



2025

TRAINING

CALENDAR

About Knowledge Hub Institute

The Knowledge Hub Institute Limited Kenya (KHI) is a premier institute offering training, consultancy services, background checks and board services globally. The Knowledge Hub institute offers World-Class Industry, Corporate Training and Certification Programs. Along with our global training partners, we offer the best in class training solutions, customized training and consulting services. The institute offers demand driven solutions ranging from corporate to short term MSMEs trainings with a rich pool of seasoned and dynamic speakers.

The institute's vision is to be a globally recognized leading provider of training and consulting services by providing unrivalled quality and cost-effective training and consulting services to organizations. KHI has been in the business of training and developing Africa's Human Resource Capital since its inception. We take pride in offering management education that is distinctive; but yet relevant and practical to an emerging Africa and the various management challenges in organizations. Our programs offer high-impact learning and provide solution that can be immediately applied in the workplace. The programs combine latest industry trends, acquisition of new career skills, professional networking, all part of the learning experience. As we look forward to serving you this year and beyond, we reaffirm our commitment to provide practical and result oriented training and research to enable organisations achieve their goals.

Vision

To be a globally recognized leading provider of training and consulting services.

Mission

To design and deliver high impact development programs and a wide range of consultancy services that produce outstanding human performance in organizations.

Guiding Philosophy

We are committed to create a strong and continuous improvement in human capital performance with your organization.

RETIREMENT & TRUSTEE TRAINING

TRAINING PROGRAMME	DATE 2025	DAYS	VENUE	FEES(Exc VAT)
Pension Scheme Board dynamics and strategic Trusteeship Convention	27 th – 31 st Jan	5 Days	Mombasa	KES 70,500
Pension Sector Governance, Laws and Regulations Convention	10 th – 14 th February	5 Days	Nakuru	KES 70,500
Pension scheme Board Audit, taxation, risk and investment workshop	4 th – 7 th March	4 Days	Naivasha	KES 70,500
Unlocking the future: Reigniting people to secure their future through savings & investment	22 nd – 25 th April	5 Days	Mombasa	KES 70,500
Emerging Markets investment and retirement benefits training	22 nd – 25 th April	5 Days	Mombasa	KES 70,500
Fund Investment Strategies, Portfolio Management and Analysis Workshop	19 th – 23 rd May	5 Days	Mombasa	KES 70,500
Chairperson & Trust secretaries for pension schemes program	24 th -27 th June	4 days	Naivasha	KES70,500
Pension Scheme Governance , administration and investment summit	23 rd – 26 th September	4 Days	Nakuru	KES 70,500
Emerging Markets investment and retirement benefits training	13 th – 17 th October	5 Days	Mombasa	KES 70,500
Pension Scheme Board dynamics and strategic Trusteeship Convention	17 th – 21 st November	5 Days	Mombasa	KES 70,500
Trustee and retirement benefits dialogue	15 th -19 th Dec	5 days	Naivasha	KES70,500
INTERNATIONAL PROGRAMS				
International Pension Leadership and Benchmarking Program	23 rd – 27 th September	5 Days	Indonesia	USD 2150
Employee Benefits and Benchmarking tour	21 st -25 th July	5 days	Maldives	USD 2150
Annual Retirement Readiness & Change management Summit for Executives	21 st –25 th April	5 days	Zanzibar	USD 1500
Global Pension Governance and investment Program	24 th -28 th Nov	5 days	Philippines	USD 2250

RETIREMENT READINESS AND FINANCIAL PLANNING

TRAINING COURSE	DATE	DAYS	VENUE	FEES
Pre-retirement, Psycho-social & Financial Planning training	17 th – 18 th April	2 Days	Nairobi	KES 22,500.00
Retirement Readiness, Psycho-social & Change Management Summit for Senior Officers/executives	15 th – 18 th July	4 Days	Diani	KES 80,500.00
Pre-retirement, Psycho-social & Financial Planning	24 th – 25 th July	2 Days	Nairobi	KES 22,500.00
Retirement Readiness, Psycho-social & Change Management Convention for Senior Officers/executives	13 th – 14 th Nov	5 Days	Mombasa	KES 70,500.00
Pre-retirement, Psycho-social & Financial Planning training	4 th – 5 th Dec	2 Days	Nairobi	KES 22,500.00

