

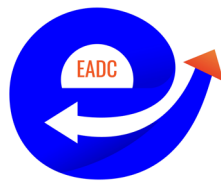
2024

**TRAINING
CALENDAR**

Equip | Develop | Sustain



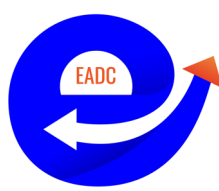
ExcellAfric
Development Center



About Us

ExcellAfric Development Center (EADC) is a leading global institution that offers training, consultancy and coaching services to businesses and individual clients in many countries across Africa and beyond. We offer quality management solutions in diverse areas of specialization in capacity building, consultancy, human capital development and coaching. We enjoy a competitive advantage of having a pool of well experienced and competent consultants. Our aim is to deliver professional and innovative solutions aimed at enhancing both organizational and individual performance. We strive to Equip, Excel and Sustain organizational performance

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+254 743 193107**

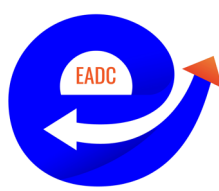


HUMANITARIAN

COURSE TITLE	DAYS	TARGET GROUP	DATES
Communication, Public Speaking & Etiquette	5	For individuals who want to enhance their ability to communicate effectively in the workplace, public settings, or in personal relationships.	https://excellafricenter.com/courses/communication-public-speaking-etiquette-training/
Project Proposal and Report Writing Skill Course	5	Professionals, researchers, and students who need to write project proposals, research reports, or academic papers	https://excellafricenter.com/courses/project-proposal-and-report-writing-skills/
Transformational leadership for effective management	5	Managers, team leaders, supervisors, and executives who want to improve their leadership skills and effectiveness in the workplace	https://excellafricenter.com/courses/transformational-leadership-for-effective-management/
Sexual harassment at the workplace	5	Employees, managers, and human resources professionals who want to teach/learn about various forms of sexual harassment, how to recognize and report it, and how to create a safe and respectful workplace	https://excellafricenter.com/courses/sexual-harassment-at-the-workplace-training/
Performance Management for Rapid Results Initiative	5	Managers, team leaders, and executives	https://excellafricenter.com/courses/performance-management-for-rapid-results-initiative/
Gender based Violence, mainstreaming, Analysis & Planning Gender in Humanitarian Action Course	5	Professionals and practitioners working in the field of humanitarian response and development	https://excellafricenter.com/courses/gender-based-violence-gbv-mainstreaming-analysis-planning-gender-in-humanitarian-action/
Compensation and Benefit Management Course	10	Human Resources Professionals Compensation and Benefits Managers HR Consultants Business Owners and Entrepreneurs Managers and Supervisors	https://excellafricenter.com/courses/compensation-and-benefit-management-training-course/
Trauma Support and Counseling Course	10	Mental health professionals, Trauma support workers, Crisis hotline volunteers, Healthcare professionals, Social service workers	https://excellafricenter.com/courses/trauma-support-and-counseling-course/

PROCUREMENT & SUPPLY CHAIN MANAGEMENT

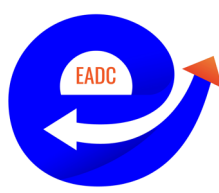
COURSE TITLE	DAYS	TARGET GROUP	DATES
Developing Fit for Purpose Tender Documents	5	Procurement Officers	https://excellafricenter.com/courses/developing-fit-for-purpose-tender-documents-course/
Complete Procurement Cycle	5	Procurement Officers	https://excellafricenter.com/courses/complete-procurement-cycle-training/



COURSE TITLE	DAYS	TARGET GROUP	DATES
Stores Management	5	Procurement and Stores Managers.	https://excellafricdevcenter.com/courses/stores-management-course/
Public procurement and Disposal Course for Tender, Procurement and Evaluation Committees	5	Procurement staff, Internal Auditors, Procurement committee members	https://excellafricdevcenter.com/courses/public-procurement-and-disposal-course-for-tender-procurement-and-evaluation-committees/
A Modern Approach to Procurement	5	Procurement staff, Internal Auditors, Procurement committee members	https://excellafricdevcenter.com/courses/a-modern-approach-to-procurement-course/
Purchasing and Supply Chain Management	5	Procurement staff, Internal Auditors, Procurement committee members	https://excellafricdevcenter.com/courses/purchasing-and-supply-chain-management/
Contract Drafting, Negotiation skills and Procurement Management	5	Procurement staff, Internal Auditors, Procurement committee members	https://excellafricdevcenter.com/courses/contract-drafting-negotiation-skills-and-procurement-management/

