



DIMENSIONS

20 TRAINING 25 CALENDAR



NITA - TRN/1546

|| IHRM - C01037



Who we are:

Human Resource Dimension Ltd is a one stop management solution provider which affords the organization with the support it requires to deliver organizational strategy vision and mission.

We are accredited by National Industrial Training Authority (NITA), AGPO and we are a member of various professional bodies that are relevant to our business sector. The services provided by the firm have been drawn from the experiences of the key consultants who have served at all levels and therefore interacted with the challenges which have helped shape how the services are delivered to our valued clients.

For every workforce challenge a client encounters, we can provide an appropriate level of service that conforms and even exceeds the expectation of our clients.



VISION

To be the leading management solution providers in the Region.



MISSION

We provide winning strategies that empower stakeholders to transform their institutions and communities

EXECUTIVE SECRETARIES, PA'S & ADMINISTRATIVE COURSES

NO	COURSE TITLE	DURATION	DATES (2025)	VENUE
1	Developing Core Skills for Administrative Assistants & Secretaries	1 week 1 week 1 week 1 week	6th – 11th January 7th – 12th April 7th – 12th July 13th – 18th October	Naivasha Machakos Mombasa Nakuru
2	Secretary 360: Essential Tools and Techniques for Modern Professionals"	1 week 1 week 1 week 1 week	3rd – 8th March 23rd – 28th June 15th – 20th September 1st – 6th December	Mombasa Machakos Nakuru Kisumu
3	Information & Documentation Compliance for Administrative Secretaries	1 week 1 week 1 week 1 week	17th – 22nd February 12th – 17th May 4th – 9th August 24th – 29th November	Nakuru Machakos Mombasa Kisumu
4	Minute Taking and Report Writing Skills	1 week 1 week 1 week 1 week	13th – 18th January 28th Apr.-3rd May 21st – 26th July 20th – 25th October	Mombasa Mombasa Naivasha Machakos
5	The Senior Secretaries Development Program	1 week 1 week 1 week 1 week	3rd – 8th February 19th – 24th May 25th – 30th August 10th – 15th November	Mombasa Kampala Mombasa Arusha
6	Administrative Operations and Coordination	1 week 1 week 1 week 1 week	10th – 15th March 2nd – 7th June 22nd – 27th September 8th – 13th December	Mombasa Mombasa Naivasha Mombasa

PR, COMMUNICATION & CUSTOMER CARE

NO	COURSE TITLE	DURATION	DATES (2025)	VENUE
1	Customer Experience Management	1 week 1 week 1 week 1 week	20th – 25th January 31st Mar. – 5th April 28th July-2nd August 6th – 11th October	Mombasa Mombasa Nakuru Mombasa
2	Achieving Operational Excellence Through People	1 week 1 week 1 week 1 week	17th – 22nd March 9th – 14th June 8th – 13th September 15th – 20th December	Mombasa Kisumu Naivasha Machakos
3	Customer Service for the Public Sector	1 week 1 week 1 week 1 week	10th – 15th February 26th – 31st May 18th – 23rd August 17th -22nd November	Mombasa Mombasa Naivasha Mombasa
4	Strategic Event Management	1 week 1 week 1 week 1 week	27th Jan. – 1st Feb 5th – 10th May 11th – 16th August 3rd – 8th November	Mombasa Nakuru Mombasa Machakos
5	Planning and Managing PR Campaigns	1 week 1 week 1 week 1 week	24th Feb.-1st March 16th – 21st June 1st -6th September 27th Oct. – 1st Nov.	Mombasa Mombasa Kisumu Naivasha
6	Managing Customers for Competitive Advantage	2 weeks 2 weeks 2 weeks 2 weeks	10th – 22nd February 5th – 17th May 18th – 30th August 17th – 29th November	Mombasa Naivasha Mombasa Machakos

