

## DRAFT ICS CALENDAR OF EVENTS FOR THE YEAR 2024

	DATE	EVENT	CPD	VENUE	TENTATIVE FEES (KSHS)	
					M	NM
<b>A. INTRODUCTORY LEVEL</b>						
1.	Feb 7-8	Introduction to Effective Management of Meetings	12	Nairobi	10,000	20,000
2.	Feb 22-23	Introduction to Board Papers and Minutes Writing	12	Nairobi	10,000	20,000
3.	Mar 22-23	CBP: Meetings, writing and records management	12	Nairobi	10,000	20,000
4.	April 4	Introduction to Environmental Social & Governance (ESG)	6	Nairobi	5,000	10,000
<b>B. MID-LEVEL CAPACITY DEVELOPMENT PROGRAMS</b>						
5.	Feb 12-15	Training of Trainers	20	Nairobi	80,000	100,000
6.	April 11-12	Workshop for in-house CoSeCs	12	Nairobi	15,000	30,000
7.	April 22-23	Environmental Social & Governance (ESG) Course	12	Nairobi	15,000	30,000
8.	May 6-7	Workshop for CSs in private practice	12	Nairobi	15,000	30,000
9.	June 18-20	Corporate governance masterclass	12	Nairobi	15,000	30,000
<b>C. ADVANCED LEVEL</b>						
10.	June 12-14	Executive course on meetings and writing	20	Nakuru	60,000	80,000
11.	Aug 13-16	Workshop on effective board committees	20	Mombasa	60,000	80,000
12.	Sep 16-20	Annual Board Development Workshop	20	Mombasa	80,000	100,000
13.	Sep 24-27	Capacity Building Program for Board Chairpersons	20	Mombasa	80,000	100,000
<b>D. SOCIAL EVENTS</b>						
14.	Feb 15	Coast Branch General Meeting and Convention	6	Mombasa	NIL	NIL
15.	Mar 15	CS Students Forum & CS Graduates Forum	N/A	Nairobi	NIL	NIL
16.	April 5	Western Branch General Meeting and Convention	6	Kisumu	NIL	NIL
17.	May 17	ICPSK Benevolent Fund 22 <sup>nd</sup> AGM (9.00 A.M)	3	Nairobi	NIL	NIL
18.	May 17	ICPSK 33 <sup>rd</sup> AGM (11:00 A.M)	6	Nairobi	NIL	NIL
19.	June 28	11 <sup>th</sup> College of Fellows General Meeting and Convention	6	Nairobi	NIL	NA
20.	July 30	Annual Convention for members over 50 Years	6	Nairobi	NIL	NA
21.	Aug 30	29 <sup>th</sup> Annual Dinner	6	Nairobi	5,000	5,000
22.	Nov 29	COG Award Gala Night	3	Nairobi	7,000	7,000
<b>E. SENSITIZATION PROGRAMS</b>						
23.	Feb 16	Governance Forum	2	Nairobi	2,000	2,000
24.	Aug 2	Governance Audit Sensitization program	2	Nairobi	3,500	3,500
25.	Nov 1	Private Practice Roundtable Breakfast	2	Nairobi	3,500	3,500
<b>F. SECTOR SPECIFIC EVENTS</b>						
26.	Feb 27-29	County Governments Governance Convention	9	Nakuru	60,000	60,000
27.	May 22-24	SACCO Movement Governance Workshop	9	Naivasha	60,000	60,000

28.	July 24-26	Retirement Benefits Sector Governance Workshop	9	Naivasha	60,000	60,000
29.	July 17-21	Church Leadership Governance Workshop	9	Nairobi	TBA	TBA
<b>G. SPECIALISED COURSES</b>						
30.	March 11-15	Governance Ethics Risk & Compliance Course	20	Nairobi	100,000	110,000
31.	Apr 22-26	Governance Auditors Accreditation Course	20	Mombasa	100,000	NA
32.	Jul 23-26	Training of Trainers Course	20	Nairobi	80,000	100,000
33.	Oct 14-18	Governance Auditors Accreditation Course	20	Nairobi	100,000	NA
34.	Nov 25-29	Governance Ethics Risk & Compliance Course	20	Mombasa	100,000	110,000
35.	Dec 4-6	Training of Trainers Course	20	Nairobi	80,000	100,000
<b>H. MANDATORY PROGRAMS*</b>						
36.	June 6-7	Emerging issues on Governance	12	Nairobi	15,000	30,000
37.	July 4-5	Governance Auditors Refresher Course	12	Nairobi	15,000	NA
38.	May 2-3	Board Papers & Minutes Writing Refresher Course	12	Nairobi	15,000	30,000
39.	Oct 3-4	Effective Management of Meetings Refresher Course	12	Nairobi	15,000	30,000
<b>I. CONFERENCES &amp; INTERNATIONAL EVENTS</b>						
40.	April 14-19	Leadership & Governance Workshop	20	Singapore	USD1,200	USD1,300
41.	Sep 9-13	2nd Annual Governance Excursion	20	TBA	USD1,200	USD1,300
42.	Nov 5-9	7 <sup>th</sup> Annual International Summit	20	Dar-es-salaam	USD 870	USD 000
43.	Nov 20-22	6th Women in Governance Conference	20	Naivasha	60,000	80,000
44.	April 24-26	28th Annual International Conference	20	Mombasa	60,000	80,000
<b>J. WEBINARS</b>						
45.	Feb 8	Sensitization on good standing requirements and CPD policy (2:00-4:00pm)	1	Virtual	NIL	NIL
46.	Feb 21	Artificial Intelligence Governance (2:00-4:00pm)	2	Virtual	2,000	2,000
47.	Mar 1	Law & procedures of meetings (2:00-4:00pm)	2	Virtual	2,000	2,000
48.	April 2	Board papers and board packs (2:00-4:00pm)	2	Virtual	2,000	2,000
49.	May 23	Interface between Human Capital & Governance (2:00-4:00pm)	2	Virtual	2,000	2,000
50.	June 3	Minutes and resolutions (2:00-4:00pm)	2	Virtual	2,000	2,000
51.	July 1	Essentials of Consulting Skills (2:00-4:00pm)	2	Virtual	2,000	2,000
52.	Aug 1	Report Writing Skills (2:00-4:00pm)	2	Virtual	2,000	2,000
53.	Sep 1	Effective Leadership (2:00-4:00pm)	2	Virtual	2,000	2,000
54.	Oct 8	Climate Change Governance (2:00-4:00pm)	2	Virtual	2,000	2,000

**KEY**

- 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
- Corporate Secretarial Management Meetings
- Business Writing

**Guiding Notes:**

1. Unless where specifically indicated, all events are open to both members and non-members of the Institute.
2. 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.*
3. 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.
4. \* For Compulsory Programs, members are required to attend at least one.
5. Lead Facilitators of Institutions Accredited to offer CPD programs by the Institute MUST attend.
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 2024](#) to [training@ics.ke](mailto:training@ics.ke) latest 3 months before the proposed event. Facilitators need to have attended TOT program at the Institute.
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

- ✓ Mpesa Pay bill Number: 533800. Account Name: Event Title
  - ✓ 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.
  - ✓ Cheques payable to Institute of Certified Public Secretaries of Kenya
- Send the payment confirmation to [accounts@ics.ke](mailto:accounts@ics.ke)

### For more details, please contact-

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