

CO-OP CONSULTANCY & INSURANCE AGENCY LTD

2020

CO-OPERATIVES TRAINING CALENDAR

BOARD OF DIRECTORS OPEN WORKSHOPS

DATES	COURSE	KEY TOPICS	TARGET GROUP	FEES (FULL BOARD)	VENUE
June 9 th -11 th	Finance for Non-Finance Directors Skills Workshop	- Interpretation of Financial Statements - Financial Ratios - Enterprise Risk Management Framework	All Board Members	85,000.00	Mombasa
July 21 st -23 rd	Credit Board Workshop	- Credit Governance and Best Practices - Portfolio Oversight	Credit Board Sub-committee Members	85,000.00	Mombasa
August 18 th -20 th	National Co-operatives Supervisory Committee Workshop	- Navigating The Regulator Landscape - Effective Controls And Strengthening Oversight	Supervisory Committee Members	85,000.00	Mombasa
November 17 th -19 th	National Board of Directors Annual Workshop	- Key Co-operatives Issues, Trends and Opportunities for Development	Chairpersons, Vice Chairpersons, Board Secretaries & Treasurers	85,000.00	Mombasa

STAFF OPEN COURSES AND WORKSHOPS

DATES	COURSE	KEY TOPICS	TARGET GROUP	FEES (FULL BOARD)	VENUE
February 4 th - 6 th	Basic Credit Management Course	- Credit Appraisal Tools - Default Management Techniques	Credit/ Loan Officers & Other Credit Function Staff	70,000.00	Nakuru
February 18 th -20 th	Information and Records Management Course	- Information Security - Embracing Technology in Records Lifecycle	Registry Officers and Clerks	65,000.00	Nakuru
March 10 th - 12 th	Accounts Assistants Reconciliation Tools Course	- Fundamentals of Data Reconciliation - Reconciliation Tools	Accounts Assistants and Operations Assistants	70,000.00	Naivasha
March 24 th - 26 th	Marketing, Sales and Communication Skills Workshop	- Transforming Sales Conversations - Market Intelligence Tools & Techniques	Marketing, Sales and Business Development Officers	70,000.00	Nakuru
April 6 th - 9 th	Teller Induction Program	- Cash and Cheque Management Controls - Frauds Detection and Prevention	New and prospective Tellers	70,000.00	Naivasha
May 5 th -7 th	National Co-operatives CEO'S Workshop	- Key Co-operatives Issues, Trends and Opportunities for Development.	CEOs and their Deputies	90,000.00	Mombasa
May 19 th - 21 st	National Co-operatives Internal Auditors Workshop	- Cyber Security - The Data Protection Act No. 24 of 2019 - E-Credit Audits	Internal Auditors and Internal Audit Assistants	85,000.00	Mombasa
June 16 th – 18 th	Customer Experience Management	- Digital Customer Expectations - The Data Protection Act No. 24 of 2019	Customer Care Officers & Front line Staff	70,000.00	Nakuru

STAFF OPEN COURSES AND WORKSHOPS

DATES	COURSE	KEY TOPICS	TARGET GROUP	FEES (FULL BOARD)	VENUE
June 23 rd -25 th	Accountants and Finance Managers Workshop	- Financial Reporting in Co-operative Societies - Tax Dispute Resolutions	Accountants & Finance Managers	85,000.00	Mombasa
July 7 th - 9 th	ICT Managers Master Class	- The Data Protection Act No. 24 of 2019 - ICT Fraud - Cyber Security - API Integration	ICT Managers and Officers	85,000.00	Mombasa
July 14 th -16 th	Credit and Problem Loans Management Leadership Workshop	- How to Influence an Effective PAR Management Culture	Credit / Loan Managers, Micro Credit Managers and Branch managers	80,000.00	Mombasa
August 11 th -13 th	Advanced Tellers Risk Management Workshop	- Technological change and Role of Tellers	Experienced Tellers, FOSA Operations Officers	70,000.00	Nakuru
September 8 th -10 th	Sacco Link Reconciliation Course	- Fundamentals Of Sacco Link Reconciliation - Data Modelling Techniques	System Administrators, Reconciliation Officers, Other Staff who support Cards Reconciliations	70,000.00	Naivasha
October 13 th -15 th	Modern Office Administrators Workshop	- Maintaining Professionalism and Etiquette - Effective Written Communication	Secretaries and Office Administrators	80,000.00	Mombasa
November 3 rd - 5 th	Employee Development Support Staff Workshop	- Atomic Habits - Professional Development	Office Assistants, Drivers, Security Officers and Other Support staff	65,000.00	Nakuru

BOARD OF DIRECTORS REGIONAL WORKSHOPS

DATES	COURSE	KEY TOPICS	TARGET GROUP	FEES (Day Conference)	VENUE
May 28 th -29 th	Governance and Oversight Board Workshop	- Evaluating Strategy Delivery and Performance - Analysis & Interpreting Financial Reports	New Board Members	15,000.00	Nairobi
August 27 th -29 th	Digital Loans and Asset Financing Products Board Workshop	- E-credit Scoring - Policy Guidelines for Asset Financing Products	Board Members, Heads of Credit	15,000.00	Nairobi
September 17 th - 18 th	Credit Policy Review Board Workshop	- Credit Policy Framework - Policy Review Methodology	Board Members	15,000.00	Mombasa

STAFF REGIONAL WORKSHOPS

DATES	COURSE	KEY TOPICS	TARGET GROUP	FEES (Day Conference)	VENUE
March 23 rd -24 th	Driving Team Performance for Managers and HODs Workshop	- Team Atomic Habits - Monitoring Teams' Performance - Emotional Intelligence	Head of Departments, Branch Managers and Supervisors	20,000.00	Nyeri
March 26 th -27 th	Problem Loans and Debt Recovery Workshop	- Tools and Techniques for Monitoring and Managing Problem Loans	Credit Managers and Administrators, Loan Officers, Branch Managers	15,000.00	Meru
April 16 th -17 th	Problem Loans and Debt Recovery Workshop	- Tools and Techniques for Monitoring and Managing Problem Loans	Credit Managers and Administrators, Loan Officers, Branch Managers	15,000.00	Kericho
April 23 rd -24 th	Problem Loans and Debt Recovery Workshop	- Tools and Techniques for Monitoring and Managing Problem Loans	Credit Managers and Administrators, Loan Officers, Branch Managers	15,000.00	Nairobi
September 17 th -18 th	Tellers Risk and Cash Management Training	- Cash and Cheque Management Controls - Frauds Detection and Prevention	Practicing and Prospective Tellers	15,000.00	Nairobi
September 24 th -25 th	Micro Credit Management Workshop	- Appraisal Tools for Business and Group Loans - Collaterals Perfection - Delinquency Management	Credit Managers and Administrators, Loan Officers, Branch Managers	15,000.00	Nakuru

We offer customized In-house trainings based on the needs of your Co-operative.
A training fee of between KES. 70,000 and KES. 150,000 per day will apply.

REFERENCE CALENDAR 2020

January	February	March	April	May	June
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