



BoraSoft^{Ltd}
...Inspiring Solutions

2017-2018 Training Calendar

About Us

Borasoft recognizes that organizations obtain superior performance by holding exceptional training workshops and integrating the outcomes of trainings into the daily activities of the organization(s). Our training and capacity building programmes are designed to help organizations achieve sustainability and enable them apply skills learnt from any of our exceptional workshops to achieve their mission and increase organizational effectiveness. We offer both client tailored in-house and open trainings programmes to strengthen management & governance of organizations as they seek to improve their performance and impact.

Together with keeping up with international standards, Borasoft training programmes offer updated content fashioned to empower organizations to translate objectives and goals into measurable benefits and profitability as well as overall organizational development. Our workshops are headed and facilitated by seasoned professionals whose ambition and passion is to provide quality, practical knowledge and skills in their areas of expertise. To continually provide quintessential organizational solutions, we have partnered with global leaders in organizational development such as the British Standards Institution (BSI) that trains organizations on performance improvement and how to achieve sustainable growth.

Borasoft is registered with the National Industrial Training Authority (NITA) - **NITA/TRN/932** and the Kenya Bureau

of Standards (KEBS) - **KEBS/NQI/M/COR/32** as a training provider in the under mentioned subject matters & has consistently engaged organizations through open trainings and in house training. Our expertise, therefore, has been drawn from the long experience and acquisition of pragmatic knowledge in offering real time and quality solutions to our clients.

To that effect, Borasoft endeavors to carry out various trainings every year in a bid to continually enable organizations to maximize their abilities and ensure optimal utilization of the resources available to them. Our courses and trainings are structured around the below shortlisted subject matters:

- Information Security management Systems
- Quality Management Systems
- Team development
- Leadership , Governance & Management
- Strategy formulation & implementation
- Group dynamics
- Procurement and supply chain
- Change management

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Course Title	Course Objective	Days	Cost	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Risk Management	<p>This course is designed to equip organizations with skills to carry out a critical review of their existing risk management practices and processes in the light of best practice Standards like ISO 31000 and adopt a risk management strategy to deal with risks while maximizing benefits. Target Group include but not limited to:</p> <ul style="list-style-type: none"> - Those responsible for developing risk management policies within their organizations - Risk Managers - Risk Analysts - Team leaders - Directors 	3	100,000												
ISO 9001:2015 Quality Management System Implementation	<p>With the revision of the ISO 9001:2008 Standard to ISO 9001:2015, there is need to implement the changes to align an organizations quality management system to the Revised standard. This Training will offer the participants in-depth knowledge to implement the changes to enable their organization transit into the new standard smoothly.</p> <p>Target Group:</p> <ul style="list-style-type: none"> - Management Consultants, - Internal auditors & External Auditors, - Operation Managers, - Representatives from organizations that are ISO9001:2008 Certified. 	3	100,000												

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Internal quality Auditor Training based on ISO 9001:2015 Standard.	This course will equip participants with skills necessary to audit an ISO 9001:2015 Quality Management System. Target Group: - Internal Auditors	4	145,000												
IRCA Certified Lead Auditor Training for ISO 9001:2015 QMS	This Course will equip participants with the key principles and practices of effective QMS audits in line with ISO 9001:2015 and ISO 19011 "Guidelines for auditing management systems". By the end of the training participants will be able to plan, conduct, report and follow up a QMS audit that establishes conformity and enhances overall organizational performance. Target Group: - Internal and External Auditors - ISO 9001 Champions - Management Representatives - Anyone with the need to audit a QMS	5	165,000												
ISO 27001:2013 Information Security Management Systems Implementers course	This is a fast paced course designed to remove the complexities of information management; giving participants hands-on- practice of implementing information security management systems in their organizations. Target group: - IT Managers, - Systems Managers, - IT Security Officers & Auditors, - HR Managers. - Designers	3	95,000												

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ISO 22301 Business Continuity Management System Lead Implementer Course	<p>Participants will acquire skills to set frameworks that will enable them maintain their business operation in the event of disruption. Events such as Power outages, System failures and Political Actions can cause serious problems and the shocking impact of natural disasters has made it ever more important to protect your organization by ensuring its not left vulnerable to disruption and that business continues regardless. Participants will be able to set up appropriate Business Continuity Plans and Disaster recovery Plans to minimize the impact of unexpected disruptive events on their operations</p> <p>Target group:</p> <ul style="list-style-type: none"> - Risk Managers - Operations Managers - All Staff tasked with disaster recovery and Business Continuity - Individuals interested in acquiring knowledge on Business Continuity - Consultants 	3	100,000												
Asset Management	<p>By the end of this course Participants will have the technical knowhow of developing efficient asset management strategies to contribute to better operating results and improve overall Organizational performance.</p> <p>Target Group</p> <ul style="list-style-type: none"> - Financial Managers - Asset Managers - Portfolio Managers - Accountants. - Valuers - Auditors 														

