

MANUFACTURING ACADEMY TRAINING CATALOGUE 2017

Excellence Towards Global Competitiveness



KENYA ASSOCIATION OF MANUFACTURERS MANUFACTURING ACADEMY

Frequently Asked Questions

What kind of training do you offer?

We offer Professional training in management skills, technical training, energy management training, workplace Communication skills, Sales and Customer care skills and other specialized areas.

Are you registered under the National Industrial Training Authority?

Yes we are, our NITA Number is NITA/TRN/806

Who delivers the training courses?

Our training team is composed of well qualified trainers with over 7 years industry experience and a proven track record of delivering training to organizations in the private, public and NGO sectors

When do the training courses take place?

All our courses take place throughout the year as either Open House or In House respectively. See our course schedule.

Where are the training courses delivered?

Venues are dependent on the type of training. Trainings can be done at simulation facilities, on factory site or as an open house. In house training can be delivered at our facility or KAM Boardroom on 15 Mwanzi Road, opposite West Gate, whichever is more convenient for you

Do I get a certificate after the training course?

Yes, you get a Certificate of Participation.

Can the course be tailored to our requirements?

Absolutely, In house training courses can be customized in consultation with the company. In addition, we can also combine elements of different workshops to create our own unique course. Open House and Public workshops have to follow our standard courses as the participants come from many different organizations.

Do you only deliver these courses in the directory?

No, KAM works in many diverse fields. If you don't see the trainings you have in mind in this catalogue, please inquire as there is a good chance that we can quickly find with the materials and expertise to deliver.

How many participants can be in one group?

We have a maximum of 20 in one group for open house, no minimum. This is to ensure maximum interaction with the trainer.

Number of people trained to date: 733

TRAINING PICTORIAL for 2016



Water audit induction.



Business Growth Strategic Supply Chain Participants



Employment Contracts Training Mombasa.



Quality Management in Manufacturing Training



Occupational Safety and Health Training participants.

KAM MANUFACTURING ACADEMY TRAINING CALENDAR 2017
OUR NITA NO: NITA/TRN/806 (The Programs are NITA reimbursable)
DISCOUNTS: For Every 2 nominees 5%, 3 nominees 10%, 4 nominees 20%, More than 5 nominees 25%

(Discounts not applicable in Energy Management Trainings)

MONTH	COURSE	Category	COURSE SUMMARY/OUTCOMES	TARGET GROUP	COST (VAT Exclusive)
JANUARY 26 - 27	Accelerated Sales Performance	MKT	Participants are introduced to accepted sales management concepts and practices. These principles will provide participants with a proven body of management knowledge which can be used to cope with the modern selling environment.	Sales managers, salespeople who wish to become sales managers, company executives or professionals involved in implementing, organizing and managing an effective sales organization.	30,000
FEBRUARY 21 - 22	Developing Leadership Skills for New Managers in Manufacturing	Leadership	Impart skills to supervisors to facilitate effective communication, motivation and conflict resolution, performance management, and delegation to effectively and efficiently take on their roles.	Managers, Supervisors, Line managers and anyone likely to be moved into a supervisory role in the foreseeable future	30,000
MARCH 22- 23	Labor Laws Management	HR	This Training Module provides a detailed analysis of the legal framework upon which labour laws in Kenya are enshrined. It is a review of the Employment Act (2007), Labour Relations Act (2007), Labour Institutions Act (2007), Occupational Safety & Health Act (2007), Work Injury Benefits Act (2007) and the Industrial Court Act (2011).	GM's, Snr Executives, HR Directors, HR Heads, Line Managers, Administration, Members of the Organizations Disciplinary Committee, Legal Officers, In-House Counsel	30,000
APRIL 19 - 20	Process Improvement in Manufacturing	Production	The course focuses on product, process, capacity, load, lead time, management, and supplier issues, and presents a logical, proven approach for rapidly eliminating the causes of delinquent delivery performance	Plant managers, manufacturing managers, supervisors, , purchasing personnel, manufacturing engineers, quality engineers, program managers, and others responsible for delivering manufactured goods on schedule.	30,000
MAY 24 - 25	Customer Service Excellence	CUSTOMER CARE	To equip the staff with customer care skills. Ideal customer care relations and communication needed to manage their customers leading to excellence.	Team Managers, Sales and Marketing Team, Planners, Supervisors, Receptionist Drivers, and anyone in the who has contact /or represents the industry clients	

