

The
Management
University
of Africa

MUA

Sponsored by the Kenya Institute of Management

Enabling Futures, Impacting Progress.

2023-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



2023 MUA TRAINING PROGRAMMES

COURSE	TARGET	DAYS	COST	DATES	VENUE
		JAN	Ksh.		
Supervisory and operations skills Development	Supervisors, Middle Level Managers, Management Trainees and Team Supervisors	5 days	80,000	9 th - 13 th	Nakuru
Knowledge Management	Office Clerks, Registry Officers, Administration Assistants, Archivists, Secretaries and Office Messengers.	5 days	80,000	9 th -13 th	Mombasa
Strategic Negotiation Skills	Sales Managers, Procurement Managers, Sales Executives, Resource Mobilization Officers	5 days	80,000	16 th – 20 th	Naivasha
Exceptional Customer Service and Public relations	Front office managers, Executive assistants and admin Assistants and sales representatives.	5 Days	80,000	23 rd – 27 th	Naivasha
Train of Trainers	Supervisors and internal trainers	5 Days	80,000	23 rd - 27 th	Mombasa

2023 MUA TRAINING

COURSE	TARGET	DAYS	COST	DATES	VENUE
		FEB	Ksh.		
New Managers Course	Entry-level Managers, First-line Managers, Team or Project Leaders, Supervisors.	5 days	80,000	6 th – 10 th	Nakuru
Resource Mobilization Skills	Resource Mobilization officers, Fundraising Managers, Admin officers.	5 days	80,000	13 th – 17 th	Mombasa
HR Metrics and Analytics Skills Training	HR managers, Senior Managers, Managers, Heads of Sections, Departments Heads and Supervisors,	5 days	80,000	13 th – 17 th	Nakuru
Private public partnerships Management Course	Government Employees working with Private sectors, Consultants, NGOS staff Members, Researchers	5 days	80,000	20 th - 24 th	Naivasha
Effective Business Communication and report Writing	Administration assistants, Secretaries, sales officers.	5 days	80,000	20 th – 24 th	Mombasa

2023 MUA TRAINING

COURSE	TARGET	DAYS	COST	DATES	VENUE
		MARCH	Ksh.		
Pre-Retirement planning	Newly employed members of staff, Personnel about to retire personnel.	5 days	80,000	6 th - 10 th	Mombasa
Results Based project Monitoring and Evaluation	Project Coordinators, Programme Managers, Independent Evaluators, Donor Staff Appraising and Evaluating Projects and Programmes,	5 days	80,000	13 th - 17 th	Mombasa
Enterprise Risk Management Course	Auditors, Finance Managers, RiskManagers	5 days	80,000	13 th - 17 th	Nairobi.
Excellent Presentation and Report writing skills training	Admin officers, Markers, sales personnel and front office officers	5 days	80,000	20 st - 24 th	Naivasha.
Train of trainers (TOT)	Head of departments, head of sections, trainers and consultants, internal trainers and champions	5 Days	80,000	20 th - 24 th	Nairobi

2023 MUA TRAINING

COURSE	TARGET	DAYS	COST	DATES	VENUE
		APRIL	Ksh.		
Performance Management for public sector managers	All Head of departments and sections, Head of business units, Human Resource personal and Business owners	10 days	150,000	3 rd – 7 th	Mombasa
Executive Drivers Course	Executive Drivers, Company Drivers, Parastatal and Personal drivers	5 days	80,000	11 th – 14 th	Naivasha
Stretching Beyond the Comfort Zone Training for Executive Assistants	Executive Assistants, Personal Assistants, Administrative Assistants, Human Resource Assistants, Secretaries	10 days	150,000	11 th - 14 th	Mombasa
Project Design and Implementation	Project Coordinators, Programme Managers, Independent Evaluators, Donor	5 days	80,000	24 th – 28 th	Naivasha
Senior Leadership Development Programme	Top and middle level Managers, Strategic Planning Officers, and Management Consultants	10 days	150,000	17 th -28 th	Kisumu

