

# ICS CALENDAR OF EVENTS, YEAR 2020

CPS Governance Centre  
Kilimanjaro Road, Upper Hill  
P. O. Box 46935-00100  
Nairobi, Kenya

Tel: +254 20-3597840,  
+254 734603173, +254 770159631  
info@ics.ke  
www.ics.ke

Institute of  
Certified Secretaries  
*'The Governance Profession'*



DATE	EVENT	CPD	TENTATIVE VENUE	TENTATIVE FEES(Kshs)	
				M	NM
Mar 11-13	Executive Workshop on Meetings	18	Nairobi	40,000	60,000
Mar 25-27	Governance Week	6	Nairobi	-	-
April 20-24	13 <sup>th</sup> Governance Auditors Accreditation Course	20	Mombasa	100,000	N/A
APR 22-24	24 <sup>TH</sup> ANNUAL INTERNATIONAL CONFERENCE	18	MOMBASA	45,000	55,000
MAY 8	29 <sup>TH</sup> ANNUAL GENERAL MEETING	4	NAIROBI	NIL	NIL
May 15	Deliberate Leadership –Half day	4	Nairobi	5,000	10,000
MAY 15-29	1 <sup>ST</sup> 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	27 <sup>TH</sup> ANNUAL DINNER	4	NAIROBI	7,000	7,000
AUG 11-14	7 <sup>TH</sup> 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 <sup>th</sup> 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	4 <sup>TH</sup> 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](http://www.ics.ke) to [training@ics.ke](mailto: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](http://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](mailto:accounts@ics.ke) requesting for an official receipt.

## For More Details, Please Contact-

### Institute of Certified Secretaries

CPS Governance Centre| Kilimanjaro Road |Upper Hill  
P. O. Box 46935-00100 | Nairobi |Kenya  
Tel: +254 20-3597840, 0734603173, 0770159631  
E-mail: [training@ics.ke](mailto:training@ics.ke) | Website: [www.ics.ke](http://www.ics.ke)