

The
Management
University
of Africa

MUA

Sponsored by the Kenya Institute of Management

Enabling Futures, Impacting Progress.

2021-MUA TRAINING PROGRAMME



DIRECTORATE OF EXECUTIVE CAPACITY DEVELOPMENT PROGRAMMES

PREAMBLE

Capacity development is critical for organizations as a tool for enhancing service delivery by their employees. It is a process through which Managers, Leaders, and those aspiring for management positions in both private and public organizations learn and improve their skills, not only to benefit themselves but also their employing organizations. MUA responds to the needs and demands of the industry through provision of cutting edge training programmes in the areas of Management, Leadership, Governance and Entrepreneurship.

EXECUTIVE PROGRAMMES

MUA training programmes are delivered through open courses which attract participants from different organizations or through in-house courses which are programmes tailored to meet specific needs of an organization; and thus draw delegates from one organization.

TAILOR-MADE COURSES

MUA's Directorate of Executive Capacity Development Programmes (ECDP) designs and develops capacity building and enhancement programmes and undertakes business process re-engineering for organizations to make them competitive. The capacity development courses are aimed at equipping staff with the appropriate management tools and techniques that enable them to provide effective leadership and to meet emerging development needs in line with Kenya's Vision 2030.

DELIVERY

Our approach to learning ensures participants learn in a free, relaxed environment contributing to their effective thought processes and discussions.

We use a number of techniques to achieve effective learning which include group discussions and presentations; short lectures; activity based learning; Case studies; Videos; Management games among others.

We base our facilitation on the following adult learning principles:

- Learning is experiential.
- Learning fulfills an immediate need and is highly participatory.
- Time is allowed for reflection and corrective feedback.
- Practicing skills learned improve retention and leads to mastery

REGISTRATION WITH NITA

The Management University of Africa is registered with National Industrial Training Authority (NITA): **REF. NO. NITA/TRN/849.**

MUA ACADEMIC PROGRAMMES

MUA also offers academic courses at certificate, Diploma, undergraduate and postgraduate levels. For more information on these programmes please visit our website: www.mua.ac.ke



2021 MUA TRAINING PROGRAMMES

COURSE	TARGET	DAYS	COST	DATES	VENUE
		JANUARY	Ksh.		
Supervisory skills Development	Office Clerks, Registry Officers, Administration Assistants, Archivists, Secretaries and Office Messengers.	5 days	80,000	11 th - 15 th January	Mombasa
Driving Corporate Performance; Aligning Scorecards and Structures for Strategy Execution	Chief Executive Officers, Directors, Human Resource Managers, Corporate Affairs Officers, Supervisors and Human Resource practitioners	5 days	80,000	18 th - 22 nd January	Mombasa
Exceptional Customer Service and Public relations	Front office managers, Executive assistants and admin Assistants and sales representatives	5 days	80,000	18 th - 22 nd January	Mombasa
Electronic Records Management	Office Clerks, Registry Officers, Administration Assistants, Archivists, Secretaries and Office Messengers.	5 days	80,000	25 th - 29 th January	Naivasha

2021 MUA TRAINING PROGRAMMES

COURSE	TARGET	DAYS	COST	DATES	VENUE
		FEBRUARY	Ksh		
Sign Language Interpretation	Customer Care Personnel, Supervisors and Front Office Personnel,	5 days	80,000	8 th -12 th February	Nairobi
Knowledge Management and Organizational Learning	Record Managers, Archivists, Registry staff, Librarians Information management	5 days	80,000	15 th - 19 th February	Eldoret
Strategic Negotiation and Advocacy Skills	Project managers, Resource Mobilization Managers, Sales Managers	10 days	150,000	15 th - 19 th February	Mombasa
Monitoring and Evaluation of Projects	Monitoring and Evaluation Specialists, Project Coordinators, Programme Managers, Independent Evaluators, Donor Staff Appraising and Evaluating Projects and Programmes	5 days	80,000	22 nd – 26 th February	Mombasa
Finance for Project Managers	Project Managers and Officers	5 days	80,000	22 nd -26 th February	Nakuru

COURSE	TARGET	DAYS	COST	DATES	VENUE
		MARCH	Ksh.		
HR Metrics and Analytics	HR Managers, operations managers and officers.	5 days	80,000	15 th - 19 th March	Mombasa
Cash and Treasury Management	Head of Finance, Internal audit,	5 days	80,000	15 th -19 th March	Nakuru
Fleet Management	Head of Transport and Logistics, Senior Drivers, Middle level Managers	5 days	80,000	22 nd - 26 th March	Mombasa
Modern Trends in Monitoring and Evaluation of Projects and Public Private Partnerships	Monitoring and Evaluation Specialists, Project Coordinators, Programme Managers, Independent Evaluators, Donor Staff Appraising and Evaluating Projects and Programmes, Non-Governmental Organization	5 days	80,000	22 rd - 26 th March	Mombasa
Driving Sales Force Performance	Sales and Marketing Managers, Sales Executives, Relationship Managers	5 days	80,000	22 nd - 26 th March	Naivasha