PEOPLE MANAGEMENT /CPD TRAININGS

TRAINING COURSE	DATE	DAYS	VENUE	FEEES
Re engineering performance management in organizations	3rd– 7 th February	5 Days	Naivasha	KES 70,500.00
Payroll Taxation Management & Audit Compliance Workshop	3rd– 7 th February	5 Days	Naivasha	KES 70,500.00
Annual Industrial framework & Workplace Relations Summit	18 th – 21st March	4 Days	Nakuru	KES 70,500.00
HR Processes, Culture & Change Management Program	15– 18 th April	5 Days	Mombasa	KES 75,500.00
Annual Employee Experience & Wellness Summit	29 th – 2 nd May	4 Days	Arusha	Usd 1200
Workplace Policies & procedures development for productivity	20 th – 24 th May	5 Days	Mombasa	KES 75,500.00
Knowledge management for management	17 th – 20 th June	4 Days	Naivasha	KES 70,500.00
Employee Benefits and Benchmarking tour	23 rd -27 th June	5 days	Egypt	USD 1050
Employee relations, performance & Discipline management within the Law	7 th – 10 th October	4 Days	Naivasha	KES 70,500.00
Kenya Labour laws & framework Seminar	4 th – 7 th Nov	4 Days	Mombasa	KES 75,500.00
INTERNATIONAL PROGRAMS				
The Global Professionals Summit 2025	15 th -16 th April 2025	2 days	Nairobi	USD 400
Employee Benefits and Benchmarking tour	21 st -25 th July	5 days	Maldives/ philippines	USD 2150

MANAGEMENT & LEADERSHIP TRAININGS

TRAINING COURSE	DATE	DAYS	VENUE	FEEES
Leadership skills for the 21st Century manager	24 th – 28 th Feb	4 Days	Nakuru	KES 75,500
New public sector Accounting standards board Pronouncements, IPSAS compliance and PFM	26 th – 30 th May	5 Days	Mombasa	KES 65,500
The 360° Leader: Emotional Intelligence in Leadership Programme	9 TH – 13 th June	4 Days	Naivasha	KES 70,500

Procurement & Contracts management for Non-Procurement professionals	17 th -20 th June 2024	4 days	Naivasha	KES 70,000
Data Management, Manipulation & Analysis using Excel for Decision Making	14 th – 18 th July	4 Days	Nakuru	KES 70,500
Data Management, Manipulation & Analysis using Power BI	16 th – 20 th June 30 th Sept-4 th Oct	4 Days	Nakuru	KES 70,500
PA Master Class: The Effective Office Management & Administrator Program	19 th – 22 nd August	4 Days	Mombasa	KES 60,500.00
Fleet & Transport Operations Management programme	19 th – 22 nd August	5 Days	Mombasa	KES 65,500.00
Successful Meetings and Minutes Writing skills	30 th Sept – 3 rd Oct	4 Days	Naivasha	KES 70,500.00
Health and Wellbeing for Leaders: Leading a Culture of Wellbeing	8 th -12 th Sept	5 days	Diani	Kes 80,000
Cyber Security, Information Governance, Legal Risk Management and Compliance with ISO Records Management	27 th -31 st Oct	5 days	Mombasa	KES 75,000
Enterprise risk management for Non-Audit managers: tools & techniques for Effective development & Implementation of ERM Framework	4 th – 7 th Nov	4 Days	Mombasa	KES 70,500.00

