



TOP EDGE CONSULTANTS LTD

"Great Minds, Smart Solutions"

0722 819 235 / 0722 843 051
topedgeconsultants@gmail.com

TRAINING CALENDAR 2025

Team-building Session

Training Session

OTHER SERVICES

- ❖ Strategic Management
- ❖ Human Resource
- ❖ Research
- ❖ By-laws
- ❖ Policies

VISION:

A World Class Model Consultancy Firm of Excellence

MISSION:

To offer innovative solutions that address both current and future customer needs, within business ethics

+254 20 358 7403
+254 (0) 722-819235 / 739-876431
+254 (0) 722-843051 / 722-862192



topedgeconsultants@gmail.com
info@topedgeconsultants.co.ke



www.topedgeconsultants.co.ke

Simba Lane ,Next to Thorn Tree School & Opposite Ongata Academy -- Ongata Rongai
P.O. Box 113 - 00511, Nairobi - Kenya



TOP EDGE CONSULTANTS LTD

TRAINING CALENDAR

2025

NATIONAL 5-DAY TRAINING COURSES FOR BOARD, SUPERVISORY COMMITTEE & MANAGEMENT STAFF

| CODE | DATE | COURSE TITLE | TOWN | FB - COST - KSH (EXCLUDES VAT) |
|-----------------|--------------------------|--|----------|-----------------------------------|
| JANUARY | | | | |
| NA 1 | 27-31 | Agile Business Strategy for Sustainable Growth: Building an Adaptive SACCO | Machakos | 85,000 |
| FEBRUARY | | | | |
| NA 2 | 10-14 | Cybersecurity Essentials and Data Protection for SACCOs | Nakuru | 80,000 |
| MARCH | | | | |
| NA 3 | 10-14 | Elevating Data Privacy and Protection: Safeguarding Trust in the Digital Age | Mombasa | 85,000 |
| NA 4 | 24-28 | Digital Transformation and Fintech Integration for SACCOs | Machakos | 85,000 |
| APRIL | | | | |
| NA 5 | 01 - 05 | Proactive Operational Risk Management: Strategies for Mitigation and Resilience | Mombasa | 85,000 |
| NA 6 | 07 - 11 | Mastering Cybercrime Defense and Digital Risk Management in SACCOs | Kisumu | 85,000 |
| NA 7 | 28 - 02 _(May) | Board Induction | Nakuru | 80,000 |
| NA 8 | 28 - 02 _(May) | Mastering Collateral Management & Legal Framework: Navigate Financial Risks | Nakuru | 80,000 |
| MAY | | | | |
| NA 9 | 05 - 09 | Board Performance Evaluation: Strengthening Board effectiveness for peak performance | Naivasha | 85,000 |
| NA 10 | 12-16 | Mastering A - Z of Job Evaluation | Mombasa | 85,000 |
| NA 11 | 19-23 | Essentials of Corporate Finance: Strategies for Financial Success | Mombasa | 85,000 |
| NA 12 | 26-30 | Advanced Credit Management and Debt Recovery Strategies for Sustainable Growth | Kisumu | 85,000 |
| JUNE | | | | |
| NA 13 | 03-07 | Business Performance Management: Control Frameworks & Dashboards for Success | Mombasa | 85,000 |
| NA 14 | 16-20 | Cybersecurity, Information Governance and Legal Risk Management | Mombasa | 85,000 |
| NA 15 | 23-27 | Board Induction | Nakuru | 80,000 |
| NA 16 | 23-27 | Advanced Business Resilience: Developing Creative and Adaptive Resilience Strategies | Nakuru | 80,000 |
| JULY | | | | |
| NA 17 | 01-05 | Strategic Leadership & Succession Planning: Building Future-Ready SACCOs and Teams | Kisumu | 85,000 |
| NA 18 | 14-18 | Business & Quality Improvement Techniques: Best Practices for Achieving Business Objectives | Mombasa | 85,000 |
| NA 19 | 21-25 | Building and Leveraging Brand Equity | Nakuru | 80,000 |
| NA 20 | 28 - 01 _(Aug) | Credit Risk Assessment and Collateral Perfection Best Practices | Mombasa | 85,000 |
| AUGUST | | | | |
| NA 21 | 04-08 | Strategic Risk Management and Anti-money laundering (AML) & KYC | Nakuru | 80,000 |
| NA 22 | 18-22 | Corporate Governance & Ethics: Essentials for a New Business Era | Mombasa | 85,000 |
| NA 23 | 18-22 | Digital Transformation & Financial Best Practices for SACCOs | Mombasa | 85,000 |
| NA 24 | 25 -29 | Leading Change and Organizational Renewal in Turbulent Times | Kisumu | 85,000 |