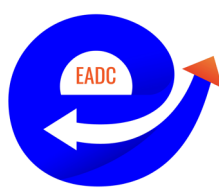
AUDIT & RISK MANAGEMENT

COURSE TITLE	DAYS	TARGET GROUP	DATES
Business Continuity Management (BCM) and Disaster Preparedness	5	Risk Managers and Compliance Officers	https://excellafricdevcenter.com/courses/business-continuity-managementbcm-and-disaster-preparedness/
Anti-Money Laundering and Combating the Financing of Terrorism	5	Operations Staff in the Financial Sector	https://excellafricdevcenter.com/courses/anti-money-laundering-and-combating-the-financing-of-terrorism/
Risk Management and Strengthening Internal Controls in Banks	5	Internal Auditors, Risk Managers and Compliance Officers in the financial sector.	https://excellafricdevcenter.com/courses/risk-management-and-strengthening-internal-controls-in-banks/
Enterprise Risk Management	5	Business Managers, Risk Managers, Senior IT Professionals	https://excellafricdevcenter.com/courses/enterprise-risk-management-course/
Information Systems & IT Risk Management	5	IT staff	https://excellafricdevcenter.com/courses/information-systems-it-risk-management-course/
Report Writing for Internal Auditors	5	Auditors	https://excellafricdevcenter.com/courses/report-writing-for-internal-auditors-course/

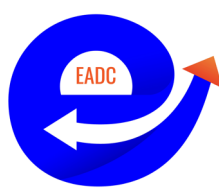


LEADERSHIP AND MANAGEMENT WORKSHOPS

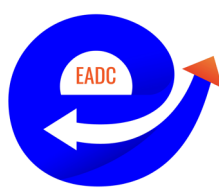
COURSE TITLE	DAYS	TARGET GROUP	DATES
Effective Supervision and Building Working Teams	5	Managers, Assistant Managers & Supervisors	https://excellafricdevcenter.com/courses/effective-supervision-and-building-working-teams/
Strategic Leadership and Management Course for Senior Managers	5	Senior Managers.	https://excellafricdevcenter.com/courses/strategic-leadership-and-management-course-for-senior-managers/
Conflict Management and Emotional Intelligence	5	Senior and Middle Level Managers.	https://excellafricdevcenter.com/courses/conflict-management-and-emotional-intelligence/
Leadership Innovation and Change Management	5	Senior and Middle Level Managers.	https://excellafricdevcenter.com/courses/leadership-innovation-and-change-management/
Labour Laws	5	HR officers	https://excellafricdevcenter.com/courses/labour-laws-course/
Developing Strategic Skills for organizational improvement	5	Senior and Middle Level Managers.	https://excellafricdevcenter.com/courses/developing-strategic-skills-for-organizational-improvement/
New Managers Development Programme	5	New Managers	https://excellafricdevcenter.com/courses/new-managers-development-programme/
Senior Management Development Program	5	Senior and Middle Level Managers.	https://excellafricdevcenter.com/courses/senior-management-development-programme/
Leading High Performing Teams	5	Senior and Middle Level Managers.	https://excellafricdevcenter.com/courses/leading-high-performing-teams/
Effective Communication and Report Writing	5	Senior and Middle Level Managers.	https://excellafricdevcenter.com/courses/effective-communication-and-report-writing/



COURSE TITLE	DAYS	TARGET GROUP	DATES
Management of Security in Banks and Financial Institutions	5	Security Officers.	https://excellafricdevcenter.com/courses/management-of-security-in-banks-and-financial-institutions/
Effective Customer Service, Interpersonal Skills and Public Relations	5	Staff who deal with external and internal customers	https://excellafricdevcenter.com/courses/effective-customer-service-interpersonal-skills-and-public-relations/
Records, Documents and Archive Management	5	Secretaries, Registry staff	https://excellafricdevcenter.com/courses/records-documents-and-archive-management/
Corporate Governance and Leadership	5	Senior and Middle Level Managers.	https://excellafricdevcenter.com/courses/corporate-governance-and-leadership-course/
Secretaries and Administrative Assistants Training	5	Secretaries and Administrative Assistants	https://excellafricdevcenter.com/courses/secretaries-and-administrative-assistants-training/
Pre- Retirement Training	5	All employees who are planning and are preparing to retire. Age 45 and above	https://excellafricdevcenter.com/courses/pre-retirement-training/
Change Management and Building Working Teams	5	Managers and Supervisors, Change Champions	https://excellafricdevcenter.com/courses/change-management-and-building-working-teams/
Coaching and Mentoring in Organizations	5	Senior and Middle Level Managers.	https://excellafricdevcenter.com/courses/coaching-and-mentoring-in-organizations-course/
Decision Making and Planning Skills	5	Senior and Middle Level Managers.	https://excellafricdevcenter.com/courses/decision-making-and-planning-skills/
Human Resource Management and Evaluation	5	HR Staff	https://excellafricdevcenter.com/courses/human-resource-management-and-evaluation-course/
Advanced Big Data Analytics/Data Science	10	Staff in Finance, Economics, Statistics and Research Departments	https://excellafricdevcenter.com/courses/advanced-big-data-analytics-data-science/



