



KUSCCO LTD.
Kenya Union of Savings & Credit Co-operatives Ltd.

- The SACCO Family Union -



EDUCATION AND TRAINING CALENDAR 2019

Registered with the National Training Authority (NITA) Regn. No.: NITA/TRN/405

INTERNATIONAL BENCHMARKING VISITS

MONTH	ACTIVITY	VENUE
January	Study Visit	Israel
April	Study Visit	India
April	Study Visit	Dubai
July	WOCCU Conference	Bahamas
August	Study Visit	Ireland
August	Study Visit	Dubai
October	International Cooperative Alliance Conference	Rwanda
November	Study Visit	Canada
December	Study Visit	Hong Kong & China

NATIONAL BOARD TRAINING PROGRAMME

DATE	SEMINAR COURSE TITLE	TARGET GROUP	HOTEL
20th - 22nd Feb	4th KUSCCO SACCO Leaders Convention	Board, Supervisory, CEOs, HODs	Pride Inn Paradise Hotel
11th - 15th March	Impact of Finance Act 2018 on SACCO Financial Performance	Board, Supervisory	Sarova, Whitesands, Mombasa
25th - 29th March	Strategic Issues on Collateral Management	Credit Committee	Leisure Lodge, Ukunda
8th - 12th April	Tender Management Process, Assessment and Governance	Board/Supervisory	Flamingo by Pride Inn
15th - 19th April	SACCO Board Audit Committee Workshop	Audit /Supervisory	Jacaranda Indian Ocean Beach Resort
29th Apr - 3rd May	Managing Shareholder Value: Creation and Sustainability of Growth in SACCOs	Board	Travellers Beach
13th - 18th May	New Directors Induction Workshop	Newly Elected Board/Supervisory	Pride Inn Paradise Hotel, Mombasa
27th -31st May	Strategic Brand Positioning, Communication and Corporate Reputation	Board, CEOs	Water Buck Hotel, Nakuru
10th - 14th June	Credit Management: Individual Lending and Delinquency Management	Credit Committee	Sarova White Sands
24th - 28th June	Digital Leadership in the 21st Century	Board, CEOs	Flamingo, Shanzu
8th - 12th July	IT Security, Strategic Planning, Policy and Leadership	Board, CEOs	The Vic, Kisumu
22nd - 26th July	Emerging Issues on SACCO Taxation	Board, CEOs	Travellers Beach, Mombasa
5th - 9th August	Executive Board Symposium	Executive Committee	The Gambia
12th- 16th August	Annual Supervisory Conference	Supervisory Committee	South Africa
19th - 23rd August	Aligning SACCO Financial Reporting to IFRS's Development	Board, CEOs	Leisure Lodge Beach Hotel
26th - 30th August	Women on Board; Succeeding as a Corporate Leader	Board/Supervisory/CEOs/HOD	Leisure Lodge Beach Hotel
9th - 13th Sept	Design, Roll-Out and Monitor of Micro Credit Operations	Credit Committee	Jacaranda Indian Ocean Beach Resort
23rd - 27th Sept	Risk Culture in Co-Operatives: Pre-Disposition to Risk and Business Performance	Audit Committee, Supervisory Committee	Pride Inn Paradise Hotel, Shanzu
7th - 11th October	Integrating Budgeting, Forecasting and Business Planning in SACCO Management	Board	Jacaranda Indian Ocean Beach Resort
21st - 25th October	Embracing the Youth in the SACCO Leadership and Governance	Board	Travellers Hotel, Mombasa
11th - 15th Nov	Reward as an Enabler of Culture and Performance	Board	Sarova Whitesands, Mombasa
2nd - 7th December	The Annual Leaders Summit	Board/Supervisory, CEOs	Leisure Lodge, Ukunda

WE ALSO OFFER

**IN-HOUSE TRAINING SESSIONS
TEAM-BUILDING SESSIONS**

RESEARCH AND CONSULTANCY SERVICES

THE BOARD	THE STAFF	THE CUSTOMERS
Desires to: - Achieve strategic objectives - Win over winners - Achieve exceptional returns for members investments	Desire to have: - Better working environment - Policies that make their work easier - Better products to achieve target	Desire: - Good products and services - Reasonable borrowing rates - Higher dividends
HOW CAN WE HELP? - Strategic decisions and implementation - Policy formulation - Brand strategy & implementation	HOW CAN WE HELP? - Employee engagement programmes - HR structure, policy & strategies	HOW CAN WE HELP? - CRM strategy - Marketing & communication

