

2024-2025

Corporate Profile
Training Service
Provider
NITA/TRN/1636



Institute of
Certified
Administrators

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Institute of
Certified
Administrators



Revised
**Corporate
Training Calendar
2024-2025**

2024/2025 TRAINING CALENDAR OF EVENTS

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About Us

We are the leading Professional Membership Organization for Administrators in the private and public sector, commerce and industry. We offer cutting edge training, seminars and workshops and conferences to equip you with advanced knowledge and skills for excellence in your work. You will benefit immensely from our pool of experienced and knowledgeable facilitators who have performed administrative and leadership roles for decades.

Our Vision

To be a world class professional organization for administrators in the Public and Private Sectors, Commerce and Industry

Our Mission

To provide an excellent platform that nurtures and supports the practice of administration in the Public and Private Sectors, Commerce and Industry

Our Seminars & Workshops

Institute of Certified Administrators (ICA) is an international training institution that was established to meet the ongoing needs of the workplace in the current dynamic business environment. The institution is registered in Kenya and is accredited by the National Industrial Training Authority NITA (Reg. No. NITA/TRN/1836). We offer a wide range of professional short courses that are designed to continuously enhance personal productivity and the success of the Public and Private organizations, Non-Governmental Organizations (NGOs), Commerce and Industry in Kenya and beyond. The institute also organizes benchmarking study tours across various countries and continents.



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Are you an Administrator?

An administrator is that person who directs the business of an organization such as a city, hospital, school, state corporation, government department or business. He or she is responsible for the organization's goals and is accountable for the use of financial, human, material and non material resources in attaining those goals.

Administrators go by various names depending on the nature of business undertaken by the organization and the respective administrator's working levels. An administrator who performs a deterministic role and is answerable to a governing body is called the Chief Executive Officer, Managing Director or Executive Director in companies and corporations. An administrator of a school performing the same role as Chief Executive Officer or Managing Director and reporting to a governing body is called the Principal, while those of public hospitals are called Medical Superintendents. Governing bodies have different names in various organizations depending on the sectors or industries they are operating in, e.g. Board of Directors, Board of Trustees, Board of Management, Municipal Board, Town Committee, County Executive Committee etc.

In the private sector, a level one administrator reports to a governing body and has authority over all the organization's resources including staff, finances and assets. In the public sector, however, level one administrator is a designated accounting officer of an entity.

Level two administrators report to level one administrator, while level three administrators report to level two ones and so forth.

Administration is a generic profession that integrates the ordinary academic based disciplines in the organization. Doctors who are Medical Superintendents of hospitals spend approximately 80% of their working hours practicing administration, and 20% in clinical work. It is the same case for trained teachers who are principals of schools, accountants who are chief officers of county departments etc.

Skills for Excellence

Numerous studies have concluded that the practice of administration is universal. People require a set of universal administrative knowledge, skills and attitudes to successfully operate a hospital, corporation, school or a business. The institute of Certified Administrators was established to assist in enhancing and standardizing the practice of administration in the private and public sectors, commerce and industry. We offer advanced short courses which are delivered by qualified and experienced professionals in the field of administration and management.

Our Target Groups

Our trainings, workshops, seminars and conferences are tailor made for professionals performing administrative roles at various levels in organizations. They include Chief Executive Officers and Managing Directors of private companies, societies or state agencies, Principals of Schools and Colleges, Medical Superintendents and Directors of Hospitals, Directors and Managers of Private Schools, Executive Directors of Non Governmental Originations, Chief Officers and Directors of County Government Departments, City and Municipal Managers. Included are officers falling under level two, three and four administrative units and the executive assistants to all the above mentioned administrators.



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Dates, Fees and Charges

Our trainings, seminars, workshops and conferences are fairly priced to ensure affordability to all the interested professionals. Discounts of up to 30% may be given for group trainings of over 50 persons if arranged in advance. This applies to training requests organized by associations of professionals including those of nurses, doctors, principals, private schools, secretaries among others.