THE QUOTED NATIONAL SEMINAR COSTS ARE RESIDENTIAL :
NON-RESIDENCE COSTS ARE ESTIMATED AT 71% OF THIS COST



+254 20 358 7403
+254 (0) 722-819235 / 739-876431
+254 (0) 722-843051 / 722-862192



topedgeconsultants@gmail.com
info@topedgeconsultants.co.ke



www.topedgeconsultants.co.ke

Simba Lane ,Next to Thorn Tree School & Opposite Ongata Academy -- Ongata Rongai
P.O. Box 113 - 00511, Nairobi - Kenya



TOP EDGE CONSULTANTS LTD

TRAINING CALENDAR

2025

| CODE | DATE | COURSE TITLE | TOWN | FB - COST - KSH (EXCLUDES VAT) |
|--|--------------------------|--|----------|-----------------------------------|
| SEPTEMBER | | | | |
| NA 25 | 01-05 | Mastering Conflict Management & Resolution Strategies | Nakuru | 80,000 |
| NA 26 | 08-12 | Advanced Cybersecurity Strategies for SACCOs: Protecting Member Data and Financial Systems | Mombasa | 85,000 |
| NA 27 | 22-26 | Proven Strategies for Managing Delinquency, Defaults, and Debt Recovery: A Guide for SACCO Leaders and Managers | Kisumu | 85,000 |
| NA 28 | 29 - 03 _(Oct) | Risk Management and Internal Controls in the Modern Era | Machakos | 85,000 |
| OCTOBER | | | | |
| NA 29 | 05-09 | Fraud Mitigation and Ethical Oversight in SACCO Operations | Nakuru | 80,000 |
| NA 30 | 13-17 | Next Generation Leadership: Transforming Personal and Team Effectiveness | Mombasa | 85,000 |
| NA 31 | 21 - 25 | Data Governance & General Data Protection: Best Practices & Standards | Mombasa | 85,000 |
| NA 32 | 27-31 | Strategic Marketing and Brand Positioning: Driving Growth and Visibility for SACCOs | Naivasha | 85,000 |
| NOVEMBER | | | | |
| NA 33 | 03-07 | Entrenching Performance Management Culture in SACCOs: A balance score card (BSC) approach | Mombasa | 85,000 |
| NA 34 | 10 -14 | Essentials of Corporate Finance: Driving Financial Success in a competitive Environment | Machakos | 85,000 |
| NA 35 | 17-21 | Transformative Leadership for SACCOs: Championing Member-Centric Change, Innovation, and Sustainable Growth" | Kisumu | 85,000 |
| DECEMBER | | | | |
| NA 36 | 01-05 | Financial Oversight for SACCO Boards: Strengthening Governance and Accountability | Machakos | 85,000 |
| NA 37 | 07-11 | Effective Frontline Leadership: Empowering the Workplace for Greater Impact | Mombasa | 85,000 |
| NA 38 | 15-19 | Achieving Business Process Change: Transforming & Adapting Work Processes for Optimal Performance | Nairobi | 85,000 |
| NATIONAL 5-DAY TRAINING COURSES FOR STAFF | | | | |
| FEBRUARY | | | | |
| NB 1 | 10-14 | Unlocking Administrative Excellence: Mastering Efficiency & Professional Growth | Nakuru | 80,000 |
| NB 2 | 17-21 | Retirement Planning and Preparedness: Securing Your Future with Confidence | Mombasa | 85,000 |
| MARCH | | | | |
| NB 3 | 10-14 | Accelerate Performance: Advanced Management & Appraisal Techniques | Mombasa | 85,000 |
| NB 4 | 17-21 | Growth Marketing Strategies: Master Growth, Acquisition, Engagement & Retention | Kisumu | 85,000 |
| APRIL | | | | |
| NB 5 | 01-05 | Emotional Intelligence & Professional Etiquette: Building Successful Workplace Relationships | Mombasa | 85,000 |
| NB 6 | 7-11 | 360 Teller Training: Master Every Aspect of Teller Excellence | Kisumu | 85,000 |
| NB 7 | 13-17 | Elevate Customer Relationships: Master the Art of CRM Excellence | Nakuru | 80,000 |
| NB 8 | 22-26 | Data Privacy and Protection Fundamentals: Your Blueprint to Digital Security | Mombasa | 85,000 |
| MAY | | | | |
| NB 9 | 05-09 | Retooling for PA's & Office Administrators | Nakuru | 80,000 |
| NB 10 | 12-16 | SACCO Accounting Mastery: Essential Skills in SACCO Accounting | Nakuru | 80,000 |
| NB 11 | 19-23 | The Marketer's Research Toolkit: Methods, Analysis, and Reporting Strategies for Data-Driven Decisions | Mombasa | 85,000 |