For these and much more, Contact: Education and Training Department: (020) -2730191/2722927 • (020) – 2725154 (Direct line Education Department)
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NATIONAL STAFF TRAINING

DATE	SEMINAR COURSE TITLE	TARGET GROUP	HOTEL
11th - 15th Feb	Road Safety & Security Management	Drivers/Security Managers/Security Officers	The Reef Hotel, Mombasa
4th - 8th March	Office Assistant in the 21st Century	Office Assistants/Clerks/Administrative Staff	Bamburi Beach Hotel
18th - 22nd March	New SACCO Managers and Supervisors Induction		
8th - 12th April	Aligning SACCO Financial Reporting to IFRS Developments	Finance Managers/Accountants/Credit Managers	The Reef Hotel, Mombasa
15th - 19th April	Design, Roll and Monitor of Micro-credit Loans	Credit Managers/Credit Officers/Micro Credit Staff	Jacaranda Indian Ocean Beach Resort, Ukunda
6th - 10th May	Management of SACCO FOSA Operations	Branch Managers/Customer Care Officers/Tellers	Flamingo Pride Inn
13th - 17th May	Talent Management in the 21st Century	HR Managers/ HR Officers	Pride Inn Paradise, Mombasa
20th - 24th May	Cybercrime and Fraud and its Impact to SACCO Operations	IT Managers/Branch Managers/Internal Auditors	Flamingo by Pride Inn
3rd - 7th June	The Annual Customer Service Conference	Customer Care/Marketing Managers/Marketing Officers	Travellers Beach Hotel
10th - 14th June	Mastering Debt Collection in SACCOs	Credit Managers/Credit Officers/Debt Recovery Officers	Jacaranda Indian Ocean Beach Resort, Ukunda
17th - 21st June	Strategic Brand Positioning, Communication and Corporate Reputation	Marketing Managers/Business Development Managers	Travellers Beach Hotel
24th - 28th June	Annual CEO's Summit	CEOs	Leisure Lodge Resort, Ukunda
1st - 5th July	Virtual Electronic Record Management in the 21st Century	Records Managers/Archive Managers/Registry Officers	Flamingo by Pride Inn Beach
8th - 12th July	Tax Compliance in SACCOs	Finance Managers/Accountants/Finance Officers/Accounts Assistants	Travellers Beach Hotel
22nd - 26th July	Internal Auditors Workshop: Beyond the Basics, Essential Skills and Practices	Internal Auditors	Pride Inn Paradise, Mombasa
5th - 9th August	Towards Asset Quality: Application of Operating Risk Analysis in Credit Evaluation	Branch Managers/Credit Managers/Credit Officers	The Reef Beach Hotel
12th - 16th August	Forensic Audit, Fraud and Internal Controls Workshop	Internal Audit Managers/Internal Audit Officers	Flamingo by Pride Inn
19th - 23rd Aug	SACCO Accountants Convention	Finance Managers/Accountants	Sarova Whitesands Beach Resort & Spa
26th - 30th August	21st Century PA and Secretaries	P.As/Executive Secretaries	Bamburi Beach Hotel
9th - 13th Sept	Embedding a Customer Care Culture in SACCO's	Customer Service Managers/Customer Service Officers	Jacaranda, Indian Ocean Beach Resort
16th - 20th Sept	Collateral Management in SACCOs	Credit Managers/Debt Collection Officers/Credit Officers/Loan Officers	Pride Inn Paradise, Mombasa
14th - 18th Oct	Occupational Safety and Health at the Workplace	HR Managers/HR Officers	The Reef Hotel
28th Oct - 1st Nov	Finance Boot Camp for Non-Finance Professionals	HODs	Jacaranda, Indian Ocean Beach Resort
4th - 8th Nov	Modern Approaches in SACCO Operations Management	Operations Manager/Branch Managers	Flamingo by Pride Inn
2nd - 6th Dec	Procurement Process and Management in SACCOs	Procurement Managers/Procurement Officers	Travellers Beach

