

2023

PROFILE & CALENDAR

NITA ACCREDITATION NO. NITA/TRN/2151





About Us

THE INSTITUTE

Global Leadership Institute is a Premier Corporate training Institute based in Nairobi, Kenya. We offer a range of training services on leadership and management plus business research.

WHO WE ARE:

The Global Leadership Institute is a global organizational performance consultancy now with offices in Nairobi that help Organizational leaders and managers achieve breakthrough business results. We are Executive Training Institute focused on helping you improve your business performance, through the development of people, teams and culture.

The Institute adds value to clients by helping them to clarify their strategic direction, align their people and processes around this direction, identifying and closing any capability gaps. We specialize in ensuring that the entire dynamic system of an organization provides the environment for its people to flourish and the structure for the business to grow. We make use of technology to deliver the best possible service to our clients with the lowest possible overhead.

WHAT WE DO:

We help leaders take simple, effective steps to better business results. We have achieved outstanding results working in partnership with our clients, to help them:

- ❖ Beat their profit and revenue targets
- ❖ Rapidly increase their people's engagement
- ❖ Dramatically increase employee retention and productivity
- ❖ Develop cohesive, high performing executive teams

HOW DO WE DO THIS?

We focus on three key levers:

1. Direction (clear direction)

Where are we heading? What is the destination? How will we know when we get there? How will we communicate this to everyone? Includes:

- ❖ Clarifying vision
- ❖ Developing strategic intent
- ❖ solution-focused strategy
- ❖ facilitation

- ❖ communication of strategy
- ❖ setting objectives, goals and targets

2. Alignment (deep alignment)

Is everyone on board? Do they all know which direction we are heading in, and do they understand why? Do our systems, structures and processes support our intent?

This Step Includes:

- ❖ Team development
- ❖ culture development
- ❖ change management
- ❖ staff and customer surveys
- ❖ performance management systems
- ❖ process improvement

3. Capability (evolving capability)

Do we have the knowledge and skills to execute on our goals? Do we have the right people in the right roles? Do we have the capability to deliver on our promises?

Here it includes:

- ❖ Executive coaching
- ❖ management and leadership development
- ❖ sales training
- ❖ soft skills training
- ❖ talent management strategies and approaches

To effectively serve you well our organization has the following Division:-

- ❖ Training Centre
- ❖ Research Hub
- ❖ Consulting House
- ❖ Gift & Talent Centre
- ❖ Youth Leadership School
- ❖ Psychometric Test Centre
- ❖ Hand of Hope Forum





Our purpose is to enable individuals and businesses achieve a higher level of accomplishment by helping them build their skills in a way that is entertaining and compelling. We contribute to the region's advancement and transformation to a knowledge-based society through the provision of programmes of the highest calibre which directly address the current needs and demands of both individuals and industry.

We take pride in our ability to respond quickly to market needs and to provide you with quality learning programmes that are dynamic, leading edge and up to date.

Our vision and mission are based on a set of values to we adhere;

- Know our customers and strive to surpass their expectations.
- Keep customer satisfaction as the only viable measure of success.
- Be the innovators in our business, presenting new ideas in topic and format to our customers.
- Maintain a work environment that enhances entrepreneurial spirit, work ethics and teamwork.



OUR PROGRAMMES



At **Global Leadership Institute** we Collaborate with Various Partner to bring you the Following Programmes/Courses:-

- **Leadership**
 - GLI Executive Leadership Development Programme.
 - Certified Leader©
 - Women Leadership Programme
 - Young Leaders Development Programme
 - Leadership Skills for Managers
 - Emotional Intelligence 2.0
 - Corporate Governance
 - Leadership Edge
 - Kaizen
- **Management**
 - New Managers Boot Camp- Management Skills For New Managers
 - Certified Manager©
 - Leading a High Performing Team
 - Mastering People Management
 - Capacity Building
 - Change Management
 - Succession Planning and Coaching
 - Six Sigma Certification
- **Entrepreneurship**
 - Young Entrepreneur Boot Camp
 - SIYB-Start Improve Your Business (ILO Programme)
 - Business Leadership Programme
- **Office Administration**
 - Certified Office Professional
 - Mastering Presentation Skills
 - Executive Secretary/PA Development Programme
 - Minute Taking/Meeting Management Course
 - Competency Development Programme for Administrators
- **Personal Development**
 - Personal Skills for Professional Excellence
 - Time Management Essential 2.0
 - Goal Setting
 - Positive Approach Course
 - Attaining Self Worth & Esteem
 - Mentorship & Coaching
 - Motivation
 - Personal Branding & Managing the “YOU” Brand.
- **Communication**
 - Communication Skills for Managers
 - Influence Skills
 - Advanced Business Negotiation skills For Managers
 - Mastering Public Speaking & Presentation.
- **Team Building Activities**