COURSE	TARGET	DAYS	COST	DATES	VENUE
		APRIL	Ksh.		
Supervisory Skills For Senior Executive Assistants	Supervisors, Middle Level Managers, Management Trainees and Team Supervisors	5 days	80,000	5 th – 9 th April	Mombasa
Public Sector Financial Management	Head of Finance and various head of sections and departments	5 days	80,000	12 th – 16 th April	Kisumu
Strategic Negotiation Skills	Sales Managers, Procurement Managers, Key Account Managers, Sales Executives	5 days	80,000	12 th -16 th April	Nairobi
Sacco Supervisory committee training	Supervisory committee members, credit committee, sacco officials	5 days	80,000	19 th – 23 rd April	Nakuru
E-resource Management for Library	Record Managers, Librarians and Library Managers, Office clerks	5 days	80,000	19 th – 23 rd April	Mombasa
Pre-Retirement planning for soft landing	Newly employed members of staff, Near to retire personnel.	5 days	80,000	26 th – 30 th April	Mombasa

2021 MUA TRAINING PROGRAMMES

COURSE	TARGET	DAYS	COST	DATES	VENUE
		MAY	Ksh.		
Stretching Beyond the Comfort Zone Training for Executive Assistants	Executive Assistants, Personal Assistants, Administration Assistants, Human Resource Assistants, Secretaries	10 days	150,000	3 rd - 14 th May	Mombasa
Credit Management	Head of Credit Department, Credit officers, Accountants and Sacco Officers	5 days	80,000	10 th -14 th May	Mombasa
Knowledge Management and Organizational Learning	Record Managers, Archivists, Registry staff, Librarians Information management personnel Office clerks	5 days	80,000	17 th - 21 st May	Kisumu
Supervisory Skills and Management development Skills For Executive Assistants	Supervisors, Middle Level Managers, Management Trainees and Team Supervisors	5 days	80,000	24 th - 28 th May	Mombasa
Sign Language Interpretation and Customer Service Skills	Customer Care Personnel, Supervisors and Front Office Personnel	5 days	80,000	24 th - 28 th May	Nairobi

2021 MUA TRAINING PROGRAMMES

COURSE	TARGET	DAYS	COST	DATES	VENUE
		JUNE	Ksh.		VENUE
Board Leadership	Executive Directors, Non-Executive Directors, Company Secretaries	5 days	80,000	7 th - 11 th June	Mombasa
Road Safety and etiquette Skills Training for Executive drivers	Executive Drivers, Drivers from both Public and Private Institutions, Personal Drivers.	5 days	80,000	7 th - 11 th June	Naivasha
Project Planning and Implementation	Persons involved in Project Management, programme managers	5 days	80,000	21 st - 25 th June	Mombasa
Disaster Preparedness and Crisis Management	Disaster management officials, Disaster response team, operation officers and Managers	5 days	80,000	21 st - 25 th June	Kisumu
Community Relations Management	Community security officers, Community Relation Officers and Managers,	5 days	80,000	21 st - 25 th June	Naivasha

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COURSE	TARGET	DAYS	COST	DATES	VENUE
		JULY	Ksh.		
Finance for Project Managers	Project Managers and Officers	5 days	80,000	12 th -16 th July	Machakos
Performance Management - Employee coaching, counselling and mentorship	Human Resource Managers, Directors and Head of departments and Supervisors	5 days	80,000	19 th - 23 rd July	Mombasa
Strategic Negotiations Skills	Sales Managers, Procurement Managers, Key Account Managers, Sales Executives	5 days	80,000	19 th - 23 rd July	Naivasha
Human Resource for Non-Human Resource Managers	Senior Managers, Managers, Heads of Sections, Departments and Units, Supervisors, Team Leaders.	5 days	80,000	26 th - 30 th July	Naivasha

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COURSE	TARGET	DAYS	COST	DATES	VENUE
		AUGUST	Ksh.		
HR Metrics and Analytics Skills Training	HR managers, Senior Managers, Managers, Heads of Sections, Departments Heads and Supervisors.	5 days	80,000	9 th – 13 th August	Nakuru
Supervisory skills and Management Development Training	Supervisors, Middle Level Managers, Management Trainees and Team Supervisors	5 days	80,000	16 th – 20 th August	Mombasa
Driving Corporate Performance; Aligning Scorecards and Structures for Strategy Execution	Chief Executive Officers, Directors, Human Resource Managers, Corporate Affairs Officers, Human Resource practitioners	5 days	80,000	23 rd – 27 th August	Naivasha
Electronic Records and Knowledge Management	Office Clerks, Registry Officers, Administration Assistants, Archivists, Secretaries and Office Messengers.	5 days	80,000	23 rd – 27 th August	Mombasa