JUNE 21 - 22	Costing For Manufacturing	FINANCE	An introduction to the practical financial principles every manufacturing professional needs to know to improve the bottom-line impact of operational decisions and approach for systematically reducing costs. The program identifies cost reduction opportunities	Engineers, manufacturing engineers, program managers, product line managers, buyers, and manufacturing managers should attend this training.	30,000
JULY 19 - 20	Occupational Health and Safety Assurance in Manufacturing Training	OSH	This will impart knowledge towards making the employees competent in health and safety whilst helping your business avoid the distress that accidents cause and also avoid and minimise the financial costs of accidents.	Departmental Heads, Sectional Managers and Supervisors, Warehouse Managers, Health and Safety Committees	30,000
AUGUST 23 - 24	Strategic Brand Management for Manufacturers	MKT	Creation of premium brands to escape price competition while simulating powerful and creative brand activation and increase importance and visibility of corporate brands. Brand Creation. Brand Packaging	CEO's, Functional Heads, Project Leaders, Corporate Planners, Sales and Marketing Teams.	30,000
SEPTEMBER 20 - 21	Project Management in Industry/Manufacturing	PRODUCTION	Ensure that everyone in the business of manufacturing or production and delivery of services is competent in quality discipline and builds robust processes that help in eliminating failures.	Functional Heads, Managers , Engineers and Project Leaders, Production Managers, and others desiring improved operational performance.	30,000
OCTOBER 25 - 26	Supply Chain Procurement / Fraud Risk Assessment and Mitigation	FIN	Risk Management Process to fully understand gaps and opportunities for development and standardization of risk management practices that will help protect people as well as physical and financial assets	CEO's, Functional Heads, Project Leaders, Corporate Planners, Sales and Marketing Teams.	30,000
NOVEMBER 22 - 23	Managing Discipline in the Work Place / Handling Disciplinary Hearings	HR	Participants will be able to know how to prevent, handle and resolve harassment issues. The effects and implications as a result of the harassment to the harassed and the organization	GM's, Snr Executives, HR Directors, HR Heads, Line Managers, Administration, Members of the Organizations Disciplinary Committee, Legal Officers, In-House Counsel	30,000

CEEC TRAINING CALENDAR OF EVENTS 2017

COURSE	TARGET GROUP	TOWN	DATE	Objectives	Cost
Energy management for the financial sector Duration: 2 days	<ul style="list-style-type: none"> Engineers from financial sectors Managers from the financial sectors Energy consultants concentrating on the financial sector Energy Project developers 	Mombasa	February 2-3, 2017	To be able to develop and implement a systematic strategy to address the technical aspects of energy management.	Fully sponsored
Energy auditors refresher	Energy auditors CEMs	Nairobi	February 10, 2017	To equip the auditors with knowledge on existing lighting technology	Fully sponsored
Water and Waste Water Efficiency Study Tour To Germany (Berlin)	<ul style="list-style-type: none"> Engineers from Industry Managers from industry consultants Government Personnel from the water sector Industrial associations 	Germany- Berlin	March 26-31, 2017	To equip the participants with practical knowledge on water efficiency and waste water treatment	200,000+VAT
Sustainable Energy Week	<ul style="list-style-type: none"> CEO's Engineers from financial sectors Managers from the financial sectors Energy consultants concentrating on the financial sector Energy Project developers Media EE and RE vendors 	Nairobi	March 29-31, 2017	EE and RE Conference EE and RE Expo CEO's Forum Energy Management Award	Tickets-5,000 each Table-50,000 Exhibition stand: 3m*3m -50,000 6m*6m-100,000

Compressed Air systems	<ul style="list-style-type: none"> Engineers from Industry Technicians from the industry Managers from industry consultants Government 	Nairobi	April 26-28, 2017	To equip the technical personnel with detailed knowledge on energy efficiency opportunities on compressed Air systems	25,000+VAT
Financial Engineering Duration: 5 days	<ul style="list-style-type: none"> Engineers from Industry Managers from industry consultants Government Industrial associations 	Nairobi	May 24-26, 2017	To be able to develop and implement a systematic strategy to address the technical aspects of energy management.	35,000+VAT
Energy Manager Certification (CEM) and Certified Measurement and Verification Professional (CMVP) Duration: 7 Days	<ul style="list-style-type: none"> Engineers and consultants trained in energy auditing 	Nairobi & Mombasa	June 19-27, 2017 October 23-31, 2017	Certification for energy auditors	160,000+VAT
Water Efficiency Training	<ul style="list-style-type: none"> Water and Waste water audit clients (2) from each company that signs up KAM Energy consultants 	Nairobi	July dates to be confirmed	To equip the clients of Water and Waste water audits with knowledge on efficiency to aid in implementation	100,000+VAT for both the Water and Waste water Audit and training for 2 participants for the training
Energy Auditing Duration: 5 Days	<ul style="list-style-type: none"> Engineers from Industry Hotel technical managers Energy consultants 	Nakuru	July 24-28, 2017	To equip the participants with skills needed to study a facility and determine energy saving opportunities.	40,000+VAT

