



KENYA TEACHERS SACCO ASSOCIATION

Our Ref: NITA/TRN/2262/Vol. 1/(1b).

KETSAs EDUCATION AND TRAINING CALENDAR FOR YEAR 2024.

1. Staff program
2. Board program
3. International exposure and education trips
4. In-house training

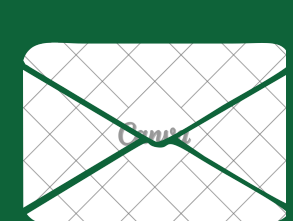
1.STAFF PROGRAM

DATE	TARGET AUDIENCE	AREAS TO BE COVERED	VENUE	COST
5th-9th Feb, 2024	<ul style="list-style-type: none"> • Marketing Personnel • BDO • Sales Personnel 	<ul style="list-style-type: none"> • Market intelligence & Market research planning 	Machakos	80,000-Full board & 50,000-Day conference
11th-15th Mar 2024	<ul style="list-style-type: none"> • Tellers • Cashiers 	<ul style="list-style-type: none"> • Banking operations and cash handling • Frauds, forgeries prevention detection & Investigations 	Nakuru	80,000-Full board & 50,000-Day conference
1st-5th Apr 2024	<ul style="list-style-type: none"> • Internal Auditors • Compliance/Enforcement Teams • Risk team 	<ul style="list-style-type: none"> • Audit of governance, strategy, ethics and risk management compliance • Fraud detection and prevention as per the audit standards 	Murang'a	80,000-Full board & 50,000-Day conference
22nd-26th Apr 2024	<ul style="list-style-type: none"> • Credit Personnel • Loan Advisors • Debt/Recovery team 	<ul style="list-style-type: none"> • Assimilating modern lending techniques and technology in lending process. • Data Protection and privacy act 2019 and Consumer Protection act. 	Naivasha	80,000-Full board & 50,000-Day conference
13th-17th May 2024	<ul style="list-style-type: none"> • Branch Managers • Chief Tellers • HOD's • FOSA Managers • Operations Managers • Supervisors 	<ul style="list-style-type: none"> • Leadership styles and their application in SACCO management. • Effective strategies of positioning the Sacco Brand • Embracing digital solutions in SACCO operations. 	Diani	90,000-Full board & 55,000-Day conference
10th-14th Jun 2024	<ul style="list-style-type: none"> • Executive Assistants /P. As • Office administrators • Administrative professionals 	<ul style="list-style-type: none"> • Roles of PA's in the changing environment • Adapting to new leaders & work with millennial Managers • Secret of work-life balance 	Murang'a	80,000-Full board & 50,000-Day conference

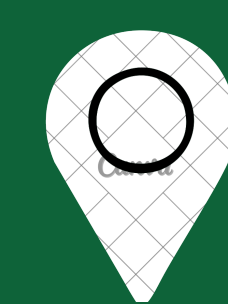
CONTACT US:



0713 614 609



info@ketsa.co.ke
www.ketsa.com



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Ngara-Nairobi



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1st - 5th July 2024	<ul style="list-style-type: none"> ICT personnel/team 	<ul style="list-style-type: none"> Digital Forensics and Cyber investigations: Mapping threats Advanced IT disaster recovery and BCP 	Naivasha	80,000-Full board & 50,000-Day conference
22rd-26th July 2024	<ul style="list-style-type: none"> Finance Managers Accountants 	<ul style="list-style-type: none"> Data analysis Fundamentals: Analysis financial data for Sacco benefit Advanced Fraud, Detection, Investigation & Reporting Cyber Crime in SACCO's. 	Mombasa	90,000-Full board & 55,000-Day conference
12th-16th Aug 2024	<ul style="list-style-type: none"> Registry/records Data Handlers 	<ul style="list-style-type: none"> Monitoring and Auditing of Records Management System Records Management Policy and Standards 	Nakuru	80,000-Full board & 50,000-Day conference
2nd - 6th Sep 2024	<ul style="list-style-type: none"> Office Managers Customer service team Any other Admin Assistant 	<ul style="list-style-type: none"> Organizing behavioral skills for administrative professional/executive secretaries Communication and planning skills for admin professionals 	Machakos	80,000-Full board & 50,000-Day conference
23rd - 27th Sep 2024	Support staff <ul style="list-style-type: none"> Drivers Catering personnel Security officers Office Messenger Any other support staffs 	<ul style="list-style-type: none"> Strategic Occupational Health and Safety Management Work place - life balance: stress & conflict management Self-Development and Growth 	Murang'a	80,000-Full board & 50,000-Day conference
21st-25th Oct 2024	<ul style="list-style-type: none"> Finance Managers, Payroll Personnel, Financial Controllers, Accountants, R&D Personnel Finance Personnel Internal Auditors 	<ul style="list-style-type: none"> Advanced Excel Training: maximizing use of ms excel for efficiency & informed decision making. 	Nairobi	80,000-Full board & 50,000-Day conference
18th-22nd Nov 2024	<ul style="list-style-type: none"> All staffs retiring in 5 years 	<ul style="list-style-type: none"> Preparation for Retirement Personal Financial Management 	Nairobi	80,000-Full board & 50,000-Day conference