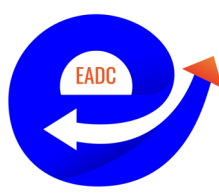
COURSE TITLE	DAYS	TARGET GROUP	DATES
HR for non-HR professionals	5	HR Staff	https://excellafricdevcenter.com/courses/hr-for-non-hr-professionals-course/
Human Resource Management and Development	5	HR Staff	https://excellafricdevcenter.com/courses/human-resource-management-and-development/
Strategic Human Resource Management	5	HR Staff	https://excellafricdevcenter.com/courses/strategic-human-resource-management/
Occupational Health and Safety Management	5	All staff	https://excellafricdevcenter.com/courses/occupational-health-and-safety-management/
Workshop on Creative Leadership and Innovative Management	5	Senior Managers	https://excellafricdevcenter.com/courses/workshop-on-creative-leadership-and-innovative-management/
Transformational change and Leadership effectiveness	5	Senior Managers	https://excellafricdevcenter.com/courses/transformational-change-and-leadership-effectiveness/
Beyond the Executive Assistant	5	Secretaries, Administrative Assistants	https://excellafricdevcenter.com/courses/beyond-the-executive-assistant-training/
Project Management	5	Staff handling projects	https://excellafricdevcenter.com/courses/project-management-course/
Strategic Change Management Workshop	5	Senior level staff and change champions	https://excellafricdevcenter.com/courses/strategic-change-management-workshop/
Management & Leadership skills program for Executive Secretaries & Administrative Assistance.	5	Executive Secretaries & Administrative Assistance	https://excellafricdevcenter.com/courses/management-leadership-skills-program-for-executive-secretaries-administrative-assistance/
Documents Compliance and Records Management	5	Executive Secretaries & Administrative Assistance and Registry staff	https://excellafricdevcenter.com/courses/documents-compliance-and-records-management/



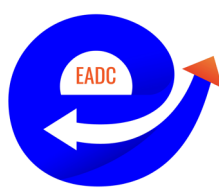
COURSE TITLE	DAYS	TARGET GROUP	DATES
Stores & Warehouse Management	5	Stores Managers and staff working in stores and warehouses	https://excellafricdevcenter.com/courses/stores-warehouse-management/
Leadership Effectiveness and Organizational Performance Workshop	8	Senior level Managers and executives	https://excellafricdevcenter.com/courses/leadership-effectiveness-and-organizational-performance-workshop/
Big Data Analytics/ Data Science	5	Research Officers, HR staff, and all staff who need exposure of smart data analytics	https://excellafricdevcenter.com/courses/big-data-analytics-data-science/
Foundation Course for Bank Examiners/ Financial Analysts	5	Financial Regulators, Banking and Financial Institution, Auditors and Assurance, Risk Management Specialists.	https://excellafricdevcenter.com/courses/foundation-course-for-bank-examiners-financial-analysts/
Practical Application of IFRS	5	Accountants and Finance Professionals, Auditors and Assurance Professionals, Financial Consultants	https://excellafricdevcenter.com/courses/practical-application-of-ifrs/
Regional Economics Integration Program	10	Economic Analysts, Business Executives and Entrepreneurs, Trade and Investment Professionals, Consultants and Analysts	https://excellafricdevcenter.com/courses/regional-economics-integration-program/
Monetary Policy Implementation Course	10	Economists, Professionals in Banking and Finance, Researchers and Academics, Financial Analysts, Journalists and Media Personnel	https://excellafricdevcenter.com/courses/monetary-policy-implementation-course/
Macroeconomic Diagnostics & Management Course	8	Middle to senior level officials in central banks	https://excellafricdevcenter.com/courses/macroeconomic-diagnostics-course/

GEOGRAPHIC INFORMATION SYSTEMS (GIS) AND REMOTE SENSING

COURSE TITLE	DAYS	TARGET GROUP	DATES
Introduction to GIS using ArcGIS and QGIS	10	New to GIS and wants to learn the basics of GIS software and data management.	https://excellafricdevcenter.com/courses/introduction-to-gis-using-arcgis-and-qgis/
Remote Sensing and GIS for Public Health and Epidemiology	10	Professionals and experts to use remote sensing data to solve real-world problems.	https://excellafricdevcenter.com/courses/remote-sensing-and-gis-for-public-health-and-epidemiology/