TOP EDGE CONSULTANTS LTD

TRAINING CALENDAR

2025

| CODE | DATE | COURSE TITLE | TOWN | FB - COST - KSH (EXCLUDES VAT) |
|------------------|--------------------------|--|----------|-----------------------------------|
| NB 12 | 26-30 | Smart Credit & Collections: Boosting Expertise in Credit Risk Management | Mombasa | 85,000 |
| JUNE | | | | |
| NB 13 | 09-13 | Strategic Branding and Marketing Excellence: Driving Growth and Member Engagement in SACCOs | Kisumu | 85,000 |
| NB 14 | 16 -20 | Self-Leadership Excellence: Master Communication & Interpersonal Skills | Mombasa | 85,000 |
| NB 15 | 23-27 | Cash Handling, Fraud Detection, and Security Measures | Nakuru | 80,000 |
| NB 16 | 23-27 | Retirement Planning and Preparedness: Secure Your Future with Confidence | Nakuru | 80,000 |
| JULY | | | | |
| NB 17 | 01-05 | Mastering A-to Z of Customer Experience Management (CX) | Machakos | 85,000 |
| NB 18 | 07-11 | Digital Disruption in the Financial Services Arena: Navigating the Future | Nakuru | 80,000 |
| NB 19 | 14-18 | Safeguarding Your SACCO: A Deep Dive into Know Your Customer (KYC) and Customer Due Diligence(CDD) | Mombasa | 85,000 |
| NB 20 | 21-25 | Protecting Your SACCO: A Comprehensive Guide to Tax and Compliance Updates | Nakuru | 80,000 |
| NB 21 | 28 - 01 _(Aug) | Optimizing Collateral and the Next Steps: Realization and Disposal Strategies | Mombasa | 85,000 |
| AUGUST | | | | |
| NB 22 | 11-15 | Creating Loyal Customers: Going beyond Customer Service | Kisumu | 85,000 |
| NB 23 | 18-22 | Level Up Your Marketing Game & Pitching: Essential Tools and Strategies for success | Nakuru | 80,000 |
| NB 24 | 18-22 | Mastering Time Management and Task Prioritization | Mombasa | 85,000 |
| NB 25 | 25-29 | The Ultimate Call Center Guide: Tips, Tricks, and Best Practices | Nakuru | 80,000 |
| SEPTEMBER | | | | |
| NB 26 | 01-05 | Privacy Law & Data Protection: Navigate Compliance & Best Practices | Nakuru | 80,000 |
| NB 27 | 01-05 | Customer Experience Strategy and Transformation: Driving Change & Innovation | Nakuru | 80,000 |
| NB 28 | 08-12 | Credit Risk Management and Debt Recovery | Kisumu | 85,000 |
| NB 29 | 22-26 | Creating a Customer Service Mindset and Organization Skills | Namanga | 85,000 |
| NB 30 | 29 - 03 _(Oct) | Navigating the Cyber Threat Landscape: A Comprehensive Guide | Mombasa | 85,000 |
| OCTOBER | | | | |
| NB 31 | 05-09 | Effective Teamwork & Communication: A Critical Skill for driving SACCO Success | Mombasa | 85,000 |
| NB 32 | 13-17 | Personal Finance and Stress Management: Building Resilience & Well-being | Mombasa | 85,000 |
| NB 33 | 21-25 | The A-Z of Performance Management: Elevate Your Professional Potential | Kisumu | 85,000 |
| NB 34 | 27-31 | Navigating the Cyber Threat Landscape: A Comprehensive Guide | Naivasha | 85,000 |
| NOVEMBER | | | | |
| NB 35 | 03-07 | Excellence in Administrative Management & Professional Etiquette | Kisumu | 85,000 |
| NB 36 | 10-14 | Collateral and Asset Financing Fundamentals | Mombasa | 85,000 |
| NB 37 | 17-21 | Managing Employee Performance, Behavior & Attitudes | Nakuru | 80,000 |
| NB 38 | 24-28 | Managing Conflicts & Difficult Situations: The Complete Guide in Handling People's Behavior Effectively | Kisumu | 85,000 |
| DECEMBER | | | | |
| NB 39 | 01-05 | Customer Service Excellence: Elevate Your Skills to Stand Out | Nakuru | 80,000 |
| NB 40 | 01-05 | Strategic Budgeting, Forecasting, and Planning: Achieving Smarter Results | Mombasa | 85,000 |
| NB 41 | 07-11 | Credit Risk Assessment & Management: Safeguarding SACCO Portfolio | Machakos | 80,000 |

