Datastat Research
Building Capacity in Training and Research

DATASTAT TRAINING IN

OFFICIAL COURSE PROSPECTUS

Center for Advanced Research & Professional Development

Nairobi Training Center • Global Virtual Academy • Corporate On-Site

TRADE UNIONS

Administrative Skills for Union Secretariats Training Course

Comprehensive Course Syllabus, Practical Modules & Upcoming Schedules

PROGRAM SPECIFICATIONS & HIGHLIGHTS

DURATION
5 Days Practical Hands-on

DELIVERY MODES
In-Person Class & Live Virtual

CERTIFICATION
Accredited Certificate of Completion

INTAKES / DATES
Multiple Cohort Schedules Included

PREPARED FOR:

Valued Participant

Email: training@datastatresearch.org | Issued: November 25, 2026

Academic & Professional Training Year: 2026

DATASTAT TRAINING INSTITUTE

P.O. Box 102802-00101, Nairobi, Kenya

Training Centers: Nairobi • Mombasa • Kigali • Dubai • Live Virtual Academy

Tel: +254 724 527 104 | +254 734 969 612

Email: training@datastatresearch.org

www.datastatresearch.org

Administrative Skills for Union Secretariats Training Course

Trade Unions • 5 Days Intensive • Accredited Certification

Course Overview

Administrative Skills for Union Secretariats Training Course is designed to build advanced capacity in secretariat operations, industrial relations management, digital office systems, and strategic labour leadership support.

Key Skills & Software Tools Covered

Office management • Documentation systems • Communication coordination • Record keeping

Upcoming Training Schedules

Confirmed cohort intakes and venues. Both physical in-person classroom and live virtual online seats are available.

TRAINING DATES	LOCATION / VENUE	FORMAT / DURATION	INVESTMENT (FEE)
30 Nov 2026 – 4 Dec 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
30 Nov 2026 – 4 Dec 2026	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
30 Nov 2026 – 4 Dec 2026	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
30 Nov 2026 – 4 Dec 2026	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
30 Nov 2026 – 4 Dec 2026	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
30 Nov 2026 – 4 Dec 2026	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
30 Nov 2026 – 4 Dec 2026	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
30 Nov 2026 – 4 Dec 2026	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
30 Nov 2026 – 4 Dec 2026	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
7 Dec 2026 – 11 Dec 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
7 Dec 2026 – 11 Dec 2026	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
7 Dec 2026 – 11 Dec 2026	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
7 Dec 2026 – 11 Dec 2026	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
7 Dec 2026 – 11 Dec 2026	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
7 Dec 2026 – 11 Dec 2026	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
7 Dec 2026 – 11 Dec 2026	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
7 Dec 2026 – 11 Dec 2026	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
7 Dec 2026 – 11 Dec 2026	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
14 Dec 2026 – 18 Dec 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
14 Dec 2026 – 18 Dec 2026	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
14 Dec 2026 – 18 Dec 2026	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
14 Dec 2026 – 18 Dec 2026	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
14 Dec 2026 – 18 Dec 2026	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**

14 Dec 2026 – 18 Dec 2026	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
14 Dec 2026 – 18 Dec 2026	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
14 Dec 2026 – 18 Dec 2026	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
14 Dec 2026 – 18 Dec 2026	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
21 Dec 2026 – 25 Dec 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
21 Dec 2026 – 25 Dec 2026	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
21 Dec 2026 – 25 Dec 2026	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
21 Dec 2026 – 25 Dec 2026	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
21 Dec 2026 – 25 Dec 2026	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
21 Dec 2026 – 25 Dec 2026	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
21 Dec 2026 – 25 Dec 2026	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
21 Dec 2026 – 25 Dec 2026	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
21 Dec 2026 – 25 Dec 2026	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
4 Jan 2027 – 8 Jan 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
4 Jan 2027 – 8 Jan 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
4 Jan 2027 – 8 Jan 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
4 Jan 2027 – 8 Jan 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
4 Jan 2027 – 8 Jan 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
4 Jan 2027 – 8 Jan 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
4 Jan 2027 – 8 Jan 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
4 Jan 2027 – 8 Jan 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
4 Jan 2027 – 8 Jan 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
11 Jan 2027 – 15 Jan 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
11 Jan 2027 – 15 Jan 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
11 Jan 2027 – 15 Jan 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
11 Jan 2027 – 15 Jan 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
11 Jan 2027 – 15 Jan 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
11 Jan 2027 – 15 Jan 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
11 Jan 2027 – 15 Jan 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
11 Jan 2027 – 15 Jan 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
11 Jan 2027 – 15 Jan 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
18 Jan 2027 – 22 Jan 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**

