

ICS CALENDAR OF EVENTS YEAR 2019

Institute of
Certified Secretaries
'The Governance Profession'



DATE	EVENT	CPD	TENTATIVE VENUE	TENTATIVE FEES (KSHS)
Sep 6 - 7	Capacity Building Programme: Consultancy and Facilitation Skills	12	Nairobi	M - 10,000 NM - N/A
Sep 23 - 27	Governance Auditors Accreditation Course	20	Nairobi	M - 100,000 NM - N/A
Oct 3 - 4	Management of Shares, Dividends, ESOPs and Unclaimed Assets	12	Nairobi	M - 20,000 NM - 30,000
Oct 16 - 18	County Governments Seminar	18	Malindi	M - 50,000 NM - 60,000
Oct 29 - 31	Board Development Seminar	18	Naivasha	M - 40,000 NM - 50,000
NOV 20 - 22	3RD INTERNATIONAL GOVERNANCE SUMMIT	18	MOMBASA	M - 45,000 NM - 55,000
Nov 28 - 29	2 nd Corporate Secretarial Seminar	12	Nairobi	M - 20,000 NM - 30,000
NOV 29	COG AWARD GALA NIGHT	4	NAIROBI	M - 7,000 NM - 7,000
Dec 5 - 6	Family Owned Businesses Governance Workshop	12	Nairobi	M - 20,000 NM - 30,000

KEY

CPD - Continuous Professional Development
M - Member of the Institute of Certified Secretaries
NM - Non-member of the Institute of Certified Secretaries

CONSULTANCIES AND TRAINING PROGRAMS

The Institute organizes consultancies, programmes, seminars and workshops on governance, management, corporate secretarial practice, leadership and integrity and other areas of interest to the profession. Among the areas that the Institute is involved in offering training and consultancies include:

- Corporate Governance
- Board Development
- Board Induction
- Governance Audit
- Board Evaluation
- Corporate Secretarial
- Management of meetings
- Minutes writing
- Board Papers
- Risk Management
- Strategic Planning
- Project Management

PAYMENT OPTIONS

1. Mpesa Pay bill Number: 533800. Account Name: indicate title of the event you are paying for/ purpose of payment.
2. Kenya Commercial Bank 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.
3. Cheques payable to Institute of Certified Secretaries.

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

FOR MORE DETAILS, PLEASE CONTACT

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