2023 MUA TRAINING

COURSE	TARGET	DAYS	COST	DATES	VENUE
		MAY	Ksh.		
Supervisory Skills Development	Supervisors, Middle Level Managers, Management Trainees and Team Supervisors	5 days	80,000	8 th – 12 th	Nairobi
Project Management	Project Managers, Finance Managers Project officers and Accounting officers, project Engineers	5 days	80,000	8 th – 12 th	Naivasha
Managing Disruptive change in 21st Century	Head of Business Units, Human Resource Managers, Business Development managers and officers	3 Days	60,000	17 th – 19 th	Naivasha.
Advanced Excel for Financial Modelling	Finance Managers, Accountants, accounting officers, internal auditors	5 days	80,000	15 th – 19 th	Mombasa
Fleet Management	Fleet Managers, Transport and logistics supervisors Senior Drivers.	5 days	80,000	22 nd - 26 th	Mombasa

2023 MUA TRAINING

COURSE	TARGET	DAYS	COST	DATES	VENUE
		JUNE	Ksh.		
Admin Assistants	Executive Assistants, Personal Assistants, Administrative Assistants, Human Resource Assistants, Secretaries	5 days	80,000	12 th - 16 th	Mombasa
Pre-retirement course	New employed personnel and those about to retire	5 days	80,000	12 th -16 th	Mombasa
New Board Induction course	New Board Members	5 days	80,000	19 th – 23 rd	Mombasa
Modern tools for Monitoring and Evaluation	Monitoring and Evaluation officers, Project Coordinators, Programme Managers, Independent Evaluators, Donor Staff Appraising and Evaluating Projects.	5 days	80,000	19 th – 23 rd	Mombasa
HR for Training	HR Senior Managers, Managers, Heads of Sections, Departments and Units, Supervisors, Team Leaders.	5 Days	80,000	26 th – 30 th	Mombasa

2023 MUA TRAINING

COURSE	TARGET	DAYS	COST	DATES	VENUE
		JULY	KSH.		
Supervisory and operations skills Development	Supervisors, Middle Level Managers, Management Trainees and Team Supervisors	5 days	80,000	3 rd – 7 th	Nakuru
Knowledge Management	Office Clerks, Registry Officers, Administration Assistants, Archivists, Secretaries	5 days	80,000	10 th - 14 th	Mombasa
Strategic Negotiation Skills	Sales Managers, Procurement Managers, Key Account Managers, Sales Executives, Resource Mobilization Officers	5 days	80,000	10 th – 14 th	Naivasha
Exceptional Customer Service and Public relations	Front office managers, Executive assistants and admin Assistants and sales representatives.	5 Days	80,000	17 th -21 st	Naivasha
Train of Trainers	Supervisors and internal trainers	5 Days	80,000	24 th – 28 th	Mombasa

2023 MUA TRAINING

COURSE	TARGET	DAYS	COST	DATES	VENUE
		AUG	Ksh.		
New Managers Course	Entry-level Managers, First-line Managers, Team or Project Leaders, Newly promoted managers.	5 days	80,000	7 th - 11 th	Nakuru
Resource Mobilization Skills	Resource Mobilization officers, Fund raising Managers, Admin officers.	5 days	80,000	14 th - 18 th	Mombasa
HR Metrics and Analytics Skills Training	HR managers, Senior Managers, Managers, Heads of Sections, Departments Heads and Supervisors,	5 days	80,000	21 st - 25 th	Nakuru
Private public partnerships Management Course	Government Employees working with Private sectors, Consultants, NGOS staff Members, Researchers	5 days	80,000	21 st - 25 th	Naivasha
Effective Business Communication And report Writing	Sales officers, personal and admin assistants, front office personnel	5 days	80,000	28 th - 1 st Sept	Mombasa