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COURSE	TARGET	DAYS	COST	DATES	VENUE
		SEPTEMBER	Ksh.		
Strategic Career Advancement for Executive Assistants	Secretaries, Admin Assistants, Executive Personal Assistants	5 days	80,000	6 th – 10 th September	Naivasha
Results Based project Monitoring	Project Coordinators, Programme Managers, Independent Evaluators, Donor Staff Appraising and Evaluating Projects and Programmes,	5 days	80,000	20 th -24 th September	Mombasa
Digital Repositories management	Library officials, lecturers, Records Managers, Archivists	5 days	80,000	27 th September – 1 st October	Nairobi.
Electronic Records and Knowledge Management	Office Clerks, Registry Officers, Administration Assistants, Archivists, Secretaries and Office Messengers.	5 days	80,000	20 th – 24 th September	Mombasa
Finance for Non-Finance Management	Non Finance Managers who are responsible for making decisions whether on investment, acquisition, strategic matters of the	5 days	80,000	27 th – 1 st September	Naivasha

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COURSE	TARGET	DAYS	COST	DATES	VENUE
		OCTOBER	Ksh.		
Resource Mobilization Skills	Resource Mobilization officers, Fund raising Managers, Admin officers.	5 days	80,000	11 th – 15 th October	Mombasa
Strategic Negotiation Skills	Sales Managers, Procurement Managers, Key Account Managers, Sales Executives,	5 days	80,000	11 th – 15 th October	Mombasa
Stretching Beyond the Comfort Zone Training for Executive Assistants	Executive Assistants, Personal Assistants, Administrative Assistants, Human Resource Assistants, Secretaries	10 days	150,000	18 th – 29 th October	Mombasa
Excellence in office Administration and Records Management	Office Clerks, Registry Officers, Administration Assistants, Archivists, Secretaries	5 days	80,000	18 th – 22 nd October	Mombasa
Senior Leadership Development Programme	Top and middle level Managers, Strategic Planning Officers, and Management Consultants	days	80,000	25 th – 29 th October	Mombasa

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COURSE	TARGET	DAYS	COST	DATES	VENUE
		NOVEMBER	Ksh.		
Supervisory Skills For Senior Executive Assistants	Supervisors, Middle Level Managers, Management Trainees and Team Supervisors	5 days	80,000	1 st – 5 th November	Nairobi
Customer Care and Public Relations	Customer Care Personnel, Supervisors, Executive Assistants, Human Resource Assistants, Management Trainees	5 days	80,000	8 th – 12 th November	Naivasha
Advanced Excel For Financial Modelling	Finance Managers, Accountants, accounting officers, internal auditors	5 days	80,000	15 th – 19 th November	
Strategic Negotiation Skills	Sales Managers, Procurement Managers, Key Account Managers, Sales Executives, Resource Mobilization Officers	5 days	80,000	22 nd - 26 th November	Nairobi
Pre-retirement course	Newly employed personnel, those about to retire	5 days	80,000	22 nd – 26 th November	Mombasa

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COURSE	TARGET	DAYS	COST	DATES	VENUE
		DECEMBER	Ksh.		
Strategic Executives	Executive Assistants, Personal Assistants, Administrative Assistants, Human Resource Assistants, Secretaries	5 days	80,000	6 th -10 th December	Mombasa
Advanced Electronic Records Management	Office Clerks, Registry Officers, Administration Assistants, Archivists, Secretaries and Office Messengers.	5 days	80,000	6 th – 10 th December	Mombasa
Modern tools for Monitoring and Evaluation	Monitoring and Evaluation Specialists, Project Coordinators, Programme Managers, Independent Evaluators, Donor Staff	5 days	80,000	13 th – 17 th December	Mombasa
Human Resource for Non- Human Resource	Senior Managers, Managers, Heads of Sections, Departments and Units, Supervisors, Team Leaders.	5 Days	80,000	13 th – 17 th December	Mombasa

Some of our clients

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Some of our clients



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KENYA FILM COMMISSION





MUA also offers Executive Capacity trainings in the following areas:

- Recruitment Services
- Psychometric Test
- Disaster and Emergency Relief Management and Humanitarian Efforts
- Public-Private Sector Partnerships (PPP)
- Practical Entrepreneurship
- Public Speaking: Mastering the Secrets
- Public Sector Management and Governance Programme
- Conflict Resolution
- Effective Time Management

MUA CONSULTANCY PROGRAMMES

MUA offers a range of consultancy services, advisory and business support services to organizations both in the private and private sector. Our services include consultancy in the following areas:-

Training Needs Assessment and Baseline Surveys

- Organizational Capacity Assessment
- Job Evaluation
- Organizational Restructuring
- Strategic Planning
- Retrenchment
- Market Intelligence
- Employee Satisfaction Surveys
- Change Management

FOR BOOKING CONTACT:

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