Note: FB- FULL BOARD





TOP EDGE CONSULTANTS LTD

TRAINING CALENDAR

2025

NATIONAL 3 - DAY TRAINING COURSES FOR STAFF

| CODE | DATE | COURSE TITLE | TOWN | FB - COST - KSH (EXCLUDES VAT) |
|------------------|--------|--|----------|-----------------------------------|
| JANUARY | | | | |
| NC 1 | 22-24 | Advanced Defensive Driving and Executive Chauffeur course | Nakuru | 40,000 |
| FEBRUARY | | | | |
| NC 2 | 19-21 | Anti-Money Laundering (AML) & Know Your Customer (KYC) | Kisumu | 45,000 |
| MARCH | | | | |
| NC 3 | 12-14 | Cybersecurity Awareness for SACCOs | Nakuru | 40,000 |
| APRIL | | | | |
| NC 4 | 13-15 | Beyond customer service | Nakuru | 40,000 |
| MAY | | | | |
| NC 5 | 14-16 | Effective Credit and Delinquency Management | Nakuru | 40,000 |
| JUNE | | | | |
| NC 6 | 25-27 | Effectively Managing Challenging Customers with Resolution-Oriented Strategies | Eldoret | 45,000 |
| JULY | | | | |
| NC 7 | 09-11 | Business Etiquette, Protocol, and Customer Care | Nakuru | 40,000 |
| NC 8 | 24-26 | Cash Handling and Fraud Prevention for Tellers | Nakuru | 45,000 |
| AUGUST | | | | |
| NC 9 | 24 -26 | Debt Recovery strategies in the current dispensation | Kisumu | 45,000 |
| SEPTEMBER | | | | |
| NC 10 | 24 -26 | Mastering Personal Finance & Stress Management Strategies | Nakuru | 40,000 |
| OCTOBER | | | | |
| NC 11 | 26-28 | Persuasive Communication and Active Listening Skills | Naivasha | 45,000 |

2025

- C A L E N D A R -

| | | | |
|--|--|---|--|
| JANUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | FEBRUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 | MARCH S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | APRIL S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 |
| MAY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | JUNE S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | JULY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | AUGUST S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 |
| SEPTEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | OCTOBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | NOVEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | DECEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 |





