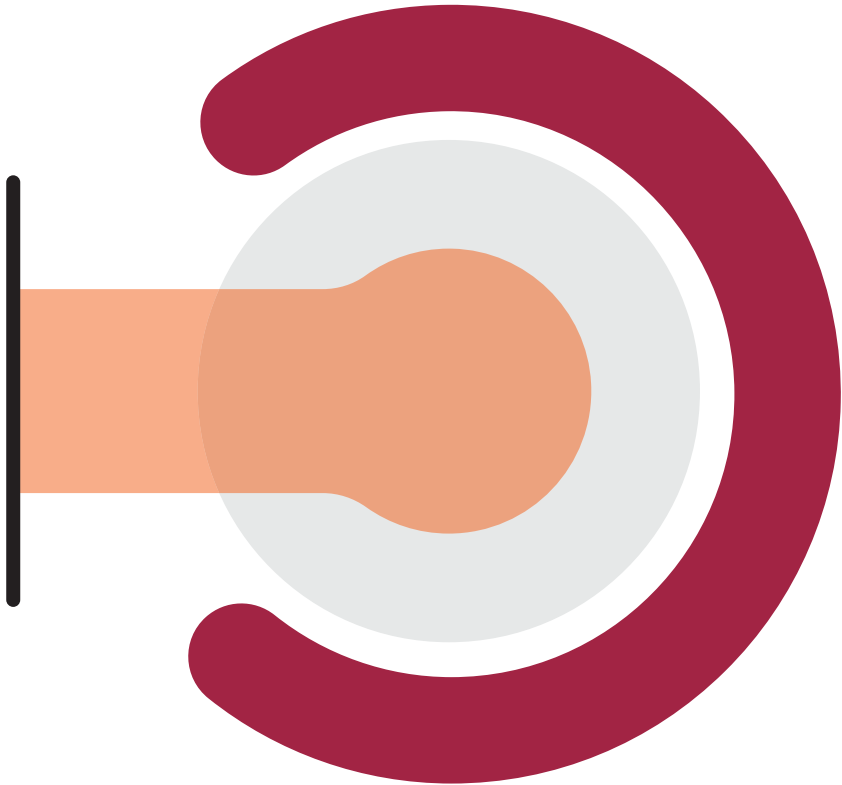Institute of
Certified Secretaries
The Governance Profession

ICS

2023 CALENDAR OF EVENTS, CONSULTANCIES AND IN-HOUSE TRAININGS

Champions of Governance (COG) Award

The Champions of Governance (COG) Award is organized and hosted by ICS and its partners with an aim of espousing good governance practices. Over the years, COG Award has provided a platform for benchmarking thus stimulating competition, innovation, efficiency and sustainability of institutions. The Award entails governance assessments, customized feedback reports, and celebration of Award winners during COG Gala Dinner. Individuals and institutions in the following sectors are invited to register for the 2023 COG Award Edition:

- Banking and Investment
- Insurance
- Co-operatives
- Retirement Benefits
- Institutional Investors
- Education
- Agriculture and Water
- Not for Profit and Faith Based
- Commissions and Independent Offices
- County Governments
- Governance Researchers

Participating individuals or organizations may enter for and earn any of the following Awards:

- Chairman of the year Award
- COG Director of the Year Award
- COG CEO of the year Award
- Corporate Secretary of the year Award
- COG Integrity Award
- Stewardship Award
- Governance Researcher of the Year Award
- Most improved Organization Award
- Most Consistent Organization Award
- Champion of Governance (sector specific) Awards
- Champion of Governance Awards

Institute Council

FCS Diana Sawe-Tanui
Chairman

FCS Joshua W. Wambua
Vice-Chairman

FCS Jacqueline Waihenya
Council Member

FCS Dr. Nicholas Letting'
Council Member

CS Malachi Adedeh
Council Member

CS Kathryne Maundu
Council Member

CS Dr. Wyne Mutuma
Council Member

FCS Salome Onyonka
Council Member

FCS Fredrick Wasike
Council Member

FCS George Athiambo
Council Member

CS Joyce Koech
Council Member

FCS Jeremiah N. Karanja
Chief Executive
Officer

About

The Institute

Establishment And Mandate

The Institute of Certified Public Secretaries of Kenya (ICPSK) is a Professional Membership Association that was established by an Act of Parliament, the Certified Public Secretaries of Kenya Act, Cap. 534 of the Laws of Kenya, in 1988. ICPSK rebranded to Institute of Certified Secretaries (ICS) in the year 2016.