Various Activities Geared Toward Building a Cohesive Team
- **Customer Service**
 - The ABC of Customer Service
 - Beyond Customer Service
 - Customer Profiling Techniques Course
 - Front Office & Telephone Skills and Etiquettes
- **Finance,Accounting & Budgeting**
 - Advanced Finance for Non Financial Managers
 - Financial Planning, Analysis & Control
 - Budgeting, Forecasting & Planning Processes
 - Risk Management & Business Continuity Course
 - Resource Mobilization/Fundraising
 - Grant Management/Proposal Writing
 - SPSS
- **Youth Leadership School**
 - Identity Passport© For Teen
 - Identity Passport© For Young Managers
 - Aspiring Mind© Programme
 - Student Leadership Programme
 - “Growing Leaders” Schools Programme

CERTIFIED PROGRAMS

At Global Leadership Institute we Collaborate with Various Partner to bring you the Following Certified Courses:

1. Certified Anti-Money Laundering Specialist ®(CAMS ®)
2. Certified Bank Management Professional ®(CBMP ®)
3. Certified Budget Specialist ®(CBS ®)
4. Certified Business Communication Professional ®(CBCP ®)
5. Certified Business Intelligence Specialist ®(CBIS ®)
6. Certified Cost Controller ®(CCC ®)
7. Certified Customer Service Professional ®(CCSP ®)
8. Certified Financial Controller ®(CFC ®)
9. Certified Financial Markets Analyst ®(CFMA ®)
10. Certified Financial Risk Professional ®(CFRP ®)
11. Certified Financial Valuation Expert ®(CFVE ®)
12. Certified Fraud Expert ®(CFE ®)
13. Certified Information Systems Auditor ®(CISA ®)
14. Certified Internal Auditor ®(CIA ®)
15. Certified Internal Control Auditor ®(CICA ®)
16. Certified Investment Manager ®(CIM ®)
17. Certified Islamic Finance Manager ®(CIFM ®)
18. Certified Management Accountant ®(CMA ®)
19. Certified Management Professional ®(CMP ®)
20. Certified Operations Manager ®(COM)
21. Certified Supply Chain Manager /CSCM ®)
22. Certified Project Manager ®(CPM ®)
23. Certified Public Relations Manager ®(CPRM ®)
24. Certified Quality Consultant ®(CQC ®)
25. Certified Retail Banking Professional ® (CRBP ®)
26. Certified Retail Management Expert ®(CRME ®)
27. Certified Sales and Marketing Manager ®(CSMM ®)
28. Certified Sales and Marketing Professional ®(CSMP ®)
29. Certified Social Media & Digital Marketing Expert ®(CSDE ®)
30. Certified Training Specialist/Certified International Trainer ® (CTS/CIT ®)
31. Certified Treasury Manager ®(CTM ®)
32. Certified Treasury Professional ®(CTP ®)
33. Chartered Financial Analyst ®(CFA ®)
34. Financial Risk Manager ®(FRM ®)
35. Professional in Human Resources ®(PHR ®)
36. Project Management Professional ®(PMP ®)
37. Senior Professional in Human Resources ®(SPHR ®)
38. Certified Professional Manager™
39. Trained Professional Manager©
40. Certified Client Service Specialist ©
41. Certified Trauma Recovery Counsellor (CTRC) ©