OFFICE MANAGEMENT SKILLS/DRIVER COURSES

NO	COURSE TITLE	DURATION	DATES (2025)	VENUE
1	Administrative Operations and Coordination for Drivers	1 week 1 week 1 week 1 week	24th – 29th March 30th June- 5th July 29th Sept. – 4th Oct. 15th – 19th December	Mombasa Kisumu Mombasa Machakos
2	Information and Documentation Compliance for Drivers	1 week 1 week 1 week 1 week	6th – 11th January 7th – 12th April 7th – 12th July 13th – 18th October	Mombasa Naivasha Mombasa Kisumu
3	Road master: Navigating the Highway to Safe Driving	1 week 1 week 1 week 1 week	3rd – 8th March 23rd – 28th June 15th – 20th September 1st – 6th December	Naivasha Mombasa Kisumu Machakos
4	First Aid & Emergency Response Training	1 week 1 week 1 week 1 week	17th – 22nd February 12th – 17th May 4th – 9th August 24th – 29th November	Mombasa Machakos Nakuru Kisumu
5	Stress Management & Mental Health Support for Drivers	1 week 1 week 1 week 1 week	13th – 18th January 28th Apr.-3rd May 21st – 26th July 20th – 25th October	Naivasha Mombasa Mombasa Mombasa
6	Fleet and Transport Management	1 week 1 week 1 week 1 week	3rd – 8th February 19th – 24th May 25th – 30th August 10th – 15th November	Nakuru Machakos Naivasha Kisumu

HUMAN RESOURCE MANAGEMENT **(WITH CPD POINTS)**

NO	COURSE TITLE	DURATION	DATES (2025)	VENUE
1	Organization and HR Excellence: Achieving organization effectiveness	1 week 1 week 1 week 1 week	10th – 15th March 2nd – 7th June 22nd – 27th Sept. 8th – 13th December	Mombasa Mombasa Naivasha Mombasa
2	Succession Management	1 week 1 week 1 week 1 week	20th – 25th January 31st Mar. – 5th April 28th July-2nd August 6th – 11th October	Mombasa Mombasa Naivasha Mombasa
3	Maximizing Workplace Efficiency: HR Strategies for Peak Productivity	1 week 1 week 1 week 1 week	17th – 22nd March 9th – 14th June 8th – 13th September 15th – 20th December	Mombasa Mombasa Naivasha Mombasa
4	From Burnout to Balance: Promoting Emotional Well-being	1 week 1 week 1 week 1 week	10th – 15th February 26th – 31st May 18th – 23rd August 17th -22nd November	Mombasa Kisumu Naivasha Machakos
5	Thrive at Work: Promoting Physical and Emotional Wellness	1 week 1 week 1 week 1 week	27th Jan. – 1st Feb 5th – 10th May 11th – 16th August 3rd – 8th November	Mombasa Mombasa Naivasha Mombasa
6	The Wellness Advantage: HR Strategies for Employee Well-being	1 week 1 week 1 week 1 week	24th Feb.-1st March 16th – 21st June 1st -6th September 27th Oct. – 1st Nov.	Mombasa Naivasha Mombasa Nakuru

HUMAN RESOURCE MANAGEMENT (WITH CPD POINTS)

NO	COURSE TITLE	DURATION	DATES (2025)	VENUE
7	HR Processes, Culture & Change Management Programme	1 week 1 week 1 week 1 week	24th – 29th March 30th June- 5th July 29th Sept. – 4th Oct. 15th – 19th December	Mombasa Mombasa Kisumu Naivasha
8	Workplace Well-being: Integrating Mental Health into Organizational Success	1 week 1 week 1 week 1 week	6th – 11th January 7th – 12th April 7th – 12th July 13th – 18th October	Mombasa Naivasha Mombasa Machakos

NOTES:

- In-house programs are available on request
- Venue can be changed on request
- We don't cancel or Postpone programs
- Tailor made courses available on request