ICS is dedicated to the promotion, growth, development and regulation of the governance and corporate secretarial profession in Kenya.

ICS is a member of Kenya Private Sector Alliance (KEPSA), the Association of Professional Societies in East Africa (APSEA) and Corporate Secretaries International Association (CSIA), the global umbrella body for corporate secretaries and governance profesionals.

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:

- Management of meetings
- Communication and business writing
- Board papers, minutes and resolutions
- Records management
- Ethics and integrity
- Public procurement and disposal
- Budgeting, resource mobilization and investment
- Internal controls, accountability and risk governance
- Transparency, disclosure and reporting
- Disputes resolution
- Public participation and stakeholders' engagement
- Board induction
- Board evaluation
- Strategic planning
- Development and review of governance structures, board manuals, board charters, work plans, codes of governance, codes of conduct, codes of ethics, etc
- Governance research
- Management and leadership
- Compliance and administration
- Performance management
- Employee development
- Team building activities

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.

ICS CALENDAR OF EVENTS FOR THE YEAR 2023

IN-PERSON GOVERNANCE & COSEC TRAININGS

	DATE	EVENT	CPD	VENUE	TENTATIVE FEES (KSHS)	
					M	NM
1	Feb 6	ESG (Environmental, Social and Governance) Course Part 1	6	Nairobi	10,000	20,000
2	Feb 7-10	Training of Trainers Course	18	Nakuru	60,000	80,000
3	Feb 7-10	1st Board Induction Workshop	18	Nakuru	60,000	80,000
4	Feb 7-10	Induction Program for Senior County Governments Officers	18	Nakuru	60,000	80,000
5	Feb 20-24	19th Governance Auditors Accreditation Course	20	Mombasa	100,000	NA
6	Feb 20-24	4th Governance, Ethics, Risk & Compliance (GERC) Course	20	Mombasa	100,000	120,000
7	Mar 1-3	Corporate Governance for Tea Sub-Sector Institutions	18	Naivasha	40,000	60,000
8	Mar 1-3	Corporate Governance for Health Sector Institutions	18	Naivasha	40,000	60,000
9	Mar 1-3	Corporate Governance for Learning Institutions	18	Naivasha	40,000	60,000
10	Mar 10	ESG (Environmental, Social and Governance) Course Part 2	6	Nairobi	10,000	20,000
11	Mar 14-17	2nd Board Induction Workshop	18	Naivasha	60,000	80,000
12	Mar 14-17	Governance in Constitutional Commissions and Independent Offices	18	Naivasha	60,000	80,000
13	Mar 22-24	Effective Management of Meetings	18	Nairobi	30,000	60,000
14	Apr 12-14	Corporate Governance and Compliance Workshop	18	Kisumu	30,000	60,000
15	Apr 24-28	Governance and Leadership Workshop	20	Dubai	110,000	130,000
16	May 12	The 7 P's for CoSec Services	6	Nairobi	15,000	30,000
17	May 23-26	County Governments Governance Convention	18	Nakuru	60,000	80,000
18	Jun 7	Building Endearing Sustainable CS Firms	6	Nairobi	10,000	20,000
19	Jun 8-9	Workshop on Writing Board Papers and Minutes	12	Nairobi	15,000	30,000
20	Jul 19-21	Retirement Benefits Sector Governance Workshop	18	Naivasha	40,000	60,000
21	Jul 19-21	Water Services Sector Governance Workshop	18	Naivasha	40,000	60,000
22	Jul 19-21	NGO/Humanitarian Sector Governance Workshop	18	Naivasha	40,000	60,000
23	Jul 19-21	Faith Based Organizations Governance Workshop	18	Naivasha	40,000	60,000
24	Jul 19-21	Institutional Investors and Listed Companies Governance Workshop	18	Naivasha	40,000	60,000
25	Aug 16-18	26th Annual International Conference	18	Mombasa	60,000	80,000
26	Oct 19	Essential Skills for a CoSec as a Trusted Advisor	6	Nairobi	10,000	20,000
27	Oct 25-27	Annual Board Development Workshop	18	Naivasha	60,000	80,000
28	Nov 3	Corporate Secretaries' Workshop	6	Nairobi	10,000	20,000
29	Nov 21-24	7th International Governance Summit	18	Kampala	110,000	130,000
30	Dec 6-8	3rd Women in Governance Conference	18	Naivasha	50,000	50,000
31	Dec 6-8	1st Men in Governance Summit	18	Naivasha	50,000	50,000