Organizations registered with the National Industrial Training Authority (NITA) can apply for refunds of training charges from the authority where proper arrangements are made in advance. With such financing arrangements with NITA, the cost of training may be subsidized by up to 80%. Please contact the relevant NITA offices for more information.

Dates, Fees and charges for the various trainings, seminars, workshops and conferences are as indicated in this booklet. Training venues are Mombasa, Nairobi, Kisumu and Nakuru Cities.

Our Membership Program

ICA Membership program is a platform for administrative officers to share knowledge, skills and experiences and also to network. We offer a membership program for professionals currently in practice and for those professionals who need the skills to excel in their jobs. Also, in our membership database are experienced and long serving administrators in the private and public sectors, commerce and industry. ICA maintains a comprehensive and up to date database of Members having a variety of expertise and skills. Membership events such as conferences, workshops and seminars offer an excellent opportunity for interaction leading career growth or even new jobs for our members.

ICA is a self regulating institution offering voluntary membership services. ICA members are issued with a membership number and card giving them an edge over competition for jobs and/or promotion. Professionals whose membership fees are being paid by their employers are advised to settle their dues and use our receipts to make claims. This includes administrative professionals working for national and county governments departments, state corporations and agencies as well as private sector organizations.

Become a member today. For details on membership and the application from please log on to www.ica.ke/membership/



2024/2025 TRAINING CALENDAR OF EVENTS

ICA CPD GUIDE FOR ICA MEMBERS

The award of Continuous Professional Development (CPD) points is a preserve of ICA members in the various categories. To renew membership, one must have obtained at least sixteen (16) CPD points. To join our membership program, please log on to www.ica.ke/membership/

Activity	Duration (No. of Hours)	CPD Points Awarded
Monthly Management Forums	3 Hours	2 CPD Points
Annual General Meeting	3 Hours	2 CPD Points
Half Day Training	3 Hours	2 CPD Points
Full Day Training/Workshop	8 Hours	3 CPD Points
Full Day Conference	8 Hours	4 CPD Points

CORPORATE TRAINING & CONFERENCES CALENDAR FOR 2024

Our trainings, seminars and workshops are available both virtually and physically.

Physical training sessions are held in the cities of Nairobi, Mombasa, Nakuru and Kisumu on dates specified in this calendar.

The Institute may also conduct trainings at any place as may be agreed upon with any group of trainees anywhere in Kenya or beyond. Group trainings of fifty persons and above will be considered for attractive commissions.

APPLICATION PROCEDURE TRAININGS, WORKSHOPS, SEMINARS & CONFERENCES

1. Identify the training/workshop/seminar/ conference of your choice
2. Download and fill course application form (form can be downloaded from ica.ke/trainingform), or fill the online version and submit
3. Submit a duly filled course application form to ICA through Email (training@ica.ke) attaching proof of payment (e.g. Mpesa reference code or bank deposit slips. Corporate cheques are only accepted only on prearrangements with ICA)
4. Employers are advised to attach course approval form from the National Industrial Training Authority for the purposes of refunds or claims from NITA,. Please contact the relevant NITA offices for assistance
5. You will receive an official notification from us confirming your registration through email. Consultations may also be done on our WhatsApp number +254 777 200 541

NOTE: Registration for all trainings, workshops and seminars must be completed at least fourteen days before the indicated date of training. Late payments may attract penalties.

MODES OF PAYMENT:

MPESA: PAYBILL BUSINESS NUMBER 163746

ACCOUNT NUMBER: USE YOUR I.D NUMBER AS THE ACCOUNT NUMBER

BANK DEPOSITS: Account Details on request



2024/2025 TRAINING CALENDAR OF EVENTS

S. No.	WORKSHOP/ TRAINING	INVITED GROUPS	DATES 2024/2025	VENUE	AMOUNT (KSH)
1	Urban Administration Master Class	County Executives (Urban), Chief Officers (Urban), Urban Board Chairpersons and Members, Urban Managers & Senior Urban Officers	5-9 Aug 2024	Mombasa	75,000
			9-13 Sept 2024	Naivasha	
			14-18 Oct 2024	Mombasa	
			18-22 Nov 2024	Mombasa	
			16-20 Dec 2024	Naivasha	
			13-17 Jan 2025	Naivasha	
			3-7 Feb 2025	Mombasa	
			10-14 Mar 2025	Naivasha	
			7-11 Apr 2025	Mombasa	
			5-9 May 2025	Mombasa	
2-6 Jun 2025	Naivasha				
2	Healthcare Services Administration Master Class	County Executives (Health), Chief Officers (Health), County Directors of Health, Sub-County MOHs and Coordinators, Medical Superintendents, and Hospital Administrators	5-9 Aug 2024	Mombasa	75,000
			9-13 Sept 2024	Naivasha	
			14-18 Oct 2024	Mombasa	
			18-22 Nov 2024	Mombasa	
			16-20 Dec 2024	Naivasha	
			13-17 Jan 2025	Naivasha	
			3-7 Feb 2025	Mombasa	
			10-14 Mar 2025	Naivasha	
			7-11 Apr 2025	Mombasa	
			5-9 May 2025	Mombasa	
2-6 Jun 2025	Naivasha				
3	Risk Management Master Class	Directors and Senior Managers of Public and Private Sector Organizations	5-9 Aug 2024	Mombasa	35,000
			9-13 Sept 2024	Naivasha	
			14-18 Oct 2024	Mombasa	
			18-22 Nov 2024	Mombasa	
			16-20 Dec 2024	Naivasha	
			13-17 Jan 2025	Naivasha	
			3-7 Feb 2025	Mombasa	
			10-14 Mar 2025	Naivasha	
			7-11 Apr 2025	Mombasa	
			5-9 May 2025	Mombasa	
2-6 Jun 2025	Naivasha				



2024/2025 TRAINING CALENDAR OF EVENTS

4	Human Resource Management Master Class	Directors and Senior Managers of Public and Private Sector Organizations	16-20 Sep 2024	Naivasha	35,000
			14-18 Oct 2024	Mombasa	
			11-15 Nov 2024	Naivasha	
			2-6 Dec 2024	Mombasa	
			27-31 Jan 2025	Mombasa	
			17-21 Feb 2025	Mombasa	
			24-28 Mar 2025	Naivasha	
			21-25 Apr 2025	Naivasha	
			26-30 May 2025	Mombasa	
			16-20 Jun 2025	Naivasha	
5	International Professional Administrators' Conference	Chief Executive Officers, Managing Directors, Directors/Deputy Directors of Administration, Heads of Directorates, Directors/Managers of Hospitals, Principal Administrative Officers, City/Municipal Managers and Administrators, Principals of Polytechnics/Colleges/Institutes	6-11 Oct 2024	Kigali, Rwanda	USD 1,800
			15-21 Dec 2024	Singapore	USD 2,200
			19-25 Jan 2025	Addis Ababa, Ethiopia	USD 1,800
			6-12 Apr 2025	Arusha, Tanzania	USD 1,800
			4-10 May 2025	Istanbul, Turkey	USD 2,200
6	Professional Administrators Conference	Chief Executive Officers, Managing Directors, Directors/Deputy Directors of Administration, Heads of Directorates, Directors/Managers of Hospitals, Principal Administrative Officers, City/Municipal Managers and Administrators, Principals of Polytechnics/Colleges/Institutes	23-27 Sep 2024	Mombasa	55,000
			21-25 Oct 2024	Naivasha	
			25-29 Nov 2024	Mombasa	
			9-13 Dec 2024	Mombasa	
			20-24 Jan 2025	Mombasa	
			10-14 Feb 2025	Naivasha	
			10-14 Mar 2025	Mombasa	
			14-18 Apr 2025	Naivasha	
			12-16 May 2025	Mombasa	
			9-13 Jun 2025	Naivasha	



