



Institute of
Certified Secretaries
The Governance Profession



2024

**CALENDAR OF EVENTS,
CONSULTANCIES AND
IN-HOUSE TRAININGS**





MISSION

To develop and guide sustainability and governance standards in organizations



VISION

Leaders in good governance for a sustainable society



MANDATE

To promote the practice of good governance in both private and public institutions



CORE VALUES

- Boldness
- Excellence
- Integrity
- Collaboration
- Agility

INSTITUTE COUNCIL



FCS Joshua W. Wambua
Chairman



FCS Jacqueline Waihenya
Vice-Chairman



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Letting'



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Omurwa



CS William Kiema



CS Simon Peter Kariuki



FCS Jeremiah N. Karanja
Chief Executive Officer



CS Gloria Kikete
Corporate Secretary



ABOUT THE INSTITUTE

The Institute of Certified Secretaries of Kenya (ICPSK) is a statutory professional membership organization, under National Treasury and Economic Planning, established under the Certified Public Secretaries of Kenya Act, Cap. 534 Laws of Kenya. ICPSK rebranded to Institute of Certified Secretaries (ICS) in 2016.

The core mandate of the Institute is to promote the practice of good governance in both the public and private sectors.

ICS is a member of the Corporate Secretaries International Association (CSIA), a global umbrella body representing corporate secretaries and governance professionals in more than 70 countries across the world.

TRAINERS AND CONSULTANTS

The Institute draws its trainers and consultants from its Secretariat, Council and Members with extensive experience in governance, research, leadership, management, corporate law and Corporate Secretarial Practice.

Our members work in different sectors of the economy including public, private and non-governmental organizations. In addition, the Institute partners with other government agencies and private sector players in for effective implementation of its training and consultancy programs.

CUSTOMIZED TRAININGS AND CONSULTANCIES

ICS is renowned as the premier provider of governance training and consultancy services in Kenya for public, private and not-for-profit organizations. Key focus areas include:



**Governance, Ethics,
Risk and Compliance
(GERC)**



**Induction and
Evaluation**



**Governance
Audit**



**Ethics and
Integrity**



**Business
Communications**



**Management of
Meetings**



Board papers



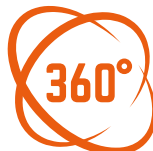
Minutes Writing



**Governance &
Leadership**



**Strategic and
Risk Planning**



**360 Board
Development**



**Records
Management**

ICS CALENDAR OF EVENTS FOR THE YEAR 2024

						TENTATIVE FEES (KSHS)			
DATE	EVENT	CPD	VENUE	M	NM	REMARKS			
1. Jan 29	ERP and Member Self-Service Portal (2:00-4:00pm)	1	Virtual	NIL	NIL	Sensitization			
2. Jan 30	Good Standing Requirements and CPD Policy (2:00-4:00pm)	1	Virtual	NIL	NIL	Sensitization			
3. Jan 31	New Members Induction Forum (2:00pm – 6:00pm)	3	Nairobi	NIL	NIL	Sensitization			
4. Feb 2	Senior and Young Members Mentorship Program. Theme: Golden Horizons: Blueprint to a Happy, Healthy, and Wealthy Retirement	6	Nairobi	5,000	5,000	Mentorship and Social Skills			
5. Feb 6-9	Workshop for Board Secretariat (For officers supporting Boards & Committees)	20	Naivasha	70,000	70,000	Mid & Senior Level Management			
6. Feb 16	Data Protection Act, 2019 (2:00-4:00pm)	2	Virtual	2,000	2,000	Statutory Compliance and Changes			
7. Feb 16	Governance Evening Talk (6:00pm – 8:00pm)	3	Nairobi	3,500	3,500	Focus on a Topical Governance Matter			
8. Feb 20-23	County Governments Governance Convention	20	Nakuru	70,000	70,000	County Governments and other Players in Devolution			
9. Mar 4-8	Governance, Ethics, Risk & Compliance (GERC) Course	20	Mombasa	100,000	110,000	Specialized			
10. Mar 4-8	Coastal Region Governance Career Fair	6	Coastal Region	NIL	NIL	Promotion and Sensitization.			
11. Mar 18-21	Western Region Governance Career Fair	6	Western Region	NIL	NIL	Promotion and Sensitization			
12. Mar 21-22	Governance Training	12	Kisumu	20,000	30,000	CPDs are per each day attended			
13. Mar 22	Western Region General Meeting (2:00-4:00pm)	3	Kisumu	NIL	NIL	Sensitization & Social			
14. April 23	Coastal Region Convention & General Meeting	6	Mombasa	NIL	NIL	Statutory & Social			
15. Apr 22-26	Governance Auditors Accreditation Course	20	Mombasa	100,000	NA	Statutory & Social			
16. April 24-26	28 th Annual International Conference	18	Mombasa	50,000	70,000	Specialized Course open to members only			
17. May 17	ICPSK Benevolent Fund 22 nd AGM (9.00 A.M)	3	Nairobi	NIL	NIL	Conference			
18. May 17	ICPSK 33 rd AGM (11:00 A.M)	3	Nairobi	NIL	NIL	Statutory & Social			
19. May 27-31	360° Board Development Program	20	Naivasha	100,000	110,000	Statutory & Social			
20. June 4	Governance Breakfast Talk (7:00am – 9:00am)	3	Nairobi	3,500	3,500	Advanced Level			
21. June 4	CS Students & CS Graduates Forum (2:00pm – 6:00pm)	N/A	Nairobi	NIL	NIL	Focus on a Topical Governance Matter			
22. June 7	Advancing the Corporate Governance Agenda in East Africa (2:00-4:00pm)	2	Virtual	NIL	NIL	Social & Sensitization			
						For governance professionals in the region			

ICS CALENDAR OF EVENTS FOR THE YEAR 2024

23.	Jun 11	11th College of Fellows Meeting and Convention (12:00-6:00pm)	6	Nairobi	5,000	5,000	Fellows and Honorary Fellows
24.	Jun 12-14	SACCO Sector Governance Workshop	18	Nairobi	40,000	40,000	Sector Specific
25.	Jun 12-14	Water Sector Governance Workshop	18	Nairobi	40,000	40,000	Sector Specific
26.	June 17-21	Governance Career Fair	6	Nairobi, Central, Eastern	NIL	NIL	<ul style="list-style-type: none"> • Promotion and Sensitization • CPDs are per day attended
27.	June 24-28	Meetings, Writing and Records Management Course	20	Nairobi	60,000	80,000	Specialized
28.	July 5	Governance Auditors Refresher Course (2:00-4:00pm)	2	Virtual	2,000	2,000	Refresher
29.	July 17-19	Church Leadership Governance Workshop	18	Nairobi	TBA	TBA	Sector Specific
30.	Jul 23-26	Training of Trainers (ToT) Course	18	Nairobi	65,000	80,000	Specialized
31.	July 24-26	Retirement Benefits Sector Governance Workshop	18	Naivasha	60,000	60,000	Sector Specific
32.	July 31	Senior and Young Members Mentorship Program. Theme: Conversations That Matter: Navigating Life Transitions, Legacy, and Beyond	6	Nairobi	5,000	5,000	Mentorship and Social Skills
33.	Aug 2	Governance Evening Talk (6:00pm – 8:00pm)	3	Nairobi	3,500	3,500	Focus on a Topical Governance Matter
34.	Aug 7-9	Governance Workshop for Constitutional Commissions and Independent Offices	18	Naivasha	60,000	60,000	Sector Specific
35.	Aug 20-23	Workshop for Board Secretariat (For all executives supporting Boards & Committees)	20	Naivasha	70,000	70,000	Mid & Senior Level Management
36.	Aug 30	The 29 th Annual Dinner	3	Nairobi	5,000	5,000	Social
37.	Sep 2-6	CEOs, Chairpersons and Vice Chairpersons Leadership Program	20	Naivasha	90,000	100,000	Advanced Level
38.	Sep 25	Artificial Intelligence and Governance (2:00-4:00pm)	2	Virtual	2,000	2,000	Webinar
39.	Oct 3-4	Board Papers, Minutes, and Resolutions	12	Nairobi	20,000	30,000	Refresher
40.	Oct 16	Consulting Skills (2:00-4:00pm)	2	Virtual	2,000	2,000	Webinar
41.	Oct 18	Conduct of Board Evaluation (2:00-4:00pm)	2	Virtual	2,000	2,000	Webinar
42.	Oct 23-25	Annual Board Development Workshop	18	Naivasha	60,000	80,000	Advanced Level
43.	Oct 30-31	Governance for Family-Owned Business	12	Nairobi	20,000	30,000	Sector Specific
44.	Nov 1	Governance Breakfast Talk (7:00am – 9:00am)	2	Nairobi	3,500	3,500	Breakfast Talk