	DATE	EVENT	CPD	VENUE	TENTATIVE FEES (KSHS)	
					M	NM
		IN-PERSON SOCIAL EVENTS				
32	Feb 1	Convention for Certified Secretaries in County Governments	6	Nairobi	5,000	5,000
33	Feb 2	Convention for CS Practioners Firms	6	Nairobi	5,000	5,000
34	Feb 3	Chairman's Roundtable Breakfast Meeting	3	Nairobi	NIL	NIL
35	Feb 21	Coast Branch General Meeting and Convention	6	Mombasa	NIL	NIL
36	Mar 31	ICPSK SACCO AGM (11:00 AM)	3	Nairobi	NIL	NIL
37	April 4	Young Members Breakfast Forum (7:00-11:00am)	3	Nairobi	500	500
38	Apr 4	CS Students and CS Graduates Forum (2:00-4:00pm)	N/A	Nairobi	NIL	NIL
39	Apr 11	Western Branch General Meeting and Convention	6	Kisumu	NIL	NIL
40	Apr 11-14	Annual CS Profession Promotion Week (In partnership with kasneb, RCPSB, Training Institutions and CS Firms)	3	TBA	NIL	NIL
41	May 19	ICPSK Benevolent Fund 21st AGM (9.00 A.M)	3	Nairobi	NIL	NIL
42	May 19	ICPSK 32nd AGM (11.00 A.M)	3	Nairobi	NIL	NIL
43	June 30	New Members Induction Workshop (2:00-4:00 P.M)	3	Nairobi	NIL	NIL
44	July 28	Annual Convention for members over 50 Years	6	Nairobi	5,000	5,000
45	Aug 17	29th Annual Dinner (During Annual Conference)	3	Mombasa	5,000	5,000
46	Aug 21	Chairman's Roundtable Breakfast Meeting	3	Nairobi	NIL	NIL
47	Sep 24-30	1st Annual International Excursion	20	TBA	TBA	TBA
48	Oct 12	10th College of Fellows General Meeting and Convention	6	Nairobi	5,000	5,000
49	Dec 1	COG Award Gala Night	3	Nairobi	7,000	7,000
		WEBINARS AND VIRTUAL COURSES				
50	Jan 31	Current and emerging issues at ICS and in CS Profession (9:00-11:00am)	1	Virtual	Nil	Nil
51	Jan 31	Professional Ethics and Good Standing Requirements (2:00-4:00pm)	1	Virtual	Nil	Nil
52	Feb 13	Compliance with the Companies Act 2015 (9:00-11:00am)	2	Virtual	2,000	2,000
53	Feb 13	A tour of BRS System and Procedures: Registration, Foreign Companies, Appointments, Changes, Strike Off, Linking and Annual Returns and Financial Statements, Encumbrances, Restoration, Official Search, PVT and PLC Conversions (2:00-4:00pm)	2	Virtual	2,000	2,000
54	Feb 14	• Changes to share capital, Sub-division, consolidation or other alteration of share structure • Creating a charge or a security agreement (9:00-11:00am)	2	Virtual	2,000	2,000
55	Feb 14	Other events driven filings including changes to: articles of association, registered office, directors, secretaries, name, registered office, and accounting reference date (2:00-4:00pm)	2	Virtual	2,000	2,000
56	Feb 15	Personal Financial Planning and Wealth Management (In-Partnership with ICPSK Sacco) 9:00-11:00am	1	Virtual	Nil	Nil
57	Feb 16	Intellectual Property Registration Procedures (9:00-11:00am)	2	Virtual	2,000	2,000
58	Feb 16	Sectional Properties Act 2020 and Sectional Properties Regulations 2021 (2:00-4:00pm)	2	Virtual	2,000	2,000
59	Feb 17	Governance Audits requirements and procedures (9:00-11:00am)	2	Virtual	2,000	2,000