2024/2025 TRAINING CALENDAR OF EVENTS

7	School Administration Master Class	School Principals, Deputy Principals and Heads of Departments	August Holiday	Naivasha	45,000
			December Holiday	Mombasa	
			April Holiday	Kisumu	
8	Executive Leadership Master Class	Board/Council Chairpersons and Members, Chief Executive Officers, Managing Directors, Senior Management Staff	23-27 Sep 2024	Mombasa	75,000
			21-25 Oct 2024	Naivasha	
			25-29 Nov 2024	Mombasa	
			9-13 Dec 2024	Mombasa	
			20-24 Jan 2025	Mombasa	
			10-14 Feb 2025	Naivasha	
			10-14 Mar 2025	Mombasa	
			14-18 Apr 2025	Naivasha	
			12-16 May 2025	Mombasa	
			9-13 Jun 2025	Naivasha	
9	International HR Convention	Chief Executive Officers, Managing Directors, Directors/Deputy Directors of Administration, Directors/Deputy Directors of HR, Heads of Directorates, Directors/Managers of Hospitals, Principal Administrative Officers, Principal Human Resource Officers, City/Municipal Managers and Administrators, Principals of Polytechnics/Colleges/Institutes	22-28 Sep 2024	Istanbul, Turkey	USD 2,200
			3-9 Nov 2024	Kigali, Rwanda	USD 1,800
			16-22 Feb 2025	Arusha, Tanzania	USD 1,800
			6-12 Apr 2025	Dubai, UAE	USD 2,200
			1-7 Jun 2025	Cape Town, South Africa	USD 1,800
10	Office Administration Master Class	Administrative Officers; Assistant Administrators, Executive Assistants, Secretaries, and other middle level officers in Public/Private Sector, commerce & Industry	23-27 Sep 2024	Mombasa	55,000
			21-25 Oct 2024	Naivasha	
			25-29 Nov 2024	Mombasa	
			9-13 Dec 2024	Mombasa	
			20-24 Jan 2025	Mombasa	
			10-14 Feb 2025	Naivasha	
			10-14 Mar 2025	Mombasa	
			14-18 Apr 2025	Naivasha	
			12-16 May 2025	Mombasa	
9-13 Jun 2025	Naivasha				



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11	Occupational Health & Safety Workshop	Directors, Administrators, Managers Senior and Middle Level Managers, Heads of Departments, Administrative Officers, Bursars, Management Accountants	23-27 Sep 2024	Mombasa	55,000
			21-25 Oct 2024	Naivasha	
			25-29 Nov 2024	Mombasa	
			9-13 Dec 2024	Mombasa	
			20-24 Jan 2025	Mombasa	
			10-14 Feb 2025	Naivasha	
			10-14 Mar 2025	Mombasa	
			14-18 Apr 2025	Naivasha	
			12-16 May 2025	Mombasa	
			9-13 Jun 2025	Naivasha	
12	Supervisory Leadership Master Class	Chief Officers; Executive Directors; Principals; Managers; Administrative Officers; and other Senior Officers in Public/Private Sector , commerce & Industry, City & Municipal Managers, Town Administrators, Administrative Officers in Urban Institutions	16-20 Sep 2024	Naivasha	55,000
			14-18 Oct 2024	Mombasa	
			11-15 Nov 2024	Naivasha	
			2-6 Dec 2024	Mombasa	
			27-31 Jan 2025	Mombasa	
			17-21 Feb 2025	Mombasa	
			24-28 Mar 2025	Naivasha	
			21-25 Apr 2025	Naivasha	
			26-30 May 2025	Mombasa	
			16-20 Jun 2025	Naivasha	
13	Corporate Administration Master Class	Chief Executives, Managing Directors, Principals, Superintendents, Directors of Private Institutions/NGOs, Heads of Departments	5-9 Aug 2024	Mombasa	75,000
			9-13 Sept 2024	Naivasha	
			14-18 Oct 2024	Mombasa	
			18-22 Nov 2024	Mombasa	
			16-20 Dec 2024	Naivasha	
			13-17 Jan 2025	Naivasha	
			3-7 Feb 2025	Mombasa	
			10-14 Mar 2025	Naivasha	
			7-11 Apr 2025	Mombasa	
			5-9 May 2025	Mombasa	
2-6 Jun 2025	Naivasha				