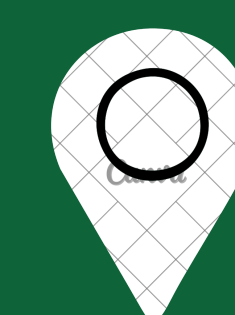
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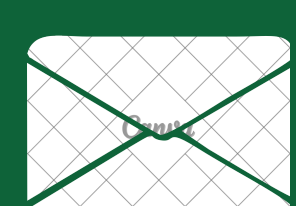
2. BOARD

DATE	TARGET AUDIENCE	AREAS TO BE COVERED	VENUE	COST
28th Feb-3rd Mar, 2024	Annual Leaders' Summit <ul style="list-style-type: none"> • Board of Directors • CEOs • Senior Managers 	<ul style="list-style-type: none"> • Beyond Change management: Advanced strategies for today's transformational leaders • A smart choice for Saccos investment 	Mombasa	55,000-Day conference
27th-31st May 2024	CEOs Workshop	<ul style="list-style-type: none"> • Strategic Marketing and Branding • Financial Management and Governance • Data Analytics and Decision-Making • Industry Trends and Market Insights 	Malindi	55,000-Day conference
22nd - 26th July 2024	<ul style="list-style-type: none"> • Finance & Admin committee 	<ul style="list-style-type: none"> • Financial analysis and interpretation, budgeting and financial planning. • Investment strategies and risk management. • Data protection and privacy laws. 	Mombasa	55,000-Day conference
26th-30th Aug 2024	<ul style="list-style-type: none"> • Board of Directors • CEOs 	<ul style="list-style-type: none"> • Preparation for Retirement • Savings mobilization & Investment Options 	Diani	55,000-Day conference
2nd-6th Sep 2024	<ul style="list-style-type: none"> • Supervisory Committee/ Audit Committee 	<ul style="list-style-type: none"> • Governance, risk and compliance • Fraud detection and prevention as per the audit standards • Risk based Internal Audit 	Mombasa	55,000-Day conference
4th-8th Nov 2024	Annual Leaders Workshop <ul style="list-style-type: none"> • Board of Directors • CEOs • Senior Managers 	<ul style="list-style-type: none"> • Emotional Intelligence EQ for innovative leadership and corporate teamwork • Transformative Leadership & Change management 	Mombasa	55,000-Day conference

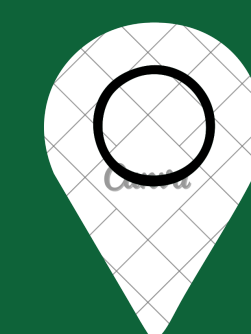
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3. INTERNATIONAL EDUCATION AND EXPOSURE TRIPS

DATE	TARGET AUDIENCE	VENUE
8th-15th April, 2024	Board, CEOs and Senior management	THAILAND 
5th – 12th August, 2024	Board, CEOs and Senior management	TURKEY 
9th -16th December, 2024	Board, CEOs and Senior management	SEYCHELLES 

4. INHOUSE TAILOR-MADE STAFF TRAINING

- 1) Personal Financial Management
- 2) Customer Service/Care/Experience
- 3) Data Protection and Privacy Act
- 4) UFAA (Unclaimed Financial Assets) Implications for Saccos.
- 5) POCAMLA (Proceeds of Crime and Anti – Money Laundering Act 2009) Implications for Saccos
- 6) Cyber Crime & Threats and Fraud detection & Prevention
- 7) Cash and Treasury Management & Anti-Money Laundering
- 8) Financial Literacy, Savings & Budgeting
- 9) Credit Management & Debt recovery strategies
- 10) Design, monitoring & Implementation of Individual & Micro Loans
- 11) Savings mobilization & Investment Options /Opportunities
- 12) Sacco link Reconciliation
- 13) Teambuilding and Stress management
- 14) Advanced Excel Training: maximizing use of ms excel for efficiency & informed decision making.

BOARD MEMBERS

- 1) Financial literacy and Understanding Financial Statements for Saccos
- 2) Risk Management and Internal controls
- 3) Legal & Regulatory Compliance for Saccos
- 4) Governance, Risk and Compliance in Saccos
- 5) Leadership and boardroom Dynamics for Saccos
- 6) Effective board Governance and Ethics for Saccos

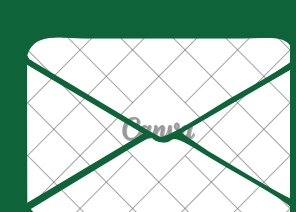
Please Note:

The proposed topics for the training can be changed to suit the current market need & the emerging trends.

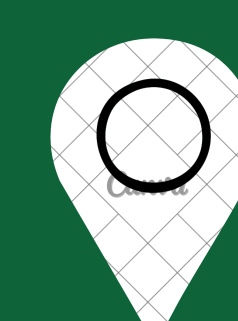
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