

DATE	EVENT	CPD	TENTATIVE VENUE	TENTATIVE FEES(Kshs)	
				M	NM
Feb 19	Beneficial Ownership Information and other Emerging Issues	6	Virtual	5,000	5,000
Feb 22	Emerging Role of Corporate Secretary for the Future Boards (2 Hours)	2	Virtual	2,000	2,000
Feb 25-26	Boards and Senior Managers Course on Effective Meetings	12	Nairobi	35,000	45,000
Mar 1	Effective Compensation Committee (2 Hours)	2	Virtual	2,000	2,000
MAR 3-5	BOARD GOVERNANCE AND LEADERSHIP WORKSHOP	18	MOMBASA	40,000	50,000
Mar 12-13	CBP: Meetings and Records Management	12	Nairobi	10,000	N/A
Mar 24-26	Training of Trainers Course	18	Nairobi	50,000	60,000
Apr 1	Governing Transitions (2 Hours)	2	Virtual	2,000	2,000
Apr 9	Resolving Governance Disputes	6	Virtual	5,000	5,000
Apr 19-23	15 th Governance Auditors Accreditation Course	20	Mombasa	100,000	N/A
APR 21-23	25TH ANNUAL INTERNATIONAL CONFERENCE	18	MOMBASA	40,000	50,000
MAY 7	30TH ANNUAL GENERAL MEETING	3	NAIROBI	NIL	NIL
May 14	Deliberate Leadership Webinar (2 Hours)	2	Virtual	2,000	2,000
May 21	Risk Governance and Fraud Management (2 Hours)	2	Virtual	2,000	2,000
June 4	Governance and Leadership during and after Crisis (2 Hours)	2	Virtual	2,000	2,000
June 11	Emerging issues in Corporate Secretarial and Governance (2 Hours)	2	Virtual	2,000	2,000
June 18	Anti-Money Laundering and Counter Financing of Terrorism (AML/CFT) Training for Boards and Corporate Secretaries	4	Virtual	6,000	6,000
JUN 22-25	2ND INTER-PROFESSIONAL SUMMIT	9	NAIVASHA	TBA	TBA
July 7	Law & Procedures in Meetings	2	Virtual	2,000	2,000
July 8	Meetings in a Digital Era	4	Virtual	8,000	8,000
July 14	Boardroom Behaviours and Etiquette in Meetings	2	Virtual	2,000	2,000
July 15	Personalities, Group Dynamics and Emotional Intelligence in Meetings	6	Virtual	10,000	10,000
July 21	Forward Looking Board and Effective Chairing	4	Virtual	8,000	8,000
July 22	Disputes and Disagreements in Meetings	4	Virtual	8,000	8,000
July 23	Board Papers and Reports Writing	6	Virtual	10,000	10,000
July 28	Minutes and Resolutions	6	Virtual	10,000	10,000
July 30	CS Graduates and New Members Forum	3	Nairobi	Nil	Nil
JULY 30	28TH ANNUAL DINNER	3	NAIROBI	7,000	7,000
Aug 12	Building Sustainable Professional Firms (2 Hours)	2	Virtual	2,000	2,000
Aug 19	Effective Governance and Nominations Committee (2 Hours)	2	Virtual	2,000	2,000
AUG 24-27	2ND WOMEN IN GOVERNANCE CONFERENCE	9	MOMBASA	40,000	40,000
Aug 31	Workshop for CS in Private Practice	6	Nairobi	10,000	15,000
Sep 3	CBP: Board Evaluation Skills	6	Nairobi	5,000	N/A
Sep 13-17	16 th Governance Auditors Accreditation Course	20	Virtual	80,000	N/A
Sep 23	Boards of the Future (2 Hours)	2	Virtual	2,000	2,000
SEP 20-24	1ST GOVERNANCE, ETHICS, RISK & COMPLIANCE COURSE	20	MOMBASA	100,000	110,000
Oct 7	Transparency, Confidentiality and Whistle Blowing (2 Hours)	2	Virtual	2,000	2,000
Oct 14	Emerging issues in Corporate Secretarial and Governance (2 Hours)	2	Virtual	2,000	2,000
OCT 27-29	BOARD DEVELOPMENT WORKSHOP	18	NAIVASHA	40,000	50,000
NOV 5	COG AWARD GALA NIGHT	3	NAIROBI	7,000	7,000
NOV 16-19	5TH INTERNATIONAL GOVERNANCE SUMMIT	18	RWANDA	110,000	120,000
Nov 23	Effective Audit, Risk and Compliance Committee (2 Hours)	2	Virtual	2,000	2,000
Nov 25-26	Corporate Secretarial Seminar	12	Nairobi	20,000	30,000
Dec 2-3	Governance Workshop for Family Owned Businesses	12	Mombasa	30,000	40,000

KEY

- **CBP** - Capacity Building Programme.
- **CPD** - Continuous Professional Development
- **M** - Member of the Institute
- **NM** - Non-Member

Customized consultancies and trainings

- Corporate Governance
- Board Development
- Governance Research
- Governance Audit
- Board Evaluation
- Corporate Secretarial
- Management of Meetings
- Business Writing

Guiding Notes:

1. Required CPD Credits Hours for each member is average of 20 Hours per annum. See CPD Policy for details on categorization, exemptions and discounts entitlements.
2. Training fees are payable in advance of the programme. Where applicable, fees cover facilitation, training materials, tea/coffee and lunch. Participants are required to make their own transport and accommodation arrangements.
3. All bookings must be done in writing, on email or online via Institute's website. Telephone bookings will not be accepted. Bookings received after the given cut-off date will be on availability of vacancy. ICS reserves the right to decline any late registration.
4. Capacity Building Programmes are discounted and targeted for Young and/or New Members of the Institute.
5. Subject to payment of seminar fees, members can access their Participation Certificates on their portal while the same will be sent to non-members via email within 14 days after the event.
6. A member in good standing and who wish to facilitate at an Institute's events should fill and email 'Trainers' Application Form 2021' to training@ics.ke latest 4 months before the proposed event.
7. Any changes to this calendar will be communicated via email, website and/or the Newsletter.
8. This Calendar of Events is to be read alongside the "ICS CPD Policy"

Payment Options

- Mpesa Pay bill Number: 533800. Account Name: Event Title/ Purpose of Payment.
- Kenya Commercial Bank; A/c Name: Institute of Certified Public Secretaries of Kenya; Account Number 1103151045, Capitol Hill Branch, Nairobi; Swift Code: Klenx. On the description, indicate title of the event you are paying for/ purpose of payment.
- Cheques payable to Institute of Certified Public Secretaries of Kenya.

NB: Send the payment confirmation to accounts@ics.ke requesting for an official receipt.

For More Details, Please Contact-

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