MANAGEMENT, SUPERVISION AND LEADERSHIP

NO	COURSE TITLE	DURATION	DATES (2025)	VENUE
1	Managing People, Change, and Engagement in the VUCA Workplace	1 week 1 week 1 week 1 week	3rd – 8th March 23rd – 28th June 15th – 20th September 1st – 6th December	Mombasa Naivasha Mombasa Nakuru
2	Emotional Intelligence at Work: Mastering the Art of Human Connection	1 week 1 week 1 week 1 week	17th – 22nd February 12th – 17th May 4th – 9th August 24th – 29th November	Mombasa Naivasha Mombasa Kisumu
3	Health and Well-being for Leaders: Leading a Culture of Well-being	1 week 1 week 1 week 1 week	13th – 18th January 28th Apr.-3rd May 21st – 26th July 20th – 25th October	Naivasha Mombasa Mombasa Mombasa
4	Mastering People Management & Team Leadership	1 week 1 week 1 week 1 week	3rd – 8th February 19th – 24th May 25th – 30th August 10th – 15th November	Mombasa Naivasha Nakuru Machakos
5	Agile Business Strategy and Organizational Development for Sustainable Growth	1 week 1 week 1 week 1 week	10th – 15th March 2nd – 7th June 22nd – 27th Sept. 8th – 13th December	Naivasha Mombasa Mombasa Mombasa
6	Improving Operational Performance and Productivity	1 week 1 week 1 week 1 week	20th – 25th January 31st Mar. – 5th April 28th July-2nd August 6th – 11th October	Mombasa Mombasa Naivasha Mombasa

MANAGEMENT, SUPERVISION AND LEADERSHIP

NO	COURSE TITLE	DURATION	DATES (2025)	VENUE
7	Thriving Through Change: Emotional Intelligence for Adaptability	1 week 1 week 1 week 1 week	17th – 22nd March 9th – 14th June 8th – 13th September 15th – 20th December	Mombasa Machakos Nakuru Naivasha
8	Your Money, Your Future: Empowering Personal Financial Decisions	1 week 1 week 1 week 1 week	3rd – 8th March 23rd – 28th June 15th – 20th September 1st – 6th December	Mombasa Machakos Nakuru Naivasha

PROJECT MANAGEMENT & BUSINESS PERFORMANCE

1	Project Management Essentials	1 week 1 week 1 week 1 week	10th – 15th February 26th – 31st May 18th – 23rd August 17th -22nd November	Mombasa Mombasa Naivasha Machakos
2	Mastering Portfolios, Programmes & Projects	1 week 1 week 1 week 1 week	27th Jan. – 1st Feb 5th – 10th May 11th – 16th August 3rd – 8th November	Mombasa Mombasa Naivasha Mombasa
3	Enterprise Project Management & Business Performance	1 week 1 week 1 week 1 week	24th Feb.-1st March 16th – 21st June 1st -6th September 27th Oct. – 1st Nov.	Mombasa Mombasa Naivasha Machakos

SUPPLY CHAIN & PROCUREMENT

NO	COURSE TITLE	DURATION	DATES (2025)	VENUE
1	Advanced Negotiation Skills	1 week 1 week 1 week 1 week	24th – 29th March 30th June- 5th July 29th Sept. – 4th Oct. 15th – 19th December	Mombasa Kisumu Naivasha Mombasa
2	Effective Purchasing and Contract Negotiation Strategies	1 week 1 week 1 week 1 week	3rd – 8th March 23rd – 28th June 15th – 20th September 1st – 6th December	Mombasa Mombasa Naivasha Machakos
3	Strategic Cost and Value Management in Procurement	1 week 1 week 1 week 1 week	17th – 22nd February 12th – 17th May 4th – 9th August 24th – 29th November	Mombasa Naivasha Mombasa Machakos
4	Managing the Procurement Process	1 week 1 week 1 week 1 week	6th – 11th January 7th – 12th April 7th – 12th July 13th – 18th October	Mombasa Mombasa Kisumu Naivasha
5	Advanced Tendering Procedures & Bid Evaluation	1 week 1 week 1 week 1 week	3rd – 8th March 23rd – 28th June 15th – 20th September 1st – 6th December	Mombasa Naivasha Mombasa Nakuru
6	Purchasing, Logistics & Supply Chain Management	1 week 1 week 1 week 1 week	17th – 22nd February 12th – 17th May 4th – 9th August 24th – 29th November	Mombasa Naivasha Mombasa Machakos

