

The
Management
University
of Africa

MUA

Sponsored by the Kenya Institute of Management

Enabling Futures, Impacting Progress.

2024-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



2024 MUA TRAINING PROGRAMMES

COURSE	TARGET GROUP	DAYS	COST	DATES	VENUE
		JAN 2024	KS .		
Supervisory and operations skills Development	Supervisors, Middle Level Managers, Management Trainees and Team Supervisors	5 days	80,000	8 th – 12 th	Nakuru
Knowledge Management and Learning	Office Clerks, Registry Officers, Administration Assistants, Archivists, Secretaries	5 days	80,000	8 th - 12 th	Machakos
Strategic Executive Assistants	Senior admin Assistants, Executive Assistants and personal assistants and secretaries	5 days	80,000	15 th to 19 th	Nakuru
Customer Care and Communication Skills	Front office managers, Executive assistants and admin Assistants and sales representatives.	5 Days	80,000	22 nd -26 th	Naivasha

COURSE	TARGET	DAYS	COST	DATE S	VENUE
		FEB 2024	Ksh.		
New Managers Course	Entry-level Managers, First-line Managers, Team or Project Leaders, Newly promoted managers.	5 days	80,000	29 th – 2 nd	Nakuru
Fleet and Logistics Management Course	Senior Drivers, Fleet officers, Transport and Logistics officers and coordinators	5 days	80,000	5 th – 9 th	Mombasa
HR Metrics and Analytics Skills Training	HR managers, Senior Managers, Managers, Heads of Sections, Departments Heads and Supervisors,	5 days	80,000	12 th – 16 th	Nakuru
Resource Mobilization and Fundraising Course	Resource Mobilization officers, fund raising and Project managers	5 days	80,000	19 th – 23 rd	Machakos
Effective Driving and Client Relations Management	Executive drivers, Organizational and private company drivers and fleet officers	5 days	80,000	26 th – 1 st Mar	Nairobi

COURSE	TARGET	DAYS	COST	DATES	VENUE
		MAR 2024	Ksh.		
Pre-Retirement planning	Newly employed members of staff, Staff members planning retire personnel.	5 days	80,000	4 th – 8 th	Mombasa
Customer Care and Communication Skills	Front office managers, Executive assistants, customer Service and relations personnel, sales professionals	5 days	80,000	4 th – 8 th	Naivasha
Results Based project Monitoring and Evaluation	Project Coordinators, Programme Managers, Independent Evaluators, Donor Staff Appraising and Evaluating Projects and Programmes,	5 days	80,000	11 th – 15 th	Mombasa
HR Analytics Course	Human Resource managers, Head of Performance management,	5 days	80,000	18 th – 22 nd	Nairobi.
Train of Trainers	Internal Trainers, Training officers and Training committee members and facilitators	10 days	150,000	25 th – 5 th April	Arusha

COURSE	TARGET	DAYS	COST	DATES	VENUE
		APRIL	Ksh.		
Electronic Records Management	Office Clerks, Registry Officers, Administration Assistants, Archivists, Secretaries	5 days	80,000	1st-5th	Mombasa
Project Management and Evaluation	Project Coordinators, Programme Managers, Independent Evaluators, Donor Staff Appraising and Evaluating Projects and Programmes,	5 days	80,000	8th – 12th	Naivasha
Corporate Leadership Practices	Directors, chief Executive Officers, Senior Managers	5 days	80,000	15th - 19th	Machakos
HR for Non HR	HR managers, Senior Managers, Managers, Heads of Sections, Departments Heads and Supervisors,	3 days	60,000	22 nd – 26 th	Naivasha
Executive Assistants Course for Office Administrators	Senior Executives, Personal assistants, Senior Admin officers and office managers	0 days	150,000	29 th – 3rd May	Mombasa

COURSE	TARGET	DAYS	COST	DATES	VENUE
		MAY	Ksh.		
Supervisory Skills Development	Supervisors, Middle Level Managers, Management, section heads and Team Leaders	5 days	80,000	6 th – 10 th	Nairobi
Project Management Monitoring and Evaluation	Project Managers, Finance Managers Project officers and Accounting officers, project Engineers	5 days	80,000	13 th – 17 th	Machakos
Corporate Leadership and Governance	Chief Company Officers, C- suite managers and Head Business units	3 Days	70,000	13 th – 17 th	Naivasha.
Advanced Excel For Financial Modelling	Finance Managers, Accountants, accounting officers, internal auditors	10 days	160,000	20 th – 24 th	Dar salaam
Fleet Management	Fleet Managers, Transport and logistics supervisors Senior Drivers.	5 days	80,000	27 th – 31 st	Mombasa

COURSE	TARGET	DAYS	COST	DATES	VENUE
		JUNE	Ksh.		
Effective Business Communication and Report Writing	Business Executives, Administration officers, Sales personnel and Field Officers	4 days	70,000	3 rd – 7 th	Mombasa
Executive Board paper Preparation course	Executive Assistant, Senior Secretaries,	3 days	60,000	10 th – 14 th	Naivasha
PPP Finance modelling and Excel	Government Employees working with Private sectors, Consultants, NGOS staff Members, Researchers	10 days	150,000	17 th – 21 st	Mombasa
Resource Mobilization Course	Resource mobilization officers, grant officers and Consultants	5 Days	80,000	24 th – 28 th	Mombasa