INVESTMENT SUMMITS

DATE	SEMINAR COURSE TITLE	TARGET GROUP	HOTEL
6th - 10th May	Housing and Investment Cooperative leaders' summit	Board, CEOs	Sarova White sand Beach Resort & Spa
14th - 18th October	Effective Project Management for SACCOs	Board, CEOs	Flamingo by Pride Inn

WE ALSO OFFER

IN-HOUSE TRAINING SESSIONS TEAM-BUILDING SESSIONS

AGRIBUSINESS UNIT

SERVICES OFFERED

- Training on Agribusiness Finance
- Consultancy on Agribusiness Product Development
- Crop Insurance
- Savings and Lending through KUSCCO KILIMO SCHEME

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NAIROBI REGION

DATE	SEMINAR COURSE TITLE	TARGET GROUP	HOTEL
2nd March	Financial Auditing and Reporting for SACCOs	Board and Staff	Hilton
8th March	Implementing a Successful Customer Relationship Strategy	Staff	Laico
23rd March	Tax Compliance in Co-Operatives and Tax Returns	Board and Staff	Pan Afric
13th April	Balanced Scorecard and other Performance Score Card	Staff	Hilton
4th May	Women in Cooperatives	Board and Staff	Crowne Plaza
25th May	Board Induction	Board	Panafric
8th June	Chairman Forum	Chairpersons	Radisson Blu
29th June	Structuring and Implementation of Credit Management Strategies in SACCOs	Board Credit Committee	Hilton
13th July	Annual Supervisory Forum	Board Supervisory	Crowne Plaza
29th July - 3rd August	Exposure Visit	Board	Gaberone, Botswana
10th August	Annual County Forum	Board	Mwalimu National Hall
31st August	Annual Accountants Forum	Staff	Hilton
14th September	Housing and Investment Cooperatives	Board and Staff	Panafric
28th September	SACCO Growth and Profitability through ICT Integration	Board	Laico
26th September	Strategic Brand Positioning, Communication and Corporate Reputation	Staff	Hilton
16th November	Current Trends in Guarantorship and Collateral Management in SACCOs	Board	Hilton

WE ALSO OFFER

**IN-HOUSE TRAINING SESSIONS
TEAM-BUILDING SESSIONS**

IN HOUSE TRAININGS

- ✓ Human Resource Management & Administration
- ✓ Team Building
- ✓ Leadership & Management
- ✓ SACCO Governance
- ✓ Savings Mobilization and Capitalization
- ✓ Roles and Responsibilities of Board
- ✓ Micro Credit Training for Staff & Board
- ✓ Interpretation of Financial Statements
- ✓ Aligning SACCOs Financial Reporting to IFRS Developments
- ✓ Cybercrime Security and Fraud Management
- ✓ Guarantor Management

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MT. KENYA REGION

DATE	SEMINAR COURSE TITLE	TARGET GROUP	HOTEL
7th February	Diversification and Perfection of Securities in Lending	Credit (Board and Staff)	Meru Paramount, Meru
9th March	Roles and Duties of Newly Elected Board Members	Board	Kaputei Hotel, Kitengela
14th March	Internal Auditors Workshop: Beyond the Basics, Essential Skills and Practices (S/B)	Audit (Board and Staff)	Coconut Grill, Thika
11th April	Credit Management and Debt Recovery Strategies	Credit (Board and Staff)	Green Hills, Nyeri
25th April	Forensic Audit, Fraud and Internal Controls Workshop (B/S)	Board/Staff	Royal Prince, Meru
16th May	Product Diversification and Marketing	Board/Staff	Izaak Walton Hotel, Embu
8th June	Customer Relationship Management and Service Excellence	Board/Staff	Inter Leisure, Kitengela
13th June	Strategic Brand Positioning, Communication and Corporate Reputation	Board/staff	Meru Paramount, Meru
4th July	Directors Induction for Effectiveness	Board	Eton, Thika
3rd August	Budgeting and Budgetary Control in SACCOs	Board /Staff	Kaputei Hotel, Kitengela
5th August	Exposure Visit	Board/Snr. Staff	Ghana
15th August	Financial Reporting and Auditing for SACCO's	Board/Staff	Nokras Hotel, Muranga
12th September	Customer Service Excellence: How to Win and Keep Customers	Board/Staff	Panesic Hotel, Embu
17th October	Cyber Security Risk Assessment & Management	Board/staff	Green Hill Hotel, Nyeri
7th November	Public Procurement Best Practices	Board/Staff	Coconut Grill, Thika
26th - 29th Nov	Mt. Kenya Leaders forum	Board/CEOs	Sportsman-Arms Hotel, Nanyuki