	DATE	EVENT	CPD	VENUE	TENTATIVE FEES (KSHS)	
					M	NM
60	Mar 8	Governance Audit Refresher Course (9:00-1:00pm)	6	Virtual	6,000	6,000
61	March 15	Personal Contingency Planning (In-Partnership with ICPSK Benevolent Fund) 9:00-11:00am	1	Virtual	Nil	Nil
62	April 6	Effective Tax Governance and Planning Skills (9:00-11:00am)	2	Virtual	2,000	2,000
63	Apr 21	Creativity and Innovation Day (9:00-11:00am)	1	Virtual	Nil	Nil
64	Jun 12-16	5th Governance, Ethics, Risk & Compliance (GERC) Course	20	Virtual	80,000	100,000
65	Jun 20	Governance Audit Refresher Course (9:00-1:00pm)	6	Virtual	6,000	6,000
66	Jun 22	ICPSK SACCO Members Education (9:00-11:00am)	1	Virtual	NIL	NIL
67	Jun 27	The Art of Decision Making (9:00-1:00pm) Decision making analytics, personalities, skills, process, tools and models)	6	Virtual	6,000	6,000
68	Jun 28	The Art of Prioritization and Delegation (9:00-1:00pm) • Prioritization matrix, techniques, framework and skills • Skills for effective delegation	6	Virtual	6,000	6,000
69	Jul 3-7	20th Governance Auditors Accreditation Course	20	Virtual	80,000	NA
70	Jul 10	Law & Procedures of Meetings (9:00-11:00am)	2	Virtual	2,000	2,000
71	July 11	Boardroom Behaviours and Etiquette in Meetings (9:00-11:00am)	2	Virtual	2,000	2,000
72	July 12	Personalities, Group Dynamics and Diversity in Meetings (9:00-11:00am)	2	Virtual	2,000	2,000
73	July 13	Emotional Intelligence in Meetings (9:00-11:00am)	2	Virtual	2,000	2,000
74	July 14	Document Retention and Records Management (9:00-11:00am)	2	Virtual	2,000	2,000
75	July 17	Forward Looking Board and Effective Chairing (9:00-11:00am)	2	Virtual	2,000	2,000
76	July 18	Disagreements and disputes in meetings (9:00am-11:00am)	2	Virtual	2,000	2,000
77	July 19	Presentation, public speaking and persuasion skills (9:00am-11:00am)	2	Virtual	2,000	2,000
78	July 20	Board Papers and Board Packs (9:00am-11:00am)	2	Virtual	2,000	2,000
79	July 21	Minutes and Resolutions (9:00am-11:00am)	2	Virtual	2,000	2,000
80	July 24	An overview of Environmental Social and Governance (ESG) (9:00-11:00am)	2	Virtual	2,000	2,000
81	July 25	Role of governance professionals in the environmental governance agenda (9:00-11:00am)	2	Virtual	2,000	2,000
82	July 26	Anti-Money Laundering /Combating the Financing of Terrorism and Combating Proliferation Financing (AML/CFT/CPF)	2	Virtual	2,000	2,000
83	July 27	Role of governance professionals in Data Protection	2	Virtual	Virtual	2,000