18 Jan 2027 – 22 Jan 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
18 Jan 2027 – 22 Jan 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
18 Jan 2027 – 22 Jan 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
18 Jan 2027 – 22 Jan 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
18 Jan 2027 – 22 Jan 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
18 Jan 2027 – 22 Jan 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
18 Jan 2027 – 22 Jan 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
18 Jan 2027 – 22 Jan 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
25 Jan 2027 – 29 Jan 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
25 Jan 2027 – 29 Jan 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
25 Jan 2027 – 29 Jan 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
25 Jan 2027 – 29 Jan 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
25 Jan 2027 – 29 Jan 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
25 Jan 2027 – 29 Jan 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
25 Jan 2027 – 29 Jan 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
25 Jan 2027 – 29 Jan 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
25 Jan 2027 – 29 Jan 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
1 Feb 2027 – 5 Feb 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
1 Feb 2027 – 5 Feb 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
1 Feb 2027 – 5 Feb 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
1 Feb 2027 – 5 Feb 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
1 Feb 2027 – 5 Feb 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
1 Feb 2027 – 5 Feb 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
1 Feb 2027 – 5 Feb 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
1 Feb 2027 – 5 Feb 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
1 Feb 2027 – 5 Feb 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
8 Feb 2027 – 12 Feb 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
8 Feb 2027 – 12 Feb 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
8 Feb 2027 – 12 Feb 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
8 Feb 2027 – 12 Feb 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
8 Feb 2027 – 12 Feb 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
8 Feb 2027 – 12 Feb 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**

8 Feb 2027 – 12 Feb 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
8 Feb 2027 – 12 Feb 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
8 Feb 2027 – 12 Feb 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
15 Feb 2027 – 19 Feb 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
15 Feb 2027 – 19 Feb 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
15 Feb 2027 – 19 Feb 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
15 Feb 2027 – 19 Feb 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
15 Feb 2027 – 19 Feb 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
15 Feb 2027 – 19 Feb 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
15 Feb 2027 – 19 Feb 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
15 Feb 2027 – 19 Feb 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
15 Feb 2027 – 19 Feb 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
22 Feb 2027 – 26 Feb 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
22 Feb 2027 – 26 Feb 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
22 Feb 2027 – 26 Feb 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
22 Feb 2027 – 26 Feb 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
22 Feb 2027 – 26 Feb 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
22 Feb 2027 – 26 Feb 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
22 Feb 2027 – 26 Feb 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
22 Feb 2027 – 26 Feb 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
22 Feb 2027 – 26 Feb 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
1 Mar 2027 – 5 Mar 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
1 Mar 2027 – 5 Mar 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
1 Mar 2027 – 5 Mar 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
1 Mar 2027 – 5 Mar 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
1 Mar 2027 – 5 Mar 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
1 Mar 2027 – 5 Mar 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
1 Mar 2027 – 5 Mar 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
1 Mar 2027 – 5 Mar 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
1 Mar 2027 – 5 Mar 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
8 Mar 2027 – 12 Mar 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
8 Mar 2027 – 12 Mar 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**

8 Mar 2027 – 12 Mar 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
8 Mar 2027 – 12 Mar 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
8 Mar 2027 – 12 Mar 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
8 Mar 2027 – 12 Mar 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
8 Mar 2027 – 12 Mar 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
8 Mar 2027 – 12 Mar 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
8 Mar 2027 – 12 Mar 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
15 Mar 2027 – 19 Mar 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
15 Mar 2027 – 19 Mar 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
15 Mar 2027 – 19 Mar 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
15 Mar 2027 – 19 Mar 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
15 Mar 2027 – 19 Mar 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
15 Mar 2027 – 19 Mar 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
15 Mar 2027 – 19 Mar 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
15 Mar 2027 – 19 Mar 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
15 Mar 2027 – 19 Mar 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
22 Mar 2027 – 26 Mar 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
22 Mar 2027 – 26 Mar 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
22 Mar 2027 – 26 Mar 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
22 Mar 2027 – 26 Mar 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
22 Mar 2027 – 26 Mar 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
22 Mar 2027 – 26 Mar 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
22 Mar 2027 – 26 Mar 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
22 Mar 2027 – 26 Mar 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
22 Mar 2027 – 26 Mar 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
29 Mar 2027 – 2 Apr 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
29 Mar 2027 – 2 Apr 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
29 Mar 2027 – 2 Apr 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
29 Mar 2027 – 2 Apr 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
29 Mar 2027 – 2 Apr 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
29 Mar 2027 – 2 Apr 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
29 Mar 2027 – 2 Apr 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**