TRAINING CALENDAR 2023

| NO | DATE | COURSE | TARGET GROUP & VENUE | FEES |
|----|--|--|---|-----------|
| 1 | 16 -25th JAN | 29 th International Corporate Governance in Public Sector | Board of Directors, CEOs, PSs, Regulatory Authorities (Istanbul) | 232,000/- |
| 2 | 23– 27 JAN | Anti-Money Laundering (AML) & CFT Program | Board of Directors, CEOs, Regulatory Authorities , Compliance Officers, Bankers | 110,000/- |
| 3 | 08 - 10 FEB | Budgeting, Planning and Internal Controls | Finance Directors & Managers, Audit Managers | 89,000/- |
| 4 | 24TH -26th FEB | Effective Audit Committee | Audit Committees, CEOs & Head of Audit & Finance | 89,000/- |
| 5 | 3rd-5th MAR | Strategic Planning Professional | CEOs, Planners, Finance Managers (London) | 289,000/- |
| 6 | 15th – 17th MAR | Certified Customer Service Professional (CCSP®) | Customer Service Managers, Front Office Staff, Marketing Staff, Account Managers | 89,000/- |
| 7 | 22 – 24th MAR | Certified Marketing Professional (CMP®) | Marketing Staff, Account Managers, Marketing Managers | 89,000/- |
| 8 | 5th – 7th APRIL | Leadership and Management Skills | Managers, Directors, HOD | 89,000/- |
| 9 | 12 - 13 APRIL | Senior Secretary & PA Development Course | Secretaries & PAs | 89,000/- |
| 10 | 19 – 21st APR | Company Secretary Competency Program & Leadership | Company Secretaries & Head of Legal Department | 89,000/- |
| 11 | 26 – 28 th APRIL | Train the Trainer Certifications | Head of Learning, Supervisors, Managers, Trainers, Consultants | 89,000/- |
| 12 | 3 – 5 th MAY | Chain Supply Management, Leadership in Procurement & Best Practices | Head of Procurements, Chain Supply Managers & Procurement Officials | 89,000/- |
| 13 | 10 – 11th MAY | Anti Money Laundering & CFT | Head of Compliance, Compliance officers, Regulatory Authority Staff, Bank Officials | 89,000/- |
| 14 | 17 – 18 th MAY | Certified Office Professional | Office Managers, Executive Secretaries, Pas | 89,000/- |
| 15 | 22 - 26 MAY | Strategic Leadership & Management Program | Middle Level Managers, Directors, HOD, Directors & Supervisors | 129,000/- |
| 16 | 2 – 4 JUNE | Professional Sales Certification | Sales, Marketing Personnel, Merchandizers | 89,000/- |
| 17 | 9 – 11th JUNE | New Managers Development Program | Managers & Supervisors | 89,000/- |
| 18 | 12 -16 JUNE | Corporate Governance Certification | Board Members, Directors and CEOs | 129,000/- |
| 29 | 21 – 23rd JUNE | Key Account Management Certification | Account Managers, Sales and Marketing Team | 89,000/ |
| 20 | 28- th 30 th JUNE | Strategic Planning and Implementation | Managers, HODs, Directors, CEOs | 89,000/- |

