



THE INSTITUTE OF CHARTERED TRAINING AND RESEARCH (ICTR)

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Registration for the January - March Semester, 2025 Professional Certification Classes is ongoing. Both physical and virtual classes shall commence on the **THIRD WEEK** of January, 2025

THE ONLINE COURSES FOR THE JANUARY - MARCH, 2025

CERTIFICATION COURSE		DESCRIPTION		
S/Q	COURSE NAME	COURSE DESCRIPTION	COURSE DURATION	FEES (Ksh)
CERTIFICATIONS IN SUPPLY CHAIN MANAGEMENT				
1.	Certification in Procurement Process (CTM) (For Non-Procurement Professionals/ user Department) - Approved Code ICTR/CTM/01	This certification focuses on equipping the necessary skills and knowledge to manage tender processes efficiently and in compliance with legal and regulatory standards in Kenya and in the International Bidding	4 Weeks (12 Hours)	15,000
2.	Certification in Procurement Auditing (CPA) Approved Code ICTR/CPA/01	This course is designed to equip professionals with the essential knowledge, skills, and techniques required to effectively conduct audits within the procurement function of an organization. This course provides an in-depth understanding of the procurement audit process, from planning and execution to reporting and follow-up.	3.2 Months (42 Contact Hours)	45,000

		Participants will learn how to assess and ensure that procurement activities align with organizational objectives, statutory requirements, and international best practices. Through case studies, practical exercises, and real-world examples, participants will develop critical thinking and analytical skills necessary for effective procurement auditing.		
3.	Certified Warehousing and Inventory Management Approved Code ICTR/WIM/01	<p>This course is designed to provide professionals with the skills and knowledge needed to effectively manage warehousing operations and inventory control. This course covers key concepts in warehouse design and layout, inventory management techniques, material handling, storage solutions, order fulfillment, and the application of technology in warehouse management.</p> <p>Participants will learn best practices for optimizing warehouse efficiency, reducing costs, improving inventory accuracy, and ensuring smooth supply chain operations. The course also emphasizes strategies for managing safety, security, and risk in warehouse environments. Through interactive sessions, practical exercises, and case studies, participants will gain hands-on experience in managing day-to-day warehouse operations and applying inventory management principles.</p>	3.2 Months (42 Contact Hours)	35,000

CERTIFICATIONS IN ENVIRONMENT MANAGEMENT

1.	Environmental Impact Assessment	This certification equips participants with the skills to evaluate and predict the environmental effects of proposed projects. Learners will explore legal frameworks, methodologies, and practical approaches to conducting EIAs, ensuring sustainable decision-making and compliance with environmental regulations. Ideal for professionals involved in project planning, environmental management, and policy enforcement.	3.2 Months (42 Contact Hours)	45,000
2.	Climate Change and Carbon Management	This course provides a comprehensive understanding of climate change science, global policies, and strategies to mitigate and adapt to its impacts. Participants will delve into carbon management techniques, including carbon footprint assessments, reduction strategies, and the role of carbon credits in achieving net-zero	3.2 Months (42 Contact Hours)	45,000

		emissions. Designed for sustainability officers, energy managers, and policymakers		
3.	Green and Carbon Financing	This certification offers insights into financing mechanisms that drive sustainability, such as green bonds, ESG investments, and carbon markets. Participants will explore tools and strategies to mobilize funds for climate-resilient projects and understand the dynamics of carbon pricing and trading. Perfect for finance professionals, sustainability experts, and corporate decision-makers.	3.2 Months (42 Contact Hours)	45,000

CERTIFICATIONS IN LEADERSHIP

1.	Strategic Management and Leadership Approved Code ICTR/SML/01	<p>This course frameworks, tools, and practices essential for effective strategic decision-making and leadership in organizations. It focuses on developing strategic thinking skills, understanding the competitive environment, and formulating, implementing, and evaluating strategies that drive organizational success.</p> <p>Participants will learn to align strategic objectives with leadership principles to enhance decision-making, foster innovation, and drive sustainable growth. The course covers key topics such as strategic analysis, competitive strategy, organizational culture, change management, and leadership styles.</p>	3.2 Months (42 Contact Hours)	45,000
2.	Supervisory Skills Development Approved Code ICTR/SSD/01	<p>This course is designed to equip new and aspiring supervisors with the essential skills and knowledge required to effectively lead and manage teams. This course covers key aspects of supervision, including communication techniques, conflict resolution, performance management, team motivation, and delegation strategies.</p> <p>Participants will learn practical approaches to enhancing team productivity, fostering a positive work environment, and navigating the challenges of supervising diverse team members. Through interactive sessions, role-playing, and real-life case studies, the course offers hands-on experience to build confidence and competence in supervisory roles</p>	3.2 Months (42 Contact Hours)	45,000