COURSE	TARGET	DAYS	COST	DATES	VENUE
		JULY 2024	Ksh.		
Supervisory and operations skills Development	Supervisors, Middle Level Managers, Management Trainees and Team Supervisors	5 days	80,000	1 st – 5 th	Nakuru
Knowledge Management	Office Clerks, Registry Officers, Administration Assistants, Archivists, Secretaries	5 days	80,000	8 th - 12 th	Mombasa
Advanced Excel and Financial Modelling	Finance officers, Accountants, data Analysts, Auditors	5 days	80,000	15 th – 19 th	Naivasha
Exceptional Customer Service and Public relations	Front office managers, Executive assistants and admin Assistants and sales representatives.	5 Days	80,000	22 nd -26 th	Naivasha
Train of Trainers	Supervisors and internal trainers	5 Days	80,000	29 th – 2 nd Aug	Mombasa

2024 MUA

COURSE	TARGET	DAYS	COST	DATES	VENUE
		AUGUST 2024	Ksh.		
New Managers Course	Entry-level Managers, First-line Managers, Team or Project Leaders, Newly promoted managers.	5 days	80,000	5 th - 9 th	Nakuru
Resource Mobilization Skills	Resource Mobilization officers, Fundraising Managers, Admin officers.	5 days	80,000	12 th - 16 th	Mombasa
HR Metrics and Analytics Skills Training	HR managers, Senior Managers, Managers, Heads of Sections, Departments Heads and Supervisors,	5 days	80,000	19 th - 23 rd	Nakuru
Private public partnerships Management Course	Government Employees working with Private sectors, Consultants, NGOS staff Members, Researchers	5 days	80,000	26 th - 30 th	Naivasha

2024 MUA

COURSE	TARGET	DAYS	COST	DATES	VENUE
		SEPT 2024	Ksh.		
Pre-Retirement planning	Newly employed members of staff, Staffmembers planning retire personnel.	5 days	80,000	2 nd – 6 th	Mombasa
Results Based project Monitoring and Evaluation	Project Coordinators, Programme Managers, Independent Evaluators, Donor Staff Appraising and Evaluating Project sand Programmes	5 days	80,000	9 th – 13 th	Voi
Defensive driving and first aid course	Company drivers, Fleet officers and transport and logistics managers	5 days	80,000	16 th – 20 th	Nairobi.
Strategic Management programme	General managers, Directors and senior managers and Head of departments	5 days	80,000	23 rd -27 nd	Naivasha.
Senior Management and Leadership Course	Senior Managers, Administration and Head of departments	6 weeks	150,000	30 th – 25 th Oct	Nairobi

2024 MUA

COURSE	TARGET	DAYS	COST	DATES	VENUE
		OCT 2024	Ksh.		
Performance Management for public sector managers	All Head of departments and sections	10 days	150,000	7 th - 11 th	Mombasa
Sustainable SME	SMES Directors, senior managers, Client relationship Officers, Marketers.	5 days	80,000	14 th – 18 th	Mombasa
Effective Office Management practices	Executive Assistants, Personal Assistants, Administrative Assistants	10 days	150,000	9 th – 20 th	Machakos
Executive Assistants Course	Executive administration assistants, Personal assistants and Senior Administration assistants	10 days	150,000	21 st – 1 st Nov	Dar Salaam
Senior Leadership Development Programme	Top and middle level Managers, Strategic Planning Officers, and Management officers	10 days	150,000	28 th – 1 st Nov	Mombasa

2024 MUA

COURSE	RGET	DAYS	COST	DATES	VENUE
		NOV2024	Ksh.		
Supervisory Skills Development	Supervisors, Middle Level Managers, Management Trainees and Team Supervisors	5 days	80,000	4 th - 8 th	Nairobi
Project Management Fundamentals	Project Managers, Finance Managers Project officers and Accounting officers, project Engineers	5 days	80,000	11 th -15 th	Naivasha
Corporate Leadership and Governance	Chief Company Officers, C- suite managers and Head Business units	3 Days	59000	18 th – 22 nd	Naivasha.
Advanced Excel For Financial Modelling	Finance Managers, Accountants, accounting officers, internal auditors	5 days	80,000	25 th – 29 th	Mombasa

2024 MUA

COURSE	TARGET	DAYS	COST	DATES	VENUE
		DEC 2024	Ksh.		
Executive assistants Course	Executive Assistants, Personal Assistants, Administrative Assistants, Human Resource Assistants, Secretaries	5 days	80,000	2 nd - 6 th	Mombasa
Pre-retirement course	New employed personnel and those about to retire	5 days	80,000	9 th – 13 th	Naivasha
Modern Leadership and Governance	Company directors, Chief executive Officers and C-Suite Managers	5 days	80,000	16 th – 20 th	Mombasa

Some of our clients



Some of our clients



THE KENYA INSTITUTE OF MANAGEMENT



Save the Children



THE BOMA
HOTELS



NACADA
FOR A DRUG FREE NATION



STANTECH MOTORS
Driving You into the Future



KDIC | Kenya Deposit
Insurance
Corporation



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:

Directorate of Executive Capacity Development Programmes

The Management University of Africa.
Popo Road, off Mombasa Road,
Belle Vue, South C.

P.O. Box 29677-00100, Nairobi, Kenya

Telephone: +254 2 2361160/1,

Mobile Phone Number:

/ +254 748351815 / +254 721538389

E-mail jmuteke@mua.ac.ke

/ecdpm@mua.ac.ke

Website: www.mua.ac.ke