COURSE TITLE	DAYS	TARGET GROUP	DATES
Advanced Web-based Mapping Applications using Open Source GIS Tools course	10	GIS professionals who want to expand their skills and knowledge of advanced GIS techniques	https://excellafricdevcenter.com/courses/advanced-web-based-mapping-applications-using-open-source-gis-tools-course/
Remote Sensing Applications	10	Professionals and experts to use remote sensing data to solve real-world problems	https://excellafricdevcenter.com/courses/remote-sensing-applications-course/
Web based GIS and Mapping Course	10	GIS professionals or web developers who want to learn how to develop web-based GIS applications	https://excellafricdevcenter.com/courses/web-based-gis-and-mapping-course/
GIS Analysis in Water Sanitation and Hygiene (WASH) Course	10	Suitable for environmental professionals: such as ecologists, environmental engineers.	https://excellafricdevcenter.com/courses/gis-analysis-in-water-sanitation-and-hygiene-wash-course/
GIS for Urban Planning	10	Urban planners, transportation planners, architects, and other professionals	https://excellafricdevcenter.com/courses/gis-for-urban-planning-course/
Instructional GIS Implementation	10	Suitable for Instructors, and trainers who want to incorporate GIS into their teaching curriculum or training programs	https://excellafricdevcenter.com/courses/instructional-gis-implementation-course/
Quantitative Data Management and Analysis with SAS	10	Researchers, data analysts, and GIS professionals who want to learn advanced techniques for analysing spatial data	https://excellafricdevcenter.com/courses/quantitative-data-management-and-analysis-with-sas/
GIS Application in Disaster Risk Reduction Course	10	Disaster Management Professionals GIS Specialists, Urban and Regional Planners, Environmental and Natural Resource Managers	https://excellafricdevcenter.com/courses/gis-application-in-disaster-risk-reduction-course/
Remote Sensing and GIS	10	Agriculture and food security planners, Climate change and sustainability officers, GIS and remote sensing specialists.	https://excellafricdevcenter.com/courses/remote-sensing-and-gis/
Remote Sensing and GIS in Multi Hazard Early Warning Systems Course	10	Disaster Risk Managers Emergency Response Personnel GIS and Remote Sensing Specialists Environmental Scientists and Researchers and Urban Planners and Architects	https://excellafricdevcenter.com/courses/remote-sensing-and-gis-in-multi-hazard-early-warning-systems-course/
GIS Spatial Data Analysis Course	10	Researchers, data analysts, and GIS professionals who want to learn advanced techniques for analysing spatial data	https://excellafricdevcenter.com/courses/gis-spatial-data-analysis-course/



How to Apply

1. Select a course

Select a course from the thematic areas

2. Registration

Brochures and Registration forms are available on request or email info@excellafricenter.com or training.excellafricenter@gmail.com with your request

3. Feedback

Our customer service team will send you the necessary administrative and financial documents as well as additional information

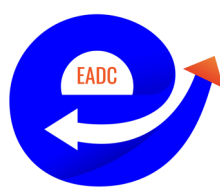
4. Administration process

Customer service team will assist you with the reservations at the hotels where you have negotiable preferential rates

5. Registration Fee

We do not charge our clients for registration; it is absolutely free.

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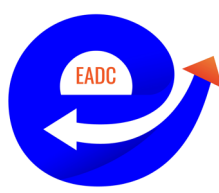


ABOUT US

We strive to equip, Excel and sustain organizational performance

We are Passionate About Intellectual Capital Development.

- Training & Consultancy Services
- Employee Coaching & Mentorship
- Change Management Services
- Team Building
- Resource Management Services
- Corporate Governance
- Speech Writing
- Presentation Skills
- Media Advisory Services
- Public Health Relations Management
- Leadership & Corporate Governance
- Ethics and Governance
- Events Management
- Communication Skills



ExcellAfric Development Center

Equip | Develop | Sustain

Achieve your goals with ExcellAfric Development Center.

ExcellAfric Development Center (EADC) is a leading global institution that offers training, consultancy and coaching services to businesses and individual clients in many countries across Africa and beyond. We offer quality management solutions in diverse areas of specialization in capacity building, consultancy, human capital development and coaching. We enjoy a competitive advantage of having a pool of well experienced and competent consultants. Our aim is to deliver professional and innovative solutions aimed at enhancing both organizational and individual performance.

Our Vision

Leading Provider

To be a Leading provider of training and consultancy Services for intellectual capital development and excellent organizational performance in both public and private institutions in Africa and beyond.

Our Mission

Equip, Develop, Sustain.

To equip, develop and sustain organisations with intellectual, social and quality human capital through capacity building, training, coaching, research and innovation in the agile environment.