LEADERSHIP & CORPORATE GOVERNANCE TRAININGS

TRAINING COURSE	DATE	DAYS	VENUE	FEES
Board Readiness development Programme	26 th Feb – 1 st March	5 Days	Zanzibar	USD 1200
Corporate Governance; Ethics, Risk management for Board Members : Principles, Policies & Best Practices	25 th – 28 th March	4 Days	Nakuru	KES 70,500.00
Leadership, Governance and Board Competence Summit	16 th – 20 th June	4 Days	Diani	KES 80,500.00
Strategic Management and organizational development in the “Disruption” Age	25 th – 29 th August	5 Days	Mombasa	KES 69,500.00
Next Gen Directors programme	3 rd –7 th Nov	5 Days	Mombasa	KES 70,500.00
Governance , leadership and Ethics for public sector	1 st -5 th Dec	4 Days	Mombasa	KES 80,500.00

SHORT COURSES

TRAINING COURSE	DATE	DAYS	VENUE	FEES
Executive Certificate in Strategic Management and Leadership	12 th – 16 th May	5 days	Mombasa	79,000
Executive Certificate in Pension Governance, Administration, Investment and management	17 th – 21 st March	5 days	Mombasa	KEs 70,500
Strategic Negotiations, Arbitration and dispute Settlement	25 th - 29 th Oct	5 days	Nairobi	KEs 75,500
Mastering Procurement & Contracts Management	22 nd – 25 th October	4 Days	Naivasha	KES 70,500
KPIS Masterclass	19 th – 23 rd August	5 days	Naivasha	KES 65,500
Executive certificate in Retirement Benefits Governance, Laws and regulatory Framework	22 nd – 25 th October	5 days	Mombasa	KEs 70,500
Proposal writing and Resource mobilization	4 th - 8 th Nov	5 days	Nairobi	Kes 60,000
Senior Management & Leadership course	May /August/Oct	4 weeks	Virtual	Usd 356
Certified Training of Professional Trainers course	June/August/Sept/Nov	3 weeks	Nairobi	Kes 25,000

International trainings 5 days

TRAINING COURSE	DATE	DAYS	VENUE	FEES
Strategic Leadership, Governance Risk and oversight For Boards & CEOs Summit	23 rd – 27 th June	5 Days	Malaysia /Dubai	Usd 1950
Governance, Leadership and Management of Board Affairs	24 th -28 th Nov	5 Days	Egypt	Usd 2200
The Retirement Planning & change management Summit	1 st -5 th Dec	5 Days	Zanzibar	Usd 1500

International trainings 2 weeks

TRAINING COURSE	DATE	DAYS	VENUE	FEES
Records Management- Data Privacy: Protecting the Data in the Connected World	21 st – 24 th Oct 25	2 weeks	Arusha	Usd 1,400

Business Process Redesign & Re-Engineering: A Systematic Approach to Improve Organizational Performance Training	1 st Sept -12th, 2025	2 Weeks	Mombasa	Usd 1,600

GLOBAL PROFESSIONAL CERTIFICATIONS



CERTIFIED PROGRAMS

- Human Resource Generalist (CHRG)
- KPI Specialist (CKPIS)
- HR Business Partner 2.0 (CHRBP 2.0)
- HR Professional (CHRP)
- Business Driven HR Professional (CBDHRP)
- Senior HR Professional (CSHRP)
- Associate HR Professional (CAHRP)
- HR Analytics Professional (CHRAP)
- Learning & Development Professional (CLDP)
- HR Associate (CHRA)
- Organization Development Professional (CODP)
- Supply Chain Management Professional (CSCMP)
- Procurement Professional (CPP)
- Result based Monitoring & Evaluation Spe. (CRMES)
- Certified Financial Fraud Control Specialist (CFFCS)
- Certified Supply Chain Analyst (CSCA)
- Project Management Specialist (CPMS)
- Project Finance Analyst (CPFA)
- Financial Reporting Specialist (CFRS)
- Corporate Finance Analyst (CCFA)
- Professional Accountant (CPA)
- Corporate Accountant (CCA)
- Emotional Intelligence Specialist (CEIS)
- Cost Management Professional (CCMP)
- Human Capital Professional (CHCP)
- Total Quality Management Professional (CTQMP)
- Scrum Master (CSM)
- Risk Management Professional (CRMP)
- Certified Internal Auditor (CIA)
- and more.....