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RIFT VALLEY REGION

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6th - 9th March	Strategies for Savings mobilization and Capitalization	Board and Staff	Vic Hotel, Kisumu
27th - 30th March	Aligning Customer Relation Management and Service Excellence	Customer Care Officers	Starbucks Hotel, Eldoret
13th April	Creating a winning Market Strategy	SACCO Delegates and Marketing Staff	Nuru Palace Hotel, Nakuru
12th April	Creating a winning market Strategy	SACCO Delegates and Marketing Staff	Sunshine Hotel, Kericho
27th April	Creating a winning market Strategy	SACCO Delegates and Marketing Staff	Winstar Hotel, Eldoret
15th - 18th May	Supervisory Committee Performance and Accountability	Supervisory, Audit and Ethics Committees (Board)	Travellers Hotel, Mombasa
29th May - 1st June	Annual SACCO Marketer's Boot Camp	Marketing Managers and Marketing Officers	Royal City Hotel, Kisumu
12th - 15th June	Accountants Convention.	Accountants, Finance Managers and Auditors	Waterbuck Hotel, Nakuru
12th - 15th June	Accountants Convention.	Accountants, Finance Managers and Auditors	Waterbuck Hotel, Nakuru
26th - 29th June	IFRS 9, 15 and 16 Training and Implementations	Board/CEOs/HODs	Vic Hotel, Kisumu
8th - 12th July	Effective Communication and Reporting International Practices	Executive Secretaries/Administrative Assistants	Reef Hotel, Mombasa
24th - 27th July	Emerging Issues on Income Tax Act Affecting Co-operatives	Board and Staff	Starbucks Hotel, Eldoret
13th July	High Performance Teams and Service Excellence	SACCO Delegates and Branch Officials	Waterbuck Hotel, Nakuru
19th July	High Performance Teams and Service Excellence	SACCO Delegates and Branch Officials	Sunshine Hotel, Kericho
27th July	High Performance Teams and Service Excellence	SACCO Delegates and Branch Officials	Starbucks Hotel, Eldoret
14th - 17th August	Personal Financial Planning and Management	Board and Staff	Nuru Palace Hotel, Nakuru
26th - 30th August	SACCO Leaders' Exposure Visit	Board and Staff	Malawi
23rd - 27th September	Human Resource Manager: Standards for Sustainability	Human Resource Managers/Officers	Pride Inn Paradise, Mombasa
23rd - 26th October	Emerging Trends in Record Management and Information Security	Board and Staff	Farm view Hotel, Busia
27th - 30th November	Fraud, Crime and its Impact on Operations	Board and Staff	Heritage Hotel, Naivasha
2nd - 6th December	Rift Valley Leaders' Summit	Board and Supervisory Committee	Reef Hotel, Mombasa

WE ALSO OFFER

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- ✓ Roles and Responsibilities of Board
- ✓ Micro Credit Training for Staff & Board
- ✓ Interpretation of Financial Statements
- ✓ Aligning SACCOs Financial Reporting to IFRS Developments
- ✓ Cybercrime Security and Fraud Management
- ✓ Guarantor Management

