadership Development, **HCM-**Human Capital Management,
FIN-Finance, **AO-**Office Administraration**PRM-**Public Relaelations M ement, **PM-**Project Management,
ICT-Information Communi aationechnology, **OC-**Other Courses

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June

2025
Training Calendar

PROGRAMME	CATEGORY	DATE	DURATION	VENUE	FEE PER PARTICIPANTS ($)
Leadership Exploration and D velopment (LEAD)	MLD	2-13	2 Weeks	Malindi	2,500
Performance Management for Supervisors and Managers	HCM	2-13	2 Weeks	Malindi	2,500
Public sector accounting and Finance	FIN	2-13	2 Weeks	Mombasa	2,500
High impact communication: ffffece writing and pesentaation skills	OA	9-20	2 Weeks	Diani	2,500
Social Media: From Engagement to Business Value	PRM	16-25	10 Days	Mombasa	2,000
Monitoring and Evaluation Using the Logical Framework Approach	PM	16-25	10 Days	Mombasa	2,000
Desktop Operating ystems	ICT	23-27	1 Week	Nairobi	1,250
Protocol, diplomacy and Etiqu ee	OC	16-25	10 Days	Diani	2,000

June

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July
2025
Training Calendar

PROGRAMME	CATEGORY	DATE	DURATION	VENUE	FEE PER PARTICIPANTS ($)
Management Development Programme for Administrators	MLD	7-14	2 Weeks	Mombasa	2,500
Introduction o Employee Compensaation and Benefits	HCM	7-14	10 Days	Malindi	2,000
Financial Modelling and Forecasting techniques	FIN	7-11	1 Week	Mombasa	1,250
Enhancing workplace productivity	OA	7-11	1 Week	Nairobi	1,250
Customer Service Excellence in the Public Sector	PRM	14-23	10 Days	Mombasa	2,000
Project Communications & Sakeholder Management	PM	14-23	10 Days	Diani	2,000
Practi al Applicaations for Computing	ICT	14-18	1 Week	Mombasa	1,250
Team Building	OC	21-25	1 Week	Malindi	1,250

July

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August

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Training Calendar

PROGRAMME	CATEGORY	DATE	DURATION	VENUE	FEE PER PARTICIPANTS ($)
Step up to Supervisor: Making the Transition fom Buddy to Boss	MLD	4-8	1 Week	Nairobi	1,250
HR Metrics and Analytics	HCM	4-8	1 Week	Diani	1,250
Managing working capital in public sector	FIN	4-8	1 Week	Nakuru	1,250
The Outstanding Administrati e Assistant	OA	4-13	10 Days	Mombasa	2,000
PR in a Changing Environment	PRM	11-2O	10 Days	Mombasa	2,000
Project Risk Management	PM	18-22	1 Week	Nairobi	1,250
Computer Skills: Computer knowledge for you	ICT	18-22	1 Week	Mombasa	1,250
Retiement Planning	OC	18-27	10 Days	Malindi	2,000

August

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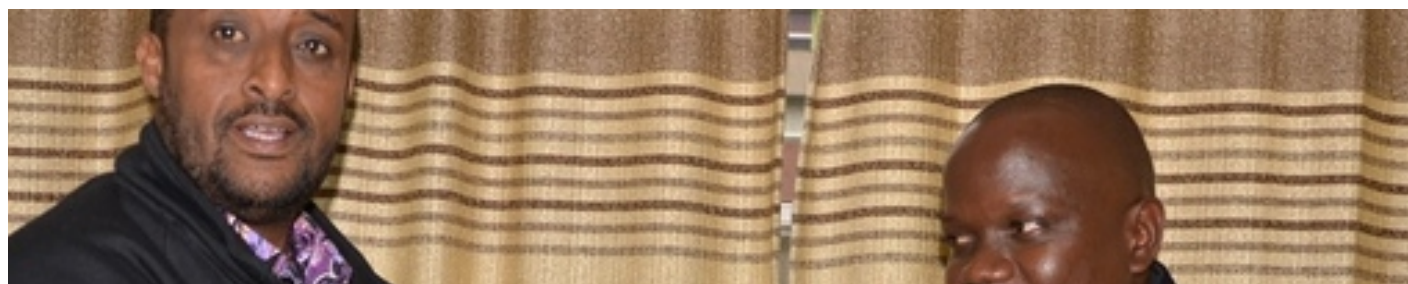
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September