3.	Monitoring and Evaluation Approved Code ICTR/ME/01	<p>This course provides a comprehensive understanding of the principles, methods, and tools used to assess the effectiveness and impact of projects, programs, and policies. It focuses on developing skills to design and implement robust monitoring frameworks and evaluation plans that support evidence-based decision-making and continuous improvement.</p> <p>Participants will learn key concepts, including setting objectives and indicators, data collection and analysis techniques, stakeholder engagement, reporting, and utilizing evaluation findings to inform strategy. The course integrates practical exercises, case studies, and real-world examples to ensure participants can apply monitoring and evaluation methodologies effectively across various sectors.</p>	3.2 Months (42 Contact Hours)	45,000
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CERTIFICATIONS IN PROJECT MANAGEMENT

1.	Certified Quality Management Approved Code ICTR/CQMM/01	<p>This course is designed to provide professionals with the knowledge and skills needed to implement and maintain effective quality management systems within their organizations. This course covers key quality management principles, including Total Quality Management (TQM), Six Sigma, Lean methodologies, and ISO standards, with a focus on continuous improvement, process optimization, and customer satisfaction.</p> <p>Participants will explore topics such as quality planning, quality control, quality assurance, and quality improvement tools and techniques. The course also emphasizes data-driven decision-making, problem-solving, and root cause analysis. Through practical exercises, case studies, and interactive workshops, participants will learn how to apply these concepts to drive quality excellence, reduce waste, and enhance organizational performance.</p>	3.2 Months (42 Contact Hours)	45,000
2.	Certification in Project Management Approved Code ICTR/CPM/01	<p>This course is designed to provide participants with the comprehensive skills and knowledge needed to effectively plan, execute, monitor, and close projects across various industries. This course covers essential project management methodologies, tools, and best practices aligned with globally recognized standards such as</p>	3.2 Months (42 Contact Hours)	45,000

		<p>PMBOK (Project Management Body of Knowledge) and Agile frameworks.</p> <p>Participants will learn critical aspects of project management, including scope definition, time and cost management, risk assessment, quality assurance, stakeholder engagement, and communication strategies. The course emphasizes practical application through case studies, simulations, and real-world projects, enabling participants to handle complex project challenges confidently.</p>		
3.	Certification in Entrepreneurship Skills	<p>The <i>Certification in Entrepreneurship Skills</i> is designed to equip aspiring entrepreneurs with the essential knowledge and practical skills needed to start, manage, and grow successful businesses. This course covers key areas such as business planning, financial management, marketing strategies, innovation, and leadership. Participants will learn how to identify viable business opportunities, develop a sustainable business model, and navigate the challenges of entrepreneurship. Through interactive sessions, case studies, and hands-on projects, learners will gain the tools necessary to build entrepreneurial ventures in today's dynamic business environment. By the end of the course, participants will have a comprehensive understanding of entrepreneurship and be prepared to launch or scale their own businesses. This certification is ideal for individuals seeking to develop entrepreneurial competencies, whether for new startups, family businesses, or innovation within existing organizations.</p>	4 Weeks (Contact Hrs 12)	15,000
CERTIFICATIONS IN OPERATIONS MANAGEMENT				
1.	Certified Operations Management (COM)	<p>This course is designed to equip professionals with the essential skills and knowledge to effectively manage and optimize organizational operations. This comprehensive course covers key areas of operations management, including process analysis, supply chain management, production planning, quality control, inventory management, and resource optimization.</p> <p>Participants will learn how to implement best practices in operations strategy, streamline processes, improve productivity, and reduce costs while maintaining high standards of quality and customer satisfaction.</p>	3.2 Months (42 Contact Hours)	45,000

		<p>The course also emphasizes leadership in operations, data-driven decision-making, and the use of modern technologies and tools to enhance operational efficiency. Through real-world case studies, simulations, and interactive exercises, participants will gain practical experience and be prepared to take on leadership roles in operations management.</p>		
2.	Certified Lean Six Sigma Green Belt	<p>This course provides professionals with a deep understanding of Lean Six Sigma principles and methodologies to drive process improvement and operational excellence within their organizations. This course focuses on equipping participants with the tools and techniques to identify inefficiencies, reduce waste, and enhance quality using the DMAIC (Define, Measure, Analyze, Improve, Control) framework.</p> <p>Participants will learn how to apply Lean Six Sigma methods to real-world scenarios, including data collection and analysis, process mapping, root cause analysis, and implementation of sustainable improvements. The course integrates practical exercises, simulations, and project-based learning to develop skills in leading process improvement initiatives and managing cross-functional teams.</p>	3.2 Months (42 Contact Hours)	45,000