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Procurement and Supply Chain Management	This course will equip participants with necessary Legislative and regulatory frameworks and corresponding institutional models for successful discharge of the functions of a modern procurement system. Target group: - Procurement Managers and Officers, - Accounting officers, Members of Tender and - evaluation committees	3	70,000												
Team Development programme.	This course is ideal for organizations which want to establish commitment of the members in accomplishing the team mission and expected outcomes. Target group: - Managers, - Team leaders. - Human resource manager - Directors - Project managers	2	55,000												
Knowledge management training.	The course is intended to prepare the staff in implementing industry best practice and enhance your Performance Contracting compliance and reporting systems. The course is structured and delivered to ensure maximum value for your champions and staff in order to see to it that knowledge gained is translated into a tangible return on investment. Target Group - Human Resources - Strategy Manager - ICT managers	3	70,000												

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Leadership & change management training	The course will train participants on how to inculcate a culture of good ethics, Good Governance and enhancement of organization policies. Programs on how to implement and manage change will also be trained. Target group: - CEOs, - Managers, - Directors - Employees - Team leaders	3	75,000												
Customer service, group dynamics, soft skills training programme.	The two days programme is ideal for organizations who want to grow better customer relationship. Target group: - Customer care staff. - Team leaders - Human resource managers - Trainers	2	45,000												
Project management training.	Participants in this course will be trained on how to make a wise project selection, how to plan it, project management methodology, it's life cycle, project execution and control. They will also be trained on project management tools. Target group: - Project managers - Managers - Directors - Strategy manager	3	55,000												

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Monitoring and evaluation program	This course purpose to equip participants with skills on tools and techniques of M&E, methodologies and models of M&E and application of M&E in project management. Frameworks of monitoring evaluating projects, impact analysis, feasibility and sustainability of projects will also be tackled. Target group: - Strategy managers - Project managers - Governors - Team leaders	3	45,000												
Performance management program	This section covers planning, monitoring, analysis and measurement of the performance of a given organization or firm as a whole. The unit is of great importance to the participants for they will be in a position to come up performance standards for their organization or firms. Target group - CEO - Directors - Managers - Team leaders - Human resource manager	3	75,000												
Strategic planning	How to come up with Strategies, allocation of resources for those strategies and mechanisms for guiding implementing the strategies will be defined. Target group: - Directors - Project managers - Chef Executive Officers - Managers - Team leaders	4	85,000												

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Records management session	The unit covers on documentation. It intends to offer participants an in-depth knowledge of the needs analysis, policies and procedures of record keeping. They will also be equipped with skills on filing methods (for active, semi-active and inactive records), automation, storage, conversion, security and confidentiality of records. Finally establishing and managing a registry management will be trained. Target group: All staffs	2	40,000												
Employee relations and labor laws	Training aims at giving participants a better understanding on union relations, national collective agreements, individual collective agreements, managing of industrial strike, negotiations, relevant Acts on labor laws and developing an employee relations plan program. This is an essential session for all organizations or firms since it will enable them to deal with boycotts which is a major challenge. Target group - Human resource managers - Managers - Team leaders - Members of staff	3	75,000												

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Innovation & Entrepreneurship	Participants of this course will benefit with knowledge on how to be creative and innovative. Creativity and innovation will enable companies, organizations and firms to come up with products or services that are in accordance with customer needs thus being competitive in the dynamic world. Target group: - Human resource manager - Production staff - Managers - Directors - Business Development Staff	2	60,000												
Corporate social responsibilities program	This is the field that will deal with equipping the attendants with knowledge on ways and importance of giving back to the community. The society is a key determinant to the success of any organization being a major stakeholder. Target group: - CEO - Managers - Directors - Staff members	2	60,000												
Data analysis and reporting	The unit involves equipping participants with the knowledge of processing data to information and reporting it. Target group: - Data Analysts - Statisticians - Researchers	2	45,000												

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Training for Administrative Assistants	<p>This course allows secretaries and administrators to practice essential soft skills such as influencing skills, presenting ideas to management, project management and win-win negotiation through practical case studies and exercises.</p> <p>Target Group</p> <ul style="list-style-type: none"> - Executive and senior Secretaries - Personal and Executive Assistants - Office Managers - Receptionists and Clerical Officers. 	3	75,000												

Notes

1. All fees are exclusive of VAT. Fees are inclusive of Training Materials, Lunches, Tea and Snacks.
2. Participants are issued with Certificates of Participation.

If you have a team of 15 or more, we'll be glad to hold a private in-house course tailored to your requirements.



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