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45.	Nov 6-8	7 th Regional Governance Summit	18	Nairobi	60,000	80,000	International Conference	
46.	Nov 20-22	6 th Women in Governance Conference	18	Naivasha	60,000	80,000	Conference	
47.	Nov 27	Boardroom Dynamics (2:00-4:00pm)	2	Virtual	2,000	2,000	Webinar	
48.	Nov 28	Governance of Strategy (2:00-4:00pm)	2	Virtual	2,000	2,000	Webinar	
49.	Nov 29	COG Award Gala (12:00-6:00pm)	3	Nairobi	7,000	7,000	Dinner	
SPECIALIZED AND MODULE BASED VIRTUAL COURSES								
50.	Feb 13-16	Training of Trainers (2:00-6:00pm)	20	Virtual	50,000	65,000	Respective Training Manuals and other Course Materials for these Specialized courses will be provided in soft copy format subject to full payment of the Course fees.	
51.	Feb 19-23	Governance Auditors Accreditation Course (2:00-6:00pm)	20	Virtual	80,000	NA		
52.	Mar 4	Part 1: Meetings: Law, Governance & Procedures (2:00-6:00pm)	6	Virtual Module Based Course on 'Meeting Writing and Records Management'.	6,000	10,000	Each of these distinct online modules-based courses are targeted at persons involved in governance matters at leadership or board level. Admission is subject to purchase of the respective Course Training Manual (each costing Kshs 2,000) and study the same before commencement of the Course. Fees indicated are exclusive of Training Manuals. The Courses involve group work, case studies and assignments. While we encourage participants to attend entire course, one can however attend any part of their choice. Each part is charged independently and a participant will be awarded CPDs and participation certificates for the parts successfully attended.	
53.	Mar 18	Part 2: Meetings in the Digital Era (2:00-6:00pm)	6		6,000	10,000		
54.	Apr 8	Part 3: Highly Impactful Meetings (2:00-6:00pm)	6		6,000	10,000		
55.	Apr 29	Part 4: Winning with Writing (2:00-6:00pm)	6		6,000	10,000		
56.	May 6	Part 5: Managing Records and Confidential Information (2:00-6:00pm)	6		6,000	10,000		
57.	May 20	Recap, Group Presentations, Assessments, Feedback and Certification (2:00-6:00pm)	6		6,000	10,000		
58.	June 3	Part 1: Board Establishment (2:00-6:00pm)	6		6,000	10,000		
59.	June 17	Part 2: Onboarding (2:00-6:00pm)	6		6,000	10,000		
60.	July 8	Part 3: Board Functions and Committees (2:00-6:00pm)	6		6,000	10,000		
61.	July 22	Part 4: Performance Measurement (2:00-6:00pm)	6		6,000	10,000		
62.	Aug 5	Part 5: Selected Areas of Knowledge (2:00-6:00pm)	6		6,000	10,000	Participants who pay for and attend all parts of a particular course and	