	DATE	EVENT	CPD	VENUE	TENTATIVE FEES (KSHS)	
					M	NM
84	Aug 1	CoSec Toolkit 1: Introduction to the CoSec Toolkit Course (9:00-11:00am) • An overview of the CoSec Toolkit; • How to use CoSec Toolkit as a Training Tool; • Setting stage, agenda and objective for a training session; • Preparing Power Points and handouts; • Skills and Action Ideas	2	Virtual	2,000	2,000
85	Aug 3	CoSec Toolkit 2 (9:00-11:00am) • The Company Secretary: A Catalyst for Governance • The Company Secretary: Foundations of the Job • The Company Secretary: The Board's Communicator	2	Virtual	2,000	2,000
86	Aug 7	CoSec Toolkit 2 (9:00-11:00am) • Directors Duties and Liabilities • Board Composition and Succession Planning	2	Virtual	2,000	2,000
87	Aug 9	CoSec Toolkit 3: (9:00-11:00am) • Delegation • Board Evaluation	2	Virtual	2,000	2,000
88	Aug 21	CoSec Toolkit Module 4 (9:00-11:00am) • Effective Board Meetings • Board Dynamics at Meetings • Annual General Meetings	2	Virtual	2,000	2,000
89	Aug 23	CoSec Toolkit 5 (9:00-11:00am) • Share Registration and Dividends • Shareholders	2	Virtual	2,000	2,000
90	Aug 24	CoSec Toolkit 6 (9:00-11:00am) • Corporate Finance • Financial Oversight and Analysis	2	Virtual	2,000	2,000
91	Aug 28	CoSec Toolkit 7: (9:00-11:00am) • Strategy Development and Evaluation	2	Virtual	2,000	2,000
92	Aug 30	CoSec Toolkit 8 (9:00-11:00am) • Risk and Business Continuity Planning	2	Virtual	2,000	2,000
93	Sep 1	CoSec Toolkit Module 9 (9:00-11:00am) • Building Ethical Cultures • Good Citizenship (CSR) and Integrated Reporting	2	Virtual	2,000	2,000
94	Sep 5	CoSec Toolkit Module 10 (9:00-11:00am) • Leading Change and Influencing	2	Virtual	2,000	2,000
95	Sept 6	Succession, Probate and Administration (In-Partnership with ICPSK Benevolent Fund) (9:00-11:00am)	1	Virtual	Nil	Nil
96	Sep 11-15	21st Governance Auditors Accreditation Course (8:00am-2:00pm)	20	Virtual	80,000	N/A

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

Modular Courses

Groups and institutions can benefit from quality flexible modular based courses with study packs containing case studies, exercises and reading materials. Participants can either take an entire course over an agreed period of time or select specific modules of their choice. Among the available courses include:

Governance, Ethics, Risk & Compliance (GERC)

GERC is broad-based and intended to provide a general understanding of corporate governance. The Course is divided into parts and modules as follows:

Part 1: Terms and Key Concepts
- Module 1: Understanding Concepts and Terms
- Module 2: Global, Regional and Local Trends

Part 2: Legal Framework And Governance Environment
- Module 1: Legal Framework
- Module 2: The Governance Environment
- Module 3: Organs Mandated with Governance
- Module 4: Codes, Guidelines and Reports

Part 3: The Governing Body
- Module 1: Governing Organ – The Board
- Module 2: Board Evaluation and Performance
- Module 3: Confidentiality and Disclosure
- Module 4: Ethics and Culture
- Module 5: Meetings and Etiquette
- Module 6: Management of Meetings

Part 4: Governance In Practice
- Module 1: Strategy Governance
- Module 2: Strategic Governance of Human Resource (HR)
- Module 3: Stakeholder Engagement
- Module 4: Corporate Social Investment (CSI)
- Module 5: Technology and Emerging Governance Issues
- Module 6: Financial Oversight

Part 5: Ethics
- Module 1: Ethical Leadership
- Module 2: The Corruption Problem in Kenya
- Module 3: Conflict of Interest
- Module 4: Related Party Transactions
- Module 5: Transparency and Disclosure
- Module 6: Economic, Social and Governance Issues

Part 6: Risk Governance And Internal Controls
- Module 1: Risk Governance
- Module 2: Risk Management
- Module 3: Risk Management Process
- Module 4: Business-Continuity and Disaster Recovery Planning
- Module 5: Internal Controls

360 Degrees Board Development Course

The Course is designed for the entire life circle of a Board and is structured in six parts divided into 27 modules and which are further subdivided into topics:

Part 1: Board Establishment
- Module 1: Needs assessment
- Module 2: Attraction and search
- Module 3: Selection and appointment
- Module 4: Governance instruments

Part 2: Onboarding
- Module 1: Induction
- Module 2: Nature of the Organization
- Module 3: Compliance and Legal Framework
- Module 4: Constitutive Documents
- Module 5: Training
- Module 6: Stakeholders

Part 3: Board Functions And Committees
- Module 1: Directors Duties and Powers
- Module 2: Composition of the Board
- Module 3: Board Committees

Part 4: Performance Measurement
- Module 1: Defining Role of a Board
- Module 2: Board's Actions
- Module 3: Measurement Basis
- Module 4: Appraising Boardroom Responsibilities
- Module 5: Mechanism for Performance and Role Measurement
- Module 6: Role of The Board in Staff Performance Appraisal

Part 5: Other Selected Areas Of Knowledge
- Module 1: Commitment and Time
- Module 2: The Role of the Board
- Module 3: Board Dynamics

Part 6: Off-Boarding
- Module 1: Defining Off-boarding
- Module 2: Succession Planning
- Module 3: Managing Transition
- Module 4: Board Refreshment
- Module 5: Positioning Oneself for Appointment.