29 Mar 2027 – 2 Apr 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
29 Mar 2027 – 2 Apr 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
5 Apr 2027 – 9 Apr 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
5 Apr 2027 – 9 Apr 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
5 Apr 2027 – 9 Apr 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
5 Apr 2027 – 9 Apr 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
5 Apr 2027 – 9 Apr 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
5 Apr 2027 – 9 Apr 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
5 Apr 2027 – 9 Apr 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
5 Apr 2027 – 9 Apr 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
5 Apr 2027 – 9 Apr 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
12 Apr 2027 – 16 Apr 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
12 Apr 2027 – 16 Apr 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
12 Apr 2027 – 16 Apr 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
12 Apr 2027 – 16 Apr 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
12 Apr 2027 – 16 Apr 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
12 Apr 2027 – 16 Apr 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
12 Apr 2027 – 16 Apr 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
12 Apr 2027 – 16 Apr 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
12 Apr 2027 – 16 Apr 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
19 Apr 2027 – 23 Apr 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
19 Apr 2027 – 23 Apr 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
19 Apr 2027 – 23 Apr 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
19 Apr 2027 – 23 Apr 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
19 Apr 2027 – 23 Apr 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
19 Apr 2027 – 23 Apr 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
19 Apr 2027 – 23 Apr 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
19 Apr 2027 – 23 Apr 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
19 Apr 2027 – 23 Apr 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
26 Apr 2027 – 30 Apr 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
26 Apr 2027 – 30 Apr 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
26 Apr 2027 – 30 Apr 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**

26 Apr 2027 – 30 Apr 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
26 Apr 2027 – 30 Apr 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
26 Apr 2027 – 30 Apr 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
26 Apr 2027 – 30 Apr 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
26 Apr 2027 – 30 Apr 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
26 Apr 2027 – 30 Apr 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
3 May 2027 – 7 May 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
3 May 2027 – 7 May 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
3 May 2027 – 7 May 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
3 May 2027 – 7 May 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
3 May 2027 – 7 May 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
3 May 2027 – 7 May 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
3 May 2027 – 7 May 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
3 May 2027 – 7 May 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
3 May 2027 – 7 May 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
10 May 2027 – 14 May 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
10 May 2027 – 14 May 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
10 May 2027 – 14 May 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
10 May 2027 – 14 May 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
10 May 2027 – 14 May 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
10 May 2027 – 14 May 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
10 May 2027 – 14 May 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
10 May 2027 – 14 May 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
10 May 2027 – 14 May 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
17 May 2027 – 21 May 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
17 May 2027 – 21 May 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
17 May 2027 – 21 May 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
17 May 2027 – 21 May 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
17 May 2027 – 21 May 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
17 May 2027 – 21 May 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
17 May 2027 – 21 May 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
17 May 2027 – 21 May 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**

17 May 2027 – 21 May 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
24 May 2027 – 28 May 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
24 May 2027 – 28 May 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
24 May 2027 – 28 May 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
24 May 2027 – 28 May 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
24 May 2027 – 28 May 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
24 May 2027 – 28 May 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
24 May 2027 – 28 May 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
24 May 2027 – 28 May 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
24 May 2027 – 28 May 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
31 May 2027 – 4 Jun 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
31 May 2027 – 4 Jun 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
31 May 2027 – 4 Jun 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
31 May 2027 – 4 Jun 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
31 May 2027 – 4 Jun 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
31 May 2027 – 4 Jun 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
31 May 2027 – 4 Jun 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
31 May 2027 – 4 Jun 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
31 May 2027 – 4 Jun 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
7 Jun 2027 – 11 Jun 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
7 Jun 2027 – 11 Jun 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
7 Jun 2027 – 11 Jun 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
7 Jun 2027 – 11 Jun 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
7 Jun 2027 – 11 Jun 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
7 Jun 2027 – 11 Jun 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
7 Jun 2027 – 11 Jun 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
7 Jun 2027 – 11 Jun 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
7 Jun 2027 – 11 Jun 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
14 Jun 2027 – 18 Jun 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
14 Jun 2027 – 18 Jun 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
14 Jun 2027 – 18 Jun 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
14 Jun 2027 – 18 Jun 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**