| NO | DATE | COURSE | TARGET GROUP | FEES |
|----|---|---|---|-----------|
| 21 | 3 – 7 th JULY | Human Resource Management | Human Resource Personnel and Managers, Supervisors, Payroll | 89,000/- |
| 22 | 12 - 14 JULY | OSHA Training Occupational Safety & Health Administration Standards | All Staff, Safety Teams, OSHA Champions, Departmental Heads | 89,000/- |
| 23 | 19 – 21 JULY | Public Sector Management | CEOs, PSs, Directors, Board Chairpersons, Head of Departments, All Managers, all who want to hone their Management skills in Public Sector. | 89,000/- |
| 24 | 26 – 28 JULY | Emotional Intelligence at the Workplace | All Staff. | 89,000/- |
| 25 | 2nd-4th AUG | Compliance Officers Leadership Program | Compliance Officers, Regulatory Officers | 89,000/- |
| 26 | 9 th – 11th AUG | Anti-Money Laundering & CFT | Head of Compliance, Compliance officers, Regulatory Authority Staff, Bank Officials | 89,000/- |
| 27 | 16 – 18th AUG | Certified Professional Manager | Middle Level Managers, Supervisors, Head of Departments | 89,000/- |
| 28 | 23 - 25 AUG | Finance For Non Finance Managers | All Non Finance Managers & Professionals | 89,000/- |
| 29 | 30 th AUG – 1 st SEP | Advanced Presentation Skills | Office Managers, Executive Secretaries, Marketing and Sales People, All Staff | 89,000/- |
| 30 | 6 – 8 th SEPT | Advanced Purchasing and Supply Chain Management | Purchasing and Supply chain Personnel, Warehousing and Logistic Persons | 89,000/- |
| 31 | 13 th – 15th SEPT | Certified Customer Service Professional | Customer Service Managers, Front Office Staff, Marketing Staff, Account Managers | 89,000/- |
| 32 | 20 – 22 nd SEPT | Finance & Planning Specialist Leadership Program | Finance & Planning Managers | 89,000/- |
| 33 | 27 – 29th SEPT | Certified Brand Specialists | Brand Managers, Marketing and Sales Managers | 89,000/- |
| 34 | 25 th -29 th SEP | Corporate Governance Course | Board of Directors, CEOs, Regulatory Authorities Rep, County & Assembly Service Boards | 110,000/- |
| 35 | 4th - 6TH OCT | Advanced Supervisory Course For Managers | Middle Level Managers & Supervisors | 89,000/- |
| 36 | 11 -13TH OCT | Effective Communication Skills | All staff | 89,000/- |
| 37 | 18 st -20 th OCT | Corporate Communication Mastery | Communication Officers, Sales Staff, PR officers, Front Office Staff | 89,000/- |
| 38 | 25- 27 th OCT | Performance Appraisal and Management | Managers, supervisors, Departmental Heads, Directors. | 89,000/- |
| 39 | 1 st - 3 rd NOV | Certified Sales Manager | Sales Managers & Professionals | 89,000/- |
| 40 | 8 th – 10 th NOV | CFO Leadership Program | Chief Finance Officers & Finance Directors | 89,000/- |
| 41 | 22 – 24 th NOV | HR Metrics and Analytics | HR Directors, Managers and HR Officers. | 89,000/- |
| 42 | 29 Nov – 1 st Dec | Customer Experience Management | Customer Service Managers, Front Office Staff | 89,000/- |
| 43 | 6 –8 th DEC | Service Quality Management | Customer Service Managers, Front Office Staff, Marketing Staff, Account Managers | 89,000/- |
| 44 | 13 - 15 DEC | Change Management Fundamentals | All Staff, Managers, Directors, HODs | 89,000/- |
| 45 | 11 – 15 th DEC | Strategic Planning- Forecasting & Setting Goals For New Year- CEOs & Managers Retreat | PSs, CEOs, Board Chairpersons, (Singapore) | 259,000/- |



IN HOUSE TRAINING

Organisations which have a number of people with similar training needs often find our In-house training to be the most effective, flexible method of developing groups of people. We are able to tailor any of the programmes within our broad portfolio to suit the unique needs of your organization, and to design and deliver new, bespoke programmes on your behalf.

Our In-house training offers you the opportunity to benefit from the wide ranging expertise of our extensive pool of experienced trainers. All of our trainers have successful track records in doing the job and have highly developed training skills as a result of delivering similar programmes in related businesses.

Benefits

Cost Savings:

By running the training course on-site at your location of choice, you will make dramatic cost savings. Not only will you benefit from an overall reduced training fee, but you will also save money on travel expenses, hotel costs and other allowances.

Increased Effectiveness:

Your staff will benefit from a product that is firmly focused on their specific needs, requirements and business challenges.

Convenience:

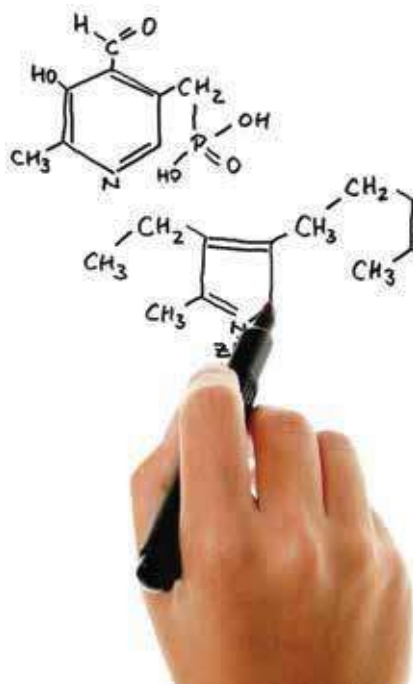
Programmes are delivered at a time, location and pace that fit in with your business schedule.

