

ICS CALENDAR OF EVENTS, YEAR 2020

CPS Governance Centre
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| DATE | EVENT | CPD | TENTATIVE VENUE | TENTATIVE FEES(Kshs) | |
|-------------|--|-----|-------------------|----------------------|---------|
| | | | | M | NM |
| Feb 3-7 | Certified Professional Mediator Training Course | 10 | Nairobi | 50,000 | 80,000 |
| Feb 12-14 | Training of Trainers Course | 18 | Nairobi | 60,000 | 100,000 |
| Feb 21 | CS Practitioners' Seminar | 6 | Nairobi | 10,000 | 20,000 |
| Feb 28-29 | Capacity Building Programme: Essentials of a CS | 12 | Nairobi | 10,000 | 30,000 |
| MAR 2-6 | COUNTY PUBLIC SERVICE BOARDS AND COUNTY ASSEMBLIES SERVICE BOARDS WORKSHOP | 18 | ZANZIBAR | 110,000 | 165,000 |
| Mar 11-13 | Executive Workshop on Meetings and Procedures | 18 | Nairobi | 40,000 | 60,000 |
| Mar 18-20 | 2ND ANNUAL INTER-PROFESSIONAL CONFERENCE | 18 | MOMBASA | 69,000 | 69,000 |
| Mar 25-27 | Governance Week | 6 | Nairobi | - | - |
| April 20-24 | 13 th Governance Auditors Accreditation Course | 20 | Mombasa | 100,000 | N/A |
| APR 22-24 | 24TH ANNUAL INTERNATIONAL CONFERENCE | 18 | MOMBASA | 45,000 | 55,000 |
| MAY 8 | 29TH ANNUAL GENERAL MEETING | 4 | NAIROBI | NIL | NIL |
| May 15 | Deliberate Leadership –Half day | 4 | Nairobi | 5,000 | 10,000 |
| MAY 15-29 | 1ST GOVERNANCE, ETHICS, RISK & COMPLIANCE CERTIFICATION COURSE | 20 | MOMBASA | 100,000 | 150,000 |
| JUN 9-12 | PUBLIC SECTOR GOVERNANCE | 18 | DUBAI | 110,000 | 165,000 |
| Jun 17 | Governance Round Table Breakfast | 2 | Nairobi | 3,000 | 5,000 |
| Jun 25-26 | Emerging issues in Corporate Secretarial and Governance | 12 | Nairobi | 20,000 | 30,000 |
| July 15 | Governing Transitions and Role of CS–Half day | 4 | Nairobi | 5,000 | 10,000 |
| July 16-17 | Governance and Emotional Intelligence | 12 | Nairobi | 20,000 | 30,000 |
| Jul 23-24 | Management of Meetings, Writing Board Papers and Minutes | 12 | Nairobi | 20,000 | 30,000 |
| AUG 7 | 27TH ANNUAL DINNER | 4 | NAIROBI | 7,000 | 7,000 |
| AUG 11-14 | 7TH INTERNATIONAL CONFERENCE ON LEADERSHIP, GOVERNANCE AND INTEGRITY | 18 | BANGKOK, THAILAND | 110,000 | 165,000 |
| Aug 21 | Workshop for CS in Private Practice | 6 | Nairobi | 10,000 | 20,000 |
| Sep 4-5 | Capacity Building Programme: Meetings, Minutes, Reports & Board Papers | 12 | Eldoret | 10,000 | 30,000 |
| Sep 22-25 | Workshop for Secretaries in Public Sector | 18 | Nakuru | 60,000 | 70,000 |
| Sep 21-25 | 14 th Governance Auditors Accreditation Course | 20 | Nairobi | 100,000 | N/A |
| Oct 28-30 | Board Development Workshop | 18 | Naivasha | 40,000 | 50,000 |
| NOV 6 | COG AWARD GALA NIGHT | 4 | NAIROBI | 7,000 | 7,000 |
| NOV 17-20 | 4TH INTERNATIONAL GOVERNANCE SUMMIT | 18 | KIGALI, RWANDA | 110,000 | 165,000 |
| Nov 26-27 | Corporate Secretarial Seminar | 12 | Nairobi | 20,000 | 30,000 |
| Dec 3-4 | Governance Workshop for Family Owned Businesses | 12 | Mombasa | 20,000 | 30,000 |

KEY

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

TIME

- **Breakfast:** 7:00am to 9:00am
- **Half Day:** 7:00am to 11:00am
- **Full Day:** 8:30am to 4:00pm
- **Dinners:** 7:00pm to 10:00pm

Customized Consultancies and Training Programmes

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

- Corporate Governance
- Board Development
- Governance Research
- Governance Audit
- Board Evaluation
- Corporate Secretarial
- Management of meetings
- Business Writing
- Disputes Resolutions
- Emotional Intelligence
- Risk Management
- Strategic Management

Guiding Notes:

1. Required CPD Credits Hours for each member is average of 30 Hours per annum (20 structured and 10 unstructured). Check CPD Policy for details.
2. Training fees are payable in advance of the programme and 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 attract a penalty of Kshs. 500 while participants attending without booking will pay a penalty of Kshs. 1,000. ICS reserves the right to decline any late registration.
4. Fees indicated for Members also applies to students pursuing Certified Secretaries Course.
5. Upon written request, members above 60 and those below 25 years of age are eligible for 50% discount in seminar fees for Institute's events. This also applies to current student pursuing Certified Secretaries Course and who are below 25 years of age.
6. The presentations for each event will be available on the Institute's website within 14 days after the event.
7. 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.
8. Any member wishing to facilitate at any of the Institute's events should fill and email 'Trainers Application Form' available on www.ics.ke to training@ics.ke by latest December 31, 2019.
9. Any changes to this calendar will be communicated to members via email and/or the Newsletter.
10. This Calendar of Events is to be read alongside the "ICPSK CPD Policy" available on www.ics.ke.

Payment Options

11. Mpesa Pay bill Number: 533800. On the Account Name: indicate title of the event you are paying for/ purpose of payment.
12. 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.
13. 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-

Institute of Certified Secretaries

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