2024/2025 TRAINING CALENDAR OF EVENTS

14	School Administration Master Class	School Principals, Deputy Principals, Senior and Middle Level Managers, Heads of Departments, Administrative Officers, Bursars, Management Accountants	16-20 Sep 2024	Naivasha	55,000
			14-18 Oct 2024	Mombasa	
			11-15 Nov 2024	Naivasha	
			2-6 Dec 2024	Mombasa	
			27-31 Jan 2025	Mombasa	
			17-21 Feb 2025	Mombasa	
			24-28 Mar 2025	Naivasha	
			21-25 Apr 2025	Naivasha	
			26-30 May 2025	Mombasa	
			16-20 Jun 2025	Naivasha	
15	Information & Cyber Security Management Master Class	Directors/Deputy Directors of Administration, Principal Administrative Officers, Administrators, Human Resource Management Officers, Information Technology Officers, and Records Management Officers	5-9 Aug 2024	Mombasa	75,000
			9-13 Sept 2024	Naivasha	
			14-18 Oct 2024	Mombasa	
			18-22 Nov 2024	Mombasa	
			16-20 Dec 2024	Naivasha	
			13-17 Jan 2025	Naivasha	
			3-7 Feb 2025	Mombasa	
			10-14 Mar 2025	Naivasha	
			7-11 Apr 2025	Mombasa	
			5-9 May 2025	Mombasa	
2-6 Jun 2025	Naivasha				
16	Customer Experience Management Master Class	Chief Executive Officers, Managing Directors, Heads of Directorates/Departments, and Senior Management Staff	23-27 Sep 2024	Mombasa	75,000
			21-25 Oct 2024	Naivasha	
			25-29 Nov 2024	Mombasa	
			9-13 Dec 2024	Mombasa	
			20-24 Jan 2025	Mombasa	
			10-14 Feb 2025	Naivasha	
			10-14 Mar 2025	Mombasa	
			14-18 Apr 2025	Naivasha	
			12-16 May 2025	Mombasa	
			9-13 Jun 2025	Naivasha	



2024/2025 TRAINING CALENDAR OF EVENTS

17	Customer Service Management Workshop	Heads of Sections, Executive Secretaries, Reception Managers, Information Desk Managers	16-20 Sep 2024	Naivasha	55,000
			14-18 Oct 2024	Mombasa	
			11-15 Nov 2024	Naivasha	
			2-6 Dec 2024	Mombasa	
			27-31 Jan 2025	Mombasa	
			17-21 Feb 2025	Mombasa	
			24-28 Mar 2025	Naivasha	
			21-25 Apr 2025	Naivasha	
			26-30 May 2025	Mombasa	
			16-20 Jun 2025	Naivasha	
18	Administrative Leadership Master Class	Chief Executive Officers, Managing Directors, Directors/Deputy Directors of Administration, Heads of Directorates, Directors/Managers of Hospitals, Principal Administrative Officers, City/Municipal Managers and Administrators, Principals of Polytechnics/Colleges/Institutes	5-9 Aug 2024	Mombasa	55,000
			9-13 Sept 2024	Naivasha	
			14-18 Oct 2024	Mombasa	
			18-22 Nov 2024	Mombasa	
			16-20 Dec 2024	Naivasha	
			13-17 Jan 2025	Naivasha	
			3-7 Feb 2025	Mombasa	
			10-14 Mar 2025	Naivasha	
			7-11 Apr 2025	Mombasa	
			5-9 May 2025	Mombasa	
2-6 Jun 2025	Naivasha				
19	Pension Scheme Governance & Administration Master Class	Boards of Trustees for Retirement Benefit Schemes (Pension Schemes and Provident Funds)	16-20 Sep 2024	Naivasha	60,000
			14-18 Oct 2024	Mombasa	
			11-15 Nov 2024	Naivasha	
			2-6 Dec 2024	Mombasa	
			27-31 Jan 2025	Mombasa	
			17-21 Feb 2025	Mombasa	
			24-28 Mar 2025	Naivasha	
			21-25 Apr 2025	Naivasha	
			26-30 May 2025	Mombasa	
			16-20 Jun 2025	Naivasha	





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