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63.	Aug 19	Part 6: Off Boarding (2:00-6:00pm)	6	6,000	10,000	successfully do all assignments and assessments will, in addition to receiving certificates of participation or each part, be awarded a "Certificate of Achievement" for the specific Course.
64.	Sep 2	Recap, Group Presentations, Assessments, Feedback and Certification (2:00-6:00pm)	6	6,000	10,000	
65.	Sep 23	Part 1: Terms and Key Concepts & Part 2: Legal Framework and Governance Environment (2:00-6:00pm)	6	6,000	10,000	
66.	Oct 7	Part 3: The Governing Body (2:00-6:00pm)	6	6,000	10,000	Virtual Module Based Governance, Ethics, Risk & Compliance (GERC) Course
67.	Oct 28	Part 4: Governance in Practice (2:00-6:00pm)	6	6,000	10,000	
68.	Nov 4	Part 5: Ethics (2:00-6:00pm)	6	6,000	10,000	
69.	Nov 18	Part 6: Risk Governance and Internal Controls & Recap, Group Presentations, Assessments, Feedback and Certification (2:00-6:00pm)	6	6,000	10,000	
70.	Dec 2-6	Governance Auditors Accreditation Course (2:00-6:00pm)	20	80,000	NA	Specialized

Key words:

- CPD-Continuous Professional Development
- M - Member of the Institute
- NM - Non-Member
- CoSec- Corporate Secretarial/Secretary

Customized consultancies and trainings on:

- Corporate Governance
- Board Development
- Governance Research
- Governance Audit
- 360° Degree Board Development Modular Course

- Board Evaluation
- Management of Meetings
- Business Writing
- Review and Development of Governance Documents
- Governance Advisory

GUIDING NOTES

1. Unless where otherwise indicated, all events are open to both members and non-members of the Institute.
2. Unless where otherwise indicated, all webinars and virtual courses are free for kasneb students undertaking CS Course. Provided that they register at least 15 days in advance with proof of their status as students and provided further that they will not be entitled to a certificate or other such document recognizing their attendance.
3. Required CPD Credits Hours for each member is average of 20 Hours per annum. See CPD Policy for details on categorization, exemptions and discounts.
4. Training fees are payable in advance of the program. Where applicable, fees cover facilitation, training materials, tea/coffee and lunch. Participants are required to make their own transport and accommodation arrangements. Where any Institute insignia is given to participants attending an event, the same shall only be given to participants who pay and make full payment before registration deadline.
5. 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.
6. 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.
7. A member in good standing and who wishes to facilitate at an Institute's event should fill and email 'Trainers' Application Form 2024 to training@ics.ke latest 3 months before the proposed event. Facilitators need to have attended Training of Trainers program by the Institute.
8. This calendar of events is subject to changes. Any such changes will be communicated either via email, SMS, website or the Newsletter.
9. This Calendar of Events is to be read alongside the "ICS CPD Policy"
10. The Institute of Certified Secretaries occasionally photographs and records its events for marketing and promotional purposes. By attending our events, you consent to the use of your image or voice which may be captured in photos, videos or audio recordings and may be shared on our website, social media platforms, marketing materials; including but not limited to brochures, newsletters, posters, billboards, advertisements, magazines and other promotional channels for as long as reasonably necessary to fulfil the purpose intended including the purposes of satisfying legal, regulatory, tax, accounting or reporting requirements and in connection to the Institute of Certified Secretaries.

PARTNERSHIPS AND SPONSORSHIPS

Based on level of partnership or sponsorship for any of the scheduled events, partnering or sponsoring institutions will benefit from the following opportunities:

- Branding rights
- Media exposure and publicity
- Display of banners and other publicity materials at the event.
- Talk time allocation to market products during the event.
- Advertising space on the Institute’s Online Magazine.
- Waiver in tuition/participation fees
- Recognition on Institute website and social media platforms

PAYMENT DETAILS

MPESA	Pay bill Number: 533800. Account Name: Event Title
BANK	Kenya Commercial Bank A/c Name: Institute of Certified Public Secretaries of Kenya Account Number: 1103151045 Branch: Capitol Hill Swift Code: KLENX
CHEQUES	Payable to Institute of Certified Public Secretaries of Kenya

Kindly share the payment confirmation to accounts@ics.ke



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