14 Jun 2027 – 18 Jun 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
14 Jun 2027 – 18 Jun 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
14 Jun 2027 – 18 Jun 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
14 Jun 2027 – 18 Jun 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
14 Jun 2027 – 18 Jun 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
21 Jun 2027 – 25 Jun 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
21 Jun 2027 – 25 Jun 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
21 Jun 2027 – 25 Jun 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
21 Jun 2027 – 25 Jun 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
21 Jun 2027 – 25 Jun 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
21 Jun 2027 – 25 Jun 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
21 Jun 2027 – 25 Jun 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
21 Jun 2027 – 25 Jun 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
21 Jun 2027 – 25 Jun 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
28 Jun 2027 – 2 Jul 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
28 Jun 2027 – 2 Jul 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
28 Jun 2027 – 2 Jul 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
28 Jun 2027 – 2 Jul 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
28 Jun 2027 – 2 Jul 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
28 Jun 2027 – 2 Jul 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
28 Jun 2027 – 2 Jul 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
28 Jun 2027 – 2 Jul 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
28 Jun 2027 – 2 Jul 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
5 Jul 2027 – 9 Jul 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
5 Jul 2027 – 9 Jul 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
5 Jul 2027 – 9 Jul 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
5 Jul 2027 – 9 Jul 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
5 Jul 2027 – 9 Jul 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
5 Jul 2027 – 9 Jul 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
5 Jul 2027 – 9 Jul 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
5 Jul 2027 – 9 Jul 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
5 Jul 2027 – 9 Jul 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**

12 Jul 2027 – 16 Jul 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
12 Jul 2027 – 16 Jul 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
12 Jul 2027 – 16 Jul 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
12 Jul 2027 – 16 Jul 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
12 Jul 2027 – 16 Jul 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
12 Jul 2027 – 16 Jul 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
12 Jul 2027 – 16 Jul 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
12 Jul 2027 – 16 Jul 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
12 Jul 2027 – 16 Jul 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
19 Jul 2027 – 23 Jul 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
19 Jul 2027 – 23 Jul 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
19 Jul 2027 – 23 Jul 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
19 Jul 2027 – 23 Jul 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
19 Jul 2027 – 23 Jul 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
19 Jul 2027 – 23 Jul 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
19 Jul 2027 – 23 Jul 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
19 Jul 2027 – 23 Jul 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
19 Jul 2027 – 23 Jul 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
26 Jul 2027 – 30 Jul 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
26 Jul 2027 – 30 Jul 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
26 Jul 2027 – 30 Jul 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
26 Jul 2027 – 30 Jul 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
26 Jul 2027 – 30 Jul 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
26 Jul 2027 – 30 Jul 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
26 Jul 2027 – 30 Jul 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
26 Jul 2027 – 30 Jul 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
26 Jul 2027 – 30 Jul 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
2 Aug 2027 – 6 Aug 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
2 Aug 2027 – 6 Aug 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
2 Aug 2027 – 6 Aug 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
2 Aug 2027 – 6 Aug 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
2 Aug 2027 – 6 Aug 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**