2023 MUA TRAINING

COURSE	TARGET	DAYS	COST	DATES	VENUE
		SEPT	Ksh.		
Pre-Retirement planning	Newly employed members of staff, Staff members planning retire personnel.	5 days	80,000	4 th – 8 th	Mombasa
Results Based project Monitoring and Evaluation	Project Coordinators, Programme Managers, Independent Evaluators, Donor Staff Appraising and Evaluating Projects and Programmes,	5 days	80,000	4 th – 8 th	Mombasa
New managers Course	Newly promoted managers, supervisors and head of departments	5 days	80,000	11 th – 15 th	Nairobi.
Strategic Management programme	General managers, Directors and senior managers and Head of departments	5 days	80,000	18 th -22 nd	Naivasha.
Private public partnership Training	Government Employees working with Private sectors, Consultants, NGOS staff Members, Researchers	10 days	150,000	18 th – 29 th	Mombasa

2023 MUA TRAINING

COURSE	TARGET	DAYS	COST	DATES	VENUE
		OCT	Ksh.		
Performance Management for public sector managers	All Head of departments and sections	10 days	150,000	2 nd – 13 th	Mombasa
Sustainable SME Management Programme	SME Managers, Officers	5 days	80,000	9 th – 13 th	Mombasa
Effective Office Management practice	Executive Assistants, Personal Assistants, Administrative Assistants, Human Resource Assistants, Secretaries	10 days	150,000	9 th – 20 th	Mombasa
Project Design and Implementation	Project Coordinators, Programme Managers, Independent Evaluators, Donor	5 days	80,000	16 th – 19 th	Mombasa
Senior Leadership Development Programme	Top and middle level Managers, Strategic Planning Officers, and Management Consultants	10 days	150,000	16 th -27 th	Mombasa

2023 MUA TRAINING

COURSE	TARGET	DAYS	COST	DATES	VENUE
		NOV	Ksh.		
Supervisory Skills Development	Supervisors, Middle Level Managers, Management Trainees and Team Supervisors	5 days	80,000	6 th - 10 th	Nairobi
Project Management Fundamentals	Project Managers, Finance Managers Project officers and Accounting officers, project Engineers	5 days	80,000	13 th -17 th	Naivasha
Corporate Leadership and Governance	Chief Company Officers, C- suite managers and Head Business units	3 Days	59000	20 th – 24 th	Naivasha.
Advanced Excel For Financial Modelling	Finance Managers, Accountants, accounting officers, internal auditors	5 days	80,000	20 th – 24 th	Mombasa
Fleet Management	Fleet Managers, Transport and logistics supervisors Senior Drivers.	5 days	80,000	27 th - 1 st Dec	Mombasa

2023 MUA TRAINING

COURSE	TARGET	DAYS	COST	DATES	VENUE
		DEC	Ksh.		
Strategic Executives Training	Executive Assistants, Personal Assistants, Administrative Assistants, Human Resource Assistants, Secretaries	5 days	80,000	4 th - 8 th	Mombasa
Pre-retirement course	New employed personnel and those about to retire	5 days	80,000	11 th – 15 th	Naivasha
Modern Leadership and Governance	Company directors, Chief executive Officers and C-Suite Managers	5 days	80,000	18 th – 22 nd	Mombasa
Modern tools for Monitoring, Evaluation and Accountability	Monitoring and Evaluation officers, Project Coordinators, Programme Managers, Independent Evaluators, Donor Staff Appraising and Evaluating Projects.	5 days	80,000	18 th – 22 nd	Nakuru
Careers Coaching and Mentorship Skills	Career Managers, Human resource managers and personnel, Performance Managers.	5 Days	80,000	18 th – 22 nd	Mombasa

The above Trainings will be available Virtually

Some of our clients



Life's Goodness Everyday



Some of our clients



THE KENYA INSTITUTE OF MANAGEMENT



Save the Children



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MoEHS



KENYA FILM COMMISSION





MUA also offers Executive Capacity trainings in the following areas:

- Recruitment Services
- Leadership Development
- Disaster and Emergency Relief Management
- Public-Private Sector Partnerships (PPP)
- Practical Entrepreneurship
- Pre-retirement
- Public Sector Management and Governance Programme
- Conflict Resolution
- Effective performance 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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