+254740342897 www.worldacademy.uk admin@knowledgehubinstitute.co.ke



POST GRADUATE DIPLOMA PROGRAMS

- Human Resource Management (PGDHRM)
- Logistic and Supply Chain Management (PGDLSCM)
- Project Management (PGDPM)
- Occupational Safety & Health (PGDOSH)
- Business Communication & Managerial Competency (PGDBCMC)
- Procurement Supply Chain Management (PGDPSCM)
- Leadership & People Management (PGDLPM)
- Business Management (PGDBM)
- Finance & Accounting (PGDFA)



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PROFESSIONAL DIPLOMA PROGRAMS

- Learning & Development (PDL)
- Accounting & Cost Management (PDACM)
- Human Capital Management (PDHCM)
- Talent Management (PDTM)
- Organization Development (PDOD)
- NGO Management (PDNGOM)
- Operation Management (PDOM)
- Total Quality Management (PDTQM)
- Economic & Cost Management (PDECM)
- Health Care Management (PDHM)
- Production Management (PDPM)
- Public Administration (PDPA)
- Marketing & Brand Management (PDMBM)
- Sales & Marketing Management (PDSMM)
- Strategic Management (PDSM)
- Entrepreneurship & Business Mgt. (PDEBM)
- Disaster & Risk Management (PDDRM)
- Administrative Excellence (PDAEx)



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DIPLOMA PROGRAMS

- Advanced Diploma in Leadership & Management (ADLM)
- Advance Diploma in Business Administration (ADBA)
- Diploma in Finance & Accounts (DFA)
- Diploma in Monitoring, Evaluation, Accountability and Learning (DMEAL)
- Diploma in Logistic & Supply Chain Management (DLSCM)
- Diploma in Talent Management (DTM)
- Diploma in Human Resource Management (DHRM)
- Diploma in Project Management (DPM)
- Diploma in Environment, Health and Safety (DEHS)
- Diploma in Business Communication (DBCom)
- Diploma in Managerial Competencies (DMCom)
- Diploma in Leadership Excellence (DLEx)
- Diploma in People Management (DPMan)



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In-house Training areas

- Financial freedom & retiring early
- Managing strategic change
- Leadership and supervision training
- Member Education & Trustee Induction
- Human Resource management & development
- Financial Wellness
- Pre-retirement / Transition management training
- Efficient Fleet management strategies-optimizing operations for corporate drivers
- Public finance Management
- Employment Life Cycle & Financial planning training
- Leadership & Corporate governance
- Board Retreats
- Team building

Target Sectors

- Public Sector

- Private sector
- Non-Governmental Organizations
- Corporate Sector
- Religious Institutions
- SME and MSME

Consultancy Services

- Strategic Plan Development and review
- Boards Governance Audit & Board Evaluation
- Policy preparation and review
- Human Resource Audit
- Development of HR-related Policies and Procedures
- Board of directors Recruitment Services
- Employees psychological support Services
- Employee and customer satisfaction
- Job Evaluation
- Work Safety Training & Audits/OSHA
- Organizational restructuring

Social media handles

LinkedIn: Knowledge hub Institute

Twitter X: Knowledge_HubIn

Instagram: Knowledge_Hubintitute

Facebook: Knowledge Hub Institute

Contact Us

Office Location

1ST FLOOR KISAUNI ROAD OPPOSITE NAIROBI WEST HOSPITAL
P.O BOX 3435 00200 NAIROBI

Telephone no.

+254 740-342897

+254721248081

Email:

admin@knowledgehubinstitute.co.ke

training@knowledgehubinstitute.co.ke

Website:

www.knowledgehubinstitute.com

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