Meetings, Writing and Records Management Course
Part 1: Meetings: Law, Governance & Procedures
- Module 1: Decision Making and Governance
- Module 2: Law and Procedure of Meetings
- Module 3: Types of Meetings
- Module 4: Ethical Considerations in Meetings

Part 2: Meetings In The Digital Era
- Module 1: Decision Making and Governance
- Module 2: Law and Procedure of Meetings
- Module 3: Types of Meetings
- Module 4: Ethical Considerations in Meetings

Part 3: Highly Impactful Meetings
Module 11: Boardroom Behaviours and Etiquette in Meetings
- Module 12: Emotional Intelligence and Meetings
- Module 13: Personalities, Diversity and Dynamics in Meetings
- Module 14: Forward Looking Agenda
- Module 15: Effective Chairing
- Module 16: Tracking Implementation
- Module 17: Difficult and Crisis Meeting
- Module 18: Disputes and Disagreements in Meetings

Part 4: Winning With Writing
- Module 19: Writing Skills
- Module 20: Board Papers
- Module 22: Resolutions
- Module 23: Minute Writing

Part 5: Managing Records And Confidential Information
- Module 24: Records Management Principles
- Module 25: Retention Principles
- Module 26: Records Security
- Module 27: Managing Confidential Information

Guiding Notes:

1. ICS is a statutory public body for purposes of government-to-government procurement.
2. Unless where specifically indicated, all events are open to both members and non-members of the Institute.
3. Governance Auditors Accreditation Course is only available to members of the Institute. Nonmembers however can be taken through a 'Governance Audit Sensitization Program'.
4. 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.
5. 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.
6. 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.
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. A member in good standing and who wish to facilitate at an Institute's events should fill and email 'Trainers' Application Form 2023' to training@ics.ke latest 3 months before the proposed event.
9. This calendar of events is subject to changes. Any such changes will be communicated either via email, SMS, website or the Newsletter.
10. This Calendar of Events is to be read alongside the "ICS CPD Policy"

Payment Options

1) Mpesa Pay bill Number: 533800. Account Name: Event Title

2) 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.

3) Cheques payable to Institute of Certified Public Secretaries of Kenya

4) Send the payment confirmation to accounts@ics.ke

ICS Members Of Staff

1) FCS Jeremiah N. Karanja - Chief Executive Officer
2) CPA Pius Kamau - Head of Finance & Support Services
3) FCS Emily Mugonyi - Manager, Member Services
4) CS Gloria Kikete - Corporate Secretary
5) CS Judith Oduge-Otieno - Manager, Professional Services
6) Mr. Gilbert Kiprono - Manager, Research and Business Development
7) Mr. Julius Kyulu - Manager, ICT
8) CS John Gwada - Learning and Development Officer
9) Mrs. Maureen Nyakwaka - Accounts Officer
10) Mrs. Lydia Sandimu - Executive Assistant
11) Mr. Daniel Mutai - Office Driver

CIC INSURANCE GROUP LIMITED EMERGES AS THE OVERALL WINNER IN THE CHAMPIONS OF GOVERNANCE (COG) AWARD 2022.

THE ICS COUNCIL DURING THE 11TH COG AWARD DINNER RECOGNIZED MS ESTHER WAHOME FOR BEING THE 1ST AFRICAN WOMAN IN KENYA TO QUALIFY AS A MEMBER OF THE INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS (ICSA) HAVING QUALIFIED IN 1979. LOOKING ON IS HER DAUGHTER AND CHAIRPERSON OF KEPSA, MS FLORA MUTAHI.

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

FOR ENQUIRIES

The Institute of Certified Secretaries (ICS)

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Institute *of*
Certified Secretaries
The Governance Profession