TOP EDGE CONSULTANTS LTD

TRAINING CALENDAR

2025

REGIONAL/VIRTUAL ONE DAY TRAINING COURSES FOR BOARD AND STAFF

| CODE | DATE | COURSE TITLE | TOWN | COST - KSH (EXCLUDES VAT) |
|------------------|------|--|---------|------------------------------|
| JANUARY | | | | |
| R 1 | 18 | Business Strategies to Spur Growth in the wake of Guarantor Distress | Virtual | 3,000 |
| R 2 | 25 | Reports and Effective Annual General Meetings (AGMs) for Board & CEO's | Nairobi | 7,000 |
| FEBRUARY | | | | |
| R 3 | 20 | Savings mobilization and Risk Management in SACCOs for stability | Virtual | 3,000 |
| R4 | 26 | Governance and Leadership Excellence for Boards and CEOs | Kitale | 7,000 |
| MARCH | | | | |
| R 5 | 1 | Managing the Rising Digital and Cybercrime Threats in SACCOs | Virtual | 3,000 |
| R 6 | 4 | Savings Mobilization and Risk Management in SACCOs for stability | Kericho | 7,000 |
| R7 | 29 | Anti-Money Laundering (AML) & Know Your Customer (KYC) | Nairobi | 7,000 |
| APRIL | | | | |
| R 8 | 12 | Data Privacy and Protection: Safeguarding Trust in the Digital Age | Nairobi | 7,000 |
| MAY | | | | |
| R 9 | 17 | Loan Portfolio Management: Strategies for Healthy Credit Growth | Nairobi | 7,000 |
| R 10 | 24 | Fundamentals of Marketing and Sales : <i>Essential Principles and Best Practices</i> | Nairobi | 7,000 |
| R 11 | 31 | Board Induction | Nairobi | 7,000 |
| JUNE | | | | |
| R 12 | 7 | Navigating the Market Landscape: <i>Essential Insights and Strategies for business success</i> | Nairobi | 7,000 |
| R 13 | 14 | Teller Excellence and Top Customer Service | Nairobi | 7,000 |
| R 14 | 25 | Credit Risk and Customer Experience Management | Kitale | 7,000 |
| R 15 | 28 | Fraud and Forgery Management: Prevention, Detection, and Investigation | Nairobi | 7,000 |
| JULY | | | | |
| R 16 | 12 | Leadership in a Digital Age: <i>The Essential Program for Future-Ready Leaders</i> | Nairobi | 7,000 |
| R 17 | 19 | Customer Experience and Relationship Management | Nairobi | 7,000 |
| R 18 | 26 | Effective Supervision and Reporting in the Digital Era | Nairobi | 7,000 |
| AUGUST | | | | |
| R 19 | 9 | Corporate Governance & Ethics | Nairobi | 7,000 |
| R 20 | 16 | Loan Recovery , Negotiation and Communication : <i>Strategies and skills</i> | Nairobi | 7,000 |
| R 21 | 23 | Risk Oversight in SACCOs | Nairobi | 7,000 |
| SEPTEMBER | | | | |
| R 22 | 2 | Effective Supervision and Reporting in the Digital Era | Kericho | 7,000 |
| R 23 | 13 | Data Protection and Cyber Security | Nairobi | 7,000 |
| R 24 | 20 | Emotional Intelligence and Attitude Management in the Workplace | Nairobi | 7,000 |
| OCTOBER | | | | |
| R 25 | 11 | Loan Delinquency Management and Recovery Strategies | Nairobi | 7,000 |
| R 26 | 25 | Office Etiquette and Attitude Management in the Workplace | Nairobi | 7,000 |
| NOVEMBER | | | | |
| R 27 | 5 | Savings Mobilization & Risk Management strategies | Kitale | 7,000 |
| R 28 | 15 | Data Protection, Fraud and Cyber Security Fundamentals: <i>Attack vector trends and mitigation strategies</i> | Nairobi | 7,000 |
| R 29 | 29 | Driving SACCO Growth: A Strategic Perspective | | |
| DECEMBER | | | | |
| R 30 | 6 | Strategic Branding and Marketing for Cooperative Growth | Nairobi | 7,000 |
| R 31 | 13 | Collateral Realization and Legal Framework | Nairobi | 7,000 |

