



STRATHMORE UNIVERSITY
SCHOOL OF MANAGEMENT AND COMMERCE

For more information contact:

John Matogo or Maryann Maina
Strathmore Enterprise Development Centre
Ole Sangale Rd. Madaraka Estate
P.O Box 59857-00200 Nairobi
Tel +254 20 6006155
Fax :+254 20 607498
Mobile: 0722205428/0733618135
Email: train@strathmore.edu
Website: www.strathmore.edu



Professional Development Courses

TRAINING CALENDAR FOR 2011

ABOUT US

We offer relevant, high quality courses delivered by highly experienced scholars and consultants.

Professionals often seek shorter refresher courses in business management and this is the need we address.

Our Courses are designed for professionals seeking to enhance their skills and competences in various aspects of the workplace.

Our unique approach focuses on addressing the practical skills and knowledge needed for effectiveness in the professional environment.

Strathmore University is Registered with the Directorate of Industrial Training (DIT)

CUSTOMISED TRAINING

In addition to schedule of courses, we offer customized courses tailored to cater for your particular organizational needs, availability, location and professional requirements upon request.

TARGET GROUP

Our training courses are targeted at middle level managers, project managers, project coordinators, accountants, personal assistants, grant managers, grant administrators, human resource managers, team leaders of private and state corporations , NGOs and anyone seeking to enhance their professional skills.

PROGRAMMES ON OFFER IN 2011

Monitoring and Evaluation(4days)	15-18 March, 12—15 July
Project Management (4days)	5—8 April, 14-17 June, 11-14 October
Finance for Non Finance Managers (4 days)	2-5 August
Proposal Writing For Grants (3days)	27-29 April
Computer Based Financial Management (4days)	3-6 May, 27-30 September
Developing HR Policies(4days)	10-13 May, 23-26 August
Professional Report Writing (3 days)	24-26 May, 1-3 November
Recruitment and Selection(4 days)	7-10 June, 15-18 November
Financial Management for NGOs (4 days)	28 June-1 July, 29 November-2 December
Public Speaking and Presentation Skills (2 days)	5 -6 July, 13 – 14 September
Taxation (2 days)	27-28 October
Grants Management (4 days)	16-19 August
Development Programme for Executive Assistant (4days)	19-22 July, 6-9 September
Persuasive Negotiation Skills (2days)	4-5 October