Boilers and Steam Systems Duration: 3 Days	<ul style="list-style-type: none"> • Engineers from industry • Technicians • Consultants • Developers • Government • Industry associations 		August 23-25, 2017	Understand the types, operating principles and ways of operating boilers and steam systems efficiently.	25,000+VAT	
Solar T3	<ul style="list-style-type: none"> • Technicians • Consultants 	Nairobi	August 7-11, 2017	To equip technicians with knowledge on solar design, sizing and installation	50,000	
Certified Energy Auditor	<ul style="list-style-type: none"> • Engineers from Industry • Managers from industry • consultants • Government • Industrial associations 	Nairobi	September 4-8, 2017	To equip auditors with energy auditing skills	160,000+VAT	
Certified Water Professional	<ul style="list-style-type: none"> • Engineers from Industry • Managers from industry • consultants • Government • Industrial associations 	Nairobi	September 11-15, 2017		160,000+VAT	
Clean Energy Awareness Forums (Climate Change)	<ul style="list-style-type: none"> • County Energy Executives • Engineers from industry • Technicians • Consultants • Developers 	Nakuru Nyeri Mombasa Bungoma Kajiado		To equip the participants with knowledge on clean energy	Fully sponsored	

EMA Assessment tool Awareness Forums	<ul style="list-style-type: none"> Engineers from Industry 	Nairobi Nakuru Mombasa	October 6,2017 October 13,2017 October 27,2017	To equip the participants with knowledge on: record keeping for energy management, energy regulations	Fully sponsored	
Energy management for the financial sector Duration: 2 days	<ul style="list-style-type: none"> Engineers and consultants trained in energy auditing 	Nairobi	Nov 9&10, 2017	To be able to develop and Implement a systematic strategy to address the technical aspects of energy management.	Fully sponsored	

*Please note:

Changes are at KAM discretion. For booking contact: Beatrice.kithinji@kam.co.ke

TO BE OFFERED AS MODULES/LEVELS

Sign up for all the modules in the Business Growth Program, and get a discounted rate of 17% off the total cost. The Whole Program will cost KES 120,000

ENTRY QUALIFICATIONS FOR THE BUSINESS GROWTH PROGRAM:

- A KAM member or willing to be a KAM member
- Investment Plant and Equipment Above 10million
- Small and Medium Enterprises with a turnover of between 10Million and 250Million.

LEVELS	MODULE	TOPICS	DATES/DURATION
LEVEL ONE	Business Strategy/Market Development and Implementation	<ul style="list-style-type: none"> • Marketing Analysis of Current Business • Industry Analysis • Analysis of Business Policies • Market Trends • Strategic Brand Management • Business Diagnosis • Mapping Marketing Opportunities • Entry Strategies • Growing your sales • New Revenue Streams • Export Market 	March 15 - 16
LEVEL TWO	Product Design and Development	<ul style="list-style-type: none"> • Product Design • Quality Management • Packaging • Technologies for processing efficiencies • Patenting, Branding, Marks of Quality • Diversification 	April 12 - 13
LEVEL THREE	Supply Chain Management	<ul style="list-style-type: none"> • Elements of the Supply Chain • Demand Management • Capacity Management • Inventory • Purchasing • Logistics Efficiency • Route to Market • Distribution Efficiencies 	May 17 - 18

LEVEL FOUR	Financial Management	<ul style="list-style-type: none"> Evaluating the firms working capital position Interpreting and Creating Standard financial statements Forecasting in Financial Management Managing Working Capital Evaluating Risk in the Capital Budgeting Process Evaluating Investment Choices 	June 14 - 15
LEVEL FIVE	Human Resource Management	<ul style="list-style-type: none"> Leadership Development Talent Management Labour Laws Employment Policies Occupational Health 	July 12 - 13
LEVEL SIX	Good Manufacturing Practices	<ul style="list-style-type: none"> Quality Management Premises layout Equipment Production layout Documentation Packaging Instructions Hygiene Complaints handling Quality Audits 	August 16 - 17

BENEFITS OF ENROLLING IN THE BUSINESS GROWTH PROGRAM:

1. Free Mentoring
2. SME Exchange Visits
3. Market Linkages
4. Financial Linkages
5. Networking With Business Leaders.

ANTI – CORRUPTION COMPLIANCE

DATES	TRAINING	CATEGORY	Summary Outcomes	Target Group	Cost
APRIL 27 – 28	Business Ethics and Integrity Compliance Training	ETHICS	This training will help provide road maps and institutionalize Anti-Corruption in Mid-Size Companies	CEO'S, Managing Directors, Procurement Team, Finance Directors	KES 35,000
JULY 27 – 28					
NOVEMBER 27 - 28					

CONSULTANCIES AVAILABLE:

Team Building
Salary Surveys
HR and Policy Manual Development
HR Manual Reviews
Employee Satisfaction Surveys
Performance Appraisals
Selection and Recruitment
Job Evaluation
Implementing Risk Mitigation Procedures
Organizational Re-engineering
Customer Satisfaction Surveys
Implementation of Lean Management
**Proposals and available on request)*

TECHNICAL TRAINING S

- Basic PLC
- SIM – PLC 1
- SIM – PLC 2
- Supervisory Control and Data Acquisition
- Instrumentation and Calibration
- BASIC WELDING
- Drives Maintenance Course
- Electronic troubleshooting
- Mechatronics
- Boiler Maintenance
- Power Protection and Protection Relays
- Heavy and light machinery operating
- Electronics (instrumentation etc)
- Mechanical technology and maintenance

OTHER AVAILABLE TRAININGS BOTH OPEN HOUSE AND IN-HOUSE:

1. Leadership Development
2. Strategic Management
3. Product Development and Marketing
4. Effective Sales Management
5. Project Management
6. Managing Organizational Change

7. Financial Management and Project Appraisal
8. Procurement Management
9. Emarketing /Social Media
10. Selling Skills for FMCG
11. Report Writing
12. Manufacturing Finance
13. Productivity Enhancement & Measurements
14. Performance Management & Measurement
15. Change Management, Leadership& Innovation
16. Job Evaluation& Organizational Re-engineering
17. Strategic and Business Planning
18. HR and Industrial Relations
19. Business Research & Baseline/Market Studies/Surveys
20. Due Diligence, Risk Management& Mitigation
21. Project and Project Cycle Management
22. Occupational Health & Safety Management
23. Brand Management in Manufacturing Sector
24. Brand Creation
25. Customer Relationship Management
26. Marketing and Sales Promotion
27. Product Development and growth strategies
28. Organizational Development and Institutional Strengthening
29. Business Modeling and SME Strategy Development
30. Resource Mobilization (Fundraising) and Proposal Writing
31. Impact Monitoring and Evaluation for improvement
32. Business Franchising
33. Blue Ocean Strategy
34. Technical Product Design
35. Family Business Manufacturing
36. Media Management
37. Intellectual Property Rights
38. Manufacturing Business Coaching and Working Sessions

39. Manufacturing/agro-processing skills
40. Knowledge management and communication strategy
41. Information communication technology/web design and development
42. Economic research and Policy/advocacy formulation
43. Private Equity/Venture capital/fund management
44. Export Market Development
45. Mergers, Acquisitions and Restructuring
46. Business Valuation and Auditing
47. Entrepreneurship and Enterprise Development
48. Value chain development and market linkages
49. Trade Marke

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WE PARTNER WITH:



Strathmore Business School



NITA TRAINING REQUEST INFORMATION:

Training must be relevant to duties of the employee.

Application to be supported by details on:

- a. Course content and objectives
- b. Name of nominee, designation, ID copies
- c. Name of trainer (be NITA registered or Accredited)
- d. Course timetable & Duration (exact dates)
- e. Fees
- f. Specific Course venue (town, building)
- g. Appointment letters for overseas (6 months)

Any changes should be communicated by the Employer to NITA prior to course commencement.

NITA TRAINING REIMBURSEMENT GUIDELINES:

1. CAPPED AT 200% OF AN EMPLOYERS PREVIOUS YEAR'S CONTRIBUTION.
2. Employer must be up to date with Levy payments
3. Must have made an application for training to NITA and approval granted.
4. Reimbursement claim must be made in the prescribed form supported with; receipts of payment of training or other costs, approval letter from NITA & evidence of course completion.
5. Reimbursement rates and items are as per NITA guidelines and normally communicated in the approval letter-course fees, air-fare (oversees), books, training materials, assessment

Kenya Association of Manufacturers

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