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WESTERN REGION

DATE	SEMINAR COURSE TITLE	TARGET GROUP	HOTEL
20th - 23rd February	Aligning SACCO Financial Reporting to IFRS's Developments	Finance and Admin. Committee & Staff	Rockwell Hotel, Kisumu
14th March	Integrating Budgeting, Forecasting and Business Planning in SACCO Management	Board and Supervisory Committee	Dan's Hotel, Kisii
15th March	Integrating Budgeting, Forecasting and Business Planning in SACCO Management	Board and Supervisory Committee	Rockwell Hotel, Kisumu
16th March	Integrating Budgeting, Forecasting and Business Planning in SACCO Management	Board and Supervisory Committee	Elegant Hotel, Bungoma
17th - 20th April	Sustainability Planning: Profitability while Safeguarding SACCO Resources	Board/Staff	Winstar Hotel, Eldoret
8th - 11th May	Professional Marketing of SACCO Products and Customer Relationship Management	Marketing Officers, Customer Relation Officers and Cashiers/Tellers	Royal city Hotel, Kisumu
22nd - 25th May	Incorporating Modern Lending Techniques in Credit Management	Board	Itoya Hotel, Busia
5th - 8th June	SACCO Growth and Profitability through ICT Integration	Board and Staff	Chester Hotel, Nakuru
27th June	Best Practices in Leadership and Performance Management	Board	Mocha Hotel, Kisii
28th June	Best Practices in Leadership and Performance Management	Board	Royal City Gardens Hotel, Kisumu
29th June	Best Practices in Leadership and Performance Management	Board	Golf Hotel, Kakamega
17th - 20th July	Designing, Roll-out and Monitoring of Micro-lending Facilities	Board and Staff	Itoya Hotel, Busia
6th - 9th August	Digital Customer Support Trends in a Dynamic Environment	Staff	Waterbuck Hotel, Nakuru
2nd - 6th August	Educational Tour	Newly appointed Managers, Supervisors	Swaziland
18th - 21st September	Forensic Audit , Fraud and Internal Controls Workshop	Audit and Supervisory Committee	Royal City Hotel, Kisumu
13th - 16th October	Debt Management in SACCOs	Board and Staff	Exotic Hotel, Kericho
24th October	Managing Shareholder Value, Creation and Sustainability of Growth In SACCOs	Board	Mocha Hotel, Kisii
25th October	Managing Shareholder Value, Creation and Sustainability of Growth In SACCOs	Board	Rockwell Hotel, Kisumu
26th October	Managing Shareholder Value, Creation and Sustainability of Growth In SACCOs	Board	Kakamega Milimani Resort, Kakamega
12th - 15th November	Risk Culture in Co-operatives: Pre-disposition to Risk and Business Performance	Board	Farmview Hotel, Busia

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- ✓ Roles and Responsibilities of Board
- ✓ Micro Credit Training for Staff & Board
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COAST REGION

DATE	SEMINAR COURSE TITLE	TARGET GROUP	HOTEL
9th February	Aligning SACCO Financial Reporting to IFRS 9 Development.	Board and Staff	Pride Inn Hotel & Investment Ltd
16th March	Effective Utilization of SACCO Resources for Personal Economic Empowerment	SACCO Delegates/ Members	Pride Inn Hotel & Investment Ltd
12th - 13th April	Digital credit: Leveraging on ICT in credit decision	Board and Staff	Diani Sea Lodge Residential
20th April	Competitive Strategies For Savings Mobilization & Capitalization	Board and Staff	Royal Court
10th & 11th May	Impact of Finance Act 2018 on SACCO Performance	Board and Staff	Voi Residential
18th May	Customer Delight Practices in the Digital Era	Staff	Bliss
8th June	Board Induction for Effectiveness	Board	Bliss
27th & 28th June	Design, Rollout and Monitor Micro-Credit Facilities	Board and Staff	Royal City Milimani, Kisumu
20th July	Effective Debt Management And Recovery Strategies for SACCOs	Board and Management	Bliss
10th August	Tax Compliance in Co-operatives: Tax Filing and Tax Returns	Board and Staff	Royal Court
24th August	Emerging Trends in Record Management and Information Security	Board and Staff	Bliss
12th & 13th September	Aligning SACCO Procurement Policy with the Public Procurement Act	Board and Staff	Ufanisi Hotel Kisumu Residential
25th September	Accountants Summit	Board and Staff	Reef
5th October	Strategic Marketing of SACCO Products and Services	Board and Staff	Reef
26th October	Competitive Strategies for SACCO Growth and Profitability	Board and Staff	Reef
9th November	Effective Budgeting and Operations Cost Control	Board and Staff	Bliss
16th November	Leadership in the Digital Era	Board and Staff	Pride Inn Hotel & Investment Ltd

REGIONAL OFFICES

HEAD OFFICE

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