FINANCE AND ACCOUNTING

NO	COURSE TITLE	DURATION	DATES (2025)	VENUE
1	Advanced Finance & Accounting Strategies in the Service Industry	1 week 1 week 1 week 1 week	13th – 18th January 28th Apr.-3rd May 21st – 26th July 20th – 25th October	Naivasha Mombasa Mombasa Mombasa
2	Financial Accounting & Reporting	1 week 1 week 1 week 1 week	3rd – 8th February 19th – 24th May 25th – 30th August 10th – 15th November	Mombasa Mombasa Mombasa Mombasa
3	Financial Analysis, Modelling, Forecasting & Budgeting Planning	1 week 1 week 1 week 1 week	10th – 15th March 2nd – 7th June 22nd – 27th Sept. 8th – 13th December	Naivasha Mombasa Machakos Mombasa
4	Financial Analysis, Planning & Control	1 week 1 week 1 week 1 week	6th – 11th January 7th – 12th April 7th – 12th July 13th – 18th October	Mombasa Mombasa Naivasha Machakos
5	Financial Risk Management	1 week 1 week 1 week 1 week	3rd – 8th March 23rd – 28th June 15th – 20th September 1st – 6th December	Mombasa Kampala Mombasa Mombasa
6	Internal Control and Fraud Prevention	1 week 1 week 1 week 1 week	17th – 22nd February 12th – 17th May 4th – 9th August 24th – 29th November	Mombasa Mombasa Naivasha Machakos

MARKETING AND PUBLICITY

NO	COURSE TITLE	DURATION	DATES (2025)	VENUE
1	Strategic Brand Management	1 week 1 week 1 week 1 week	13th – 18th January 28th Apr.-3rd May 21st – 26th July 20th – 25th October	Mombasa Mombasa Naivasha Mombasa
2	Agile Product Management	1 week 1 week 1 week 1 week	3rd – 8th February 19th – 24th May 25th – 30th August 10th – 15th November	Mombasa Kisumu Naivasha Machakos
3	Strategic Account Management in the Digital Age	1 week 1 week 1 week 1 week	10th – 15th March 2nd – 7th June 22nd – 27th Sept. 8th – 13th December	Mombasa Mombasa Naivasha Mombasa
4	Sales Management Best Practices for Building a World-Class Sales Team	1 week 1 week 1 week 1 week	20th – 25th January 31st Mar. – 5th April 28th July-2nd August 6th – 11th October	Mombasa Naivasha Machakos Mombasa
5	Event Marketing & Experiential Campaigns	1 week 1 week 1 week 1 week	17th – 22nd March 9th – 14th June 8th – 13th September 15th – 20th December	Mombasa Mombasa Kisumu Naivasha
6	Brand Strategy Essentials: Creating a Lasting Brand Identity	1 week 1 week 1 week 1 week	10th – 15th February 26th – 31st May 18th – 23rd August 17th -22nd November	Mombasa Naivasha Mombasa Machakos

KNOWLEDGE & RECORDS MANAGEMENT

NO	COURSE TITLE	DURATION	DATES (2025)	VENUE
1	Digital Knowledge Management: Strategies for the Modern Workplace	1 week 1 week 1 week 1 week	27th Jan. – 1st Feb 5th – 10th May 11th – 16th August 3rd – 8th November	Naivasha Mombasa Mombasa Machakos
2	Information Governance: Ensuring Compliance and Data Security	1 week 1 week 1 week 1 week	24th Feb.-1st March 16th – 21st June 1st -6th September 27th Oct. – 1st Nov.	Mombasa Mombasa Mombasa Mombasa
3	Document and Records Lifecycle Management	1 week 1 week 1 week 1 week	24th – 29th March 30th June- 5th July 29th Sept. – 4th Oct. 15th – 19th December	Naivasha Mombasa Mombasa Mombasa
4	Compliance and Regulatory Issues in Records Management	1 week 1 week 1 week 1 week	6th – 11th January 7th – 12th April 7th – 12th July 13th – 18th October	Mombasa Mombasa Naivasha Machakos
5	AI in Knowledge and Records Management: Harnessing Technology for Efficiency	1 week 1 week 1 week 1 week	3rd – 8th March 23rd – 28th June 15th – 20th September 1st – 6th December	Mombasa Kampala Mombasa Mombasa
6	Data Privacy and Ethics in Knowledge and Records Management	1 week 1 week 1 week 1 week	17th – 22nd February 12th – 17th May 4th – 9th August 24th – 29th November	Mombasa Mombasa Naivasha Machakos

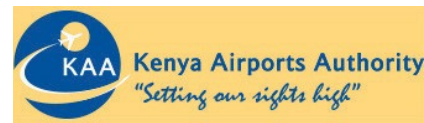


SOME OF OUR CLIENTS





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