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PROGRAMME	CATEGORY	DATE	DURATION	VENUE	FEE PER PARTICIPANTS ($)
Developing leadership competences	MLD	1-10	10 Days	Diani	2,000
Employee Engagement: Beyond Satiffaction	HCM	1-10	10 Days	Mombasa	2,000
Budgetary Policy and control in public sector	FIN	1-5	1 Week	Nairobi	1,250
Supervising Basics: Managing People made easier	OA	8-17	10 Days	Nairobi	1,650
Public relationship mana ement: Digital approach	PRM	8-17	10 Days	Mombasa	2,000
Project Communications & Sakeholder Management	PM	8-17	10 Days	Malindi	2,000
Presentation Gaphics	ICT	22-26	1 Week	Nairobi	1,250
Retiement Planning	OC	22-26	1 Week	Diani	1,250

September

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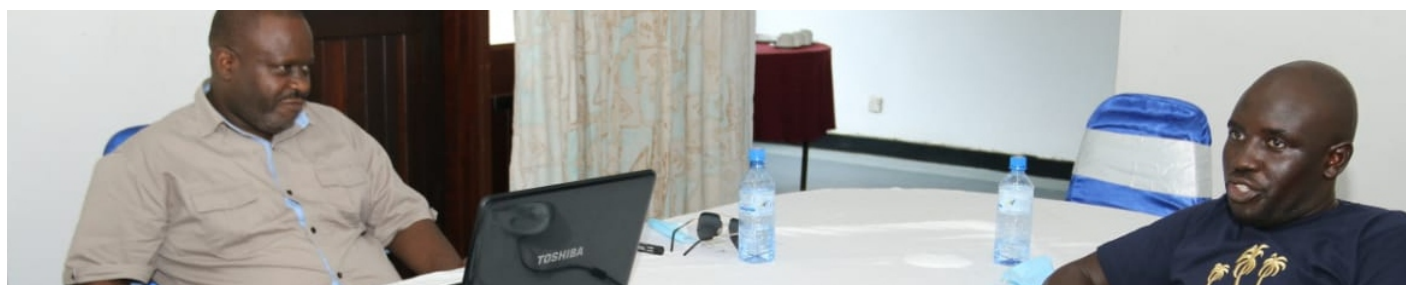* *All courses can be customized on request*

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October

PROGRAMME	CATEGORY	DATE	DURATION	VENUE	FEE PER PARTICIPANTS ($)
Management & Leadership Skills Development for Managers & Supervisors	MLD	1-14	2 Weeks	Malindi	2,500
Inclusion & Diversity: The Role of Unconscious Bias in the Workplace	HCM	1-8	1 Week	Mombasa	1,250
Bookkeeping Basics	FIN	6-10	1 Week	Diani	1,250
High impact communication: ffffece writing and pesentaation skills	OA	6-17	2 Weeks	Diani	2,500
Executi e Neggotiatio orkshop: Bargaining for Advantage	PRM	13-22	10 Days	Nakuru	2,000
Efffecte Project Management with Simulation	PM	13-17	1 Week	Nairobi	1,250
Microsoft Ecel Specialist	ICT	20-24	1 Week	Nairobi	1,250
Protocol, diplomacy and Etiqu ee	OC	20-24	1 Week	Mombasa	1,250

October

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November

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Leadership Exploration and Development (LEAD)	MLD	3-14	2 Weeks	Malindi	2,500
Performance Management for Supervisors and Managers	HCM	3-14	2 Weeks	Malindi	2,500
Public sector accounting and Finance	FIN	10-21	2 Weeks	Mombasa	2,500
The Outstanding Administrati e Assistant	OA	10-19	10 Days	Diani	2,000
Social Media: From Engagement to Business Value	PRM	10-19	10 Days	Mombasa	2,000
Monitoring and Evaluation Using the Logical Framework Approach	PM	10-19	10 Days	Nairobi	2,000
Desktop Operating ystems	ICT	24-28	1 Week	Nairobi	1,250
Emotional I telligence and Interpersonal Skills	OC	17-26	10 Days	Diani	2,000

November

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December 2025
Training Calendar

PROGRAMME	CATEGORY	DATE	DURATION	VENUE	FEE PER PARTICIPANTS ($)
Collaborati e Leadership: Building the Organization of the Futue	MLD	1-5	1 Week	Mombasa	1,250
Managing the HR function ffffe cely	HCM	1-10	10 Days	Diani	2,000
Finance and Accounting or Non-Finance Professionals	FIN	15-19	1 Week	Malindi	1,250
Modern office management skills	OA	15-26	2 Weeks	Nairobi	2,500
Management of Public Relations and Customer Care	PRM	8-12	1 Week	Malindi	1,250
Project Management Tools and soft are	PM	15-19	1 Week	Mombasa	1,250
Basic ICT Skills For Administrators and Secretaries	ICT	22-26	1 Week	Nairobi	1,250
Team Building	OC	22-26	1 Week	Mombasa	1,250

December

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