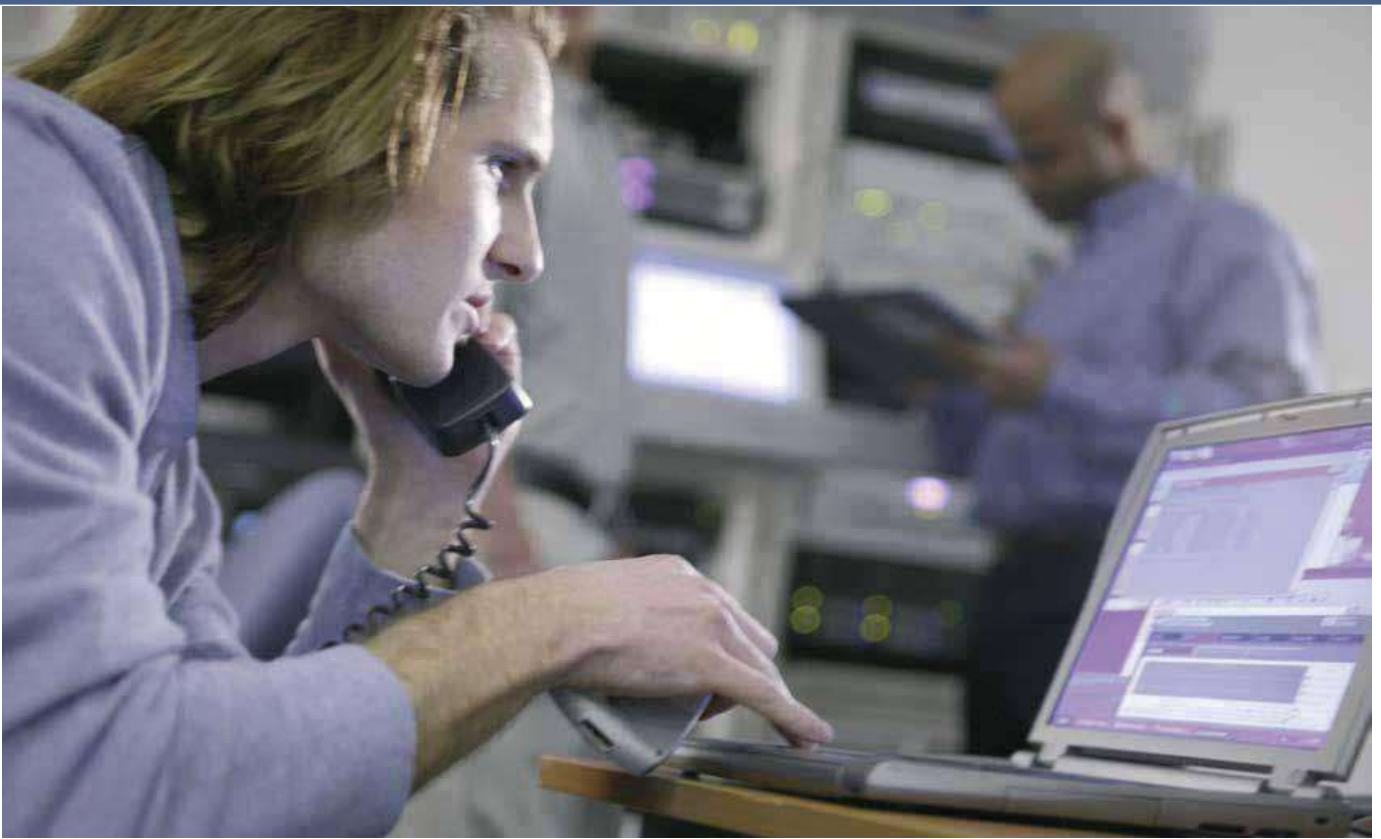
Quality:

As a valued client you can be sure that you will receive a product of outstanding quality.

We have Expertise in diverse industries in the following areas:-

- Leadership Development
- Management
- Finance and Budgeting
- Organizational Management
- Public Relation Skills
- Communication & Presentation Skills
- Office Administration
- Personal Development
- Marketing & Sales Training
- Health, Safety & Security
- Information Technology
- Team Building
- Mentorship
- Ethics





GLOBAL LEADERSHIP INSTITUTE- RESEARCH HUB

At **Global Leadership Institute** we appreciate the importance of Factual Data in Business. Our **Research Hub** is a full service Corporate Research Division is committed to excellence in data analysis. Our primary mission is to develop business information and to help you use it to make intelligent and effective business decisions.

We are experts in the design, implementation and interpretation of research. Our research professionals will recommend the right approach to deliver actionable research data.

We are experts in the following research Areas:-

- Baseline Surveys
- Customer Satisfaction
- Employee attitude and Satisfaction
- Product Testing
- Ad and Concept Testing
- Market Penetration
- Social Media Presence

Kindly get in touch with our Research Hub for all your Corporate Research Need.

Email: research@leadership.co.ke

PSYCHOMETRIC TESTS CENTRE



Psychometric Assessments and Evaluation Have become a very important in Human Resource Management and Overall Organizational Development. Global Leadership Institute in Conjunction with Central Test conduct the following Psychometric Test online:-

1. Personality and competency

- ★ Professional Profile
- ★ Big Five Profile
- ★ GLI-Personality Inventory for Professionals(GLIPI-Pro)
- ★ Sales Profile
- ★ Management Style Inventory
- ★ Occupational Interest Inventory

2. Skills and aptitude

- ★ Reasoning Test
- ★ Emotional Intelligence Test
- ★ Business English Test
- ★ French Language Test

In Professional Profile we analyze the following Personality Traits :-

- ★ Need for objectivity vs. Persuasiveness
- ★ Firmness vs. Flexibility
- ★ Sensitivity vs. Resistance to stress
- ★ Introversion vs. Extroversion
- ★ Organization vs. Adaptation
- ★ Intuition vs. Rationalism
- ★ Involvement at work vs. Detachment from work
- ★ Need for supervision vs. Desire for power
- ★ Long-term view vs. Need for action
- ★ Humility vs. Ambition
- ★ Group feeling vs. Need for autonomy
- ★ Individualism vs. Altruism



In The Big Five Personality profile the following are Measured:-

- ★ **Openness:** Conservatism vs. Openness
- ★ **Conscientiousness:** Intuition vs. Meticulousness
- ★ **Extroversion:** Introversion vs. Sociability-Dynamism
- ★ **Agreeableness:** Competitiveness vs. Consciousness of others
- ★ **Neuroticism:** Emotional sensitivity vs. Emotional balance



Global Leadership Institute Global Think Tank is Public Policy Research, Analysis, and Engagement arm of our organization.

We generate policy-oriented research, analysis, and advice on domestic and international issues that enable policymakers and the public to make informed decisions about public policy issues.

We work with Governments, Interest groups, Private Corporations, Non-Governmental Organizations (NGOs) and Other Groups acting as a bridge between the academic and policymaking communities, serving the public interest as an independent voice that translates applied and basic research into a language and form that is understandable, reliable, and accessible for policymakers and the public.

We devote a substantial portion of our resources to commissioning and publishing research and policy analysis in the social sciences: political science, economics, public administration, and international affairs.

Some of the areas we have Interest in Include:-

- Regional Integration
- Global Food & Water Security
- Global Terrorism & Radicalization
- China & Other Emerging Economies
- Biotechnology
- Constructive Dispute Resolution
- International Security Studies
- Global Health
- International Affairs.

Our Partners Includes:-





TRAINING VENUES

📍 Nairobi 📍 Kigali 📍 Naivasha 📍 Kuala Lumpur 📍 London 📍 Montreal 📍 Beijing
📍 Mombasa 📍 Arusha 📍 Dubai 📍 Singapore 📍 Hong Kong 📍 Houston 📍 Sydney

We are always at your Service!
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