2 Aug 2027 – 6 Aug 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
2 Aug 2027 – 6 Aug 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
2 Aug 2027 – 6 Aug 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
2 Aug 2027 – 6 Aug 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
9 Aug 2027 – 13 Aug 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
9 Aug 2027 – 13 Aug 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
9 Aug 2027 – 13 Aug 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
9 Aug 2027 – 13 Aug 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
9 Aug 2027 – 13 Aug 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
9 Aug 2027 – 13 Aug 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
9 Aug 2027 – 13 Aug 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
9 Aug 2027 – 13 Aug 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
9 Aug 2027 – 13 Aug 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
16 Aug 2027 – 20 Aug 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
16 Aug 2027 – 20 Aug 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
16 Aug 2027 – 20 Aug 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
16 Aug 2027 – 20 Aug 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
16 Aug 2027 – 20 Aug 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
16 Aug 2027 – 20 Aug 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
16 Aug 2027 – 20 Aug 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
16 Aug 2027 – 20 Aug 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
16 Aug 2027 – 20 Aug 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
23 Aug 2027 – 27 Aug 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
23 Aug 2027 – 27 Aug 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
23 Aug 2027 – 27 Aug 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
23 Aug 2027 – 27 Aug 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
23 Aug 2027 – 27 Aug 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
23 Aug 2027 – 27 Aug 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
23 Aug 2027 – 27 Aug 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
23 Aug 2027 – 27 Aug 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
23 Aug 2027 – 27 Aug 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
30 Aug 2027 – 3 Sep 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**

30 Aug 2027 – 3 Sep 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
30 Aug 2027 – 3 Sep 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
30 Aug 2027 – 3 Sep 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
30 Aug 2027 – 3 Sep 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
30 Aug 2027 – 3 Sep 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
30 Aug 2027 – 3 Sep 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
30 Aug 2027 – 3 Sep 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
30 Aug 2027 – 3 Sep 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
6 Sep 2027 – 10 Sep 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
6 Sep 2027 – 10 Sep 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
6 Sep 2027 – 10 Sep 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
6 Sep 2027 – 10 Sep 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
6 Sep 2027 – 10 Sep 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
6 Sep 2027 – 10 Sep 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
6 Sep 2027 – 10 Sep 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
6 Sep 2027 – 10 Sep 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
6 Sep 2027 – 10 Sep 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
13 Sep 2027 – 17 Sep 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
13 Sep 2027 – 17 Sep 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
13 Sep 2027 – 17 Sep 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
13 Sep 2027 – 17 Sep 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
13 Sep 2027 – 17 Sep 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
13 Sep 2027 – 17 Sep 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
13 Sep 2027 – 17 Sep 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
13 Sep 2027 – 17 Sep 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
13 Sep 2027 – 17 Sep 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
20 Sep 2027 – 24 Sep 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
20 Sep 2027 – 24 Sep 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
20 Sep 2027 – 24 Sep 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
20 Sep 2027 – 24 Sep 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
20 Sep 2027 – 24 Sep 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
20 Sep 2027 – 24 Sep 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**

20 Sep 2027 – 24 Sep 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
20 Sep 2027 – 24 Sep 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
20 Sep 2027 – 24 Sep 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
27 Sep 2027 – 1 Oct 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
27 Sep 2027 – 1 Oct 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
27 Sep 2027 – 1 Oct 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
27 Sep 2027 – 1 Oct 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
27 Sep 2027 – 1 Oct 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
27 Sep 2027 – 1 Oct 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
27 Sep 2027 – 1 Oct 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
27 Sep 2027 – 1 Oct 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
27 Sep 2027 – 1 Oct 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
4 Oct 2027 – 8 Oct 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
4 Oct 2027 – 8 Oct 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
4 Oct 2027 – 8 Oct 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
4 Oct 2027 – 8 Oct 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
4 Oct 2027 – 8 Oct 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
4 Oct 2027 – 8 Oct 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
4 Oct 2027 – 8 Oct 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
4 Oct 2027 – 8 Oct 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
4 Oct 2027 – 8 Oct 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
11 Oct 2027 – 15 Oct 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
11 Oct 2027 – 15 Oct 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
11 Oct 2027 – 15 Oct 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
11 Oct 2027 – 15 Oct 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
11 Oct 2027 – 15 Oct 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
11 Oct 2027 – 15 Oct 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
11 Oct 2027 – 15 Oct 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
11 Oct 2027 – 15 Oct 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
11 Oct 2027 – 15 Oct 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
18 Oct 2027 – 22 Oct 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
18 Oct 2027 – 22 Oct 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**

18 Oct 2027 – 22 Oct 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
18 Oct 2027 – 22 Oct 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
18 Oct 2027 – 22 Oct 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
18 Oct 2027 – 22 Oct 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
18 Oct 2027 – 22 Oct 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
18 Oct 2027 – 22 Oct 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
18 Oct 2027 – 22 Oct 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
25 Oct 2027 – 29 Oct 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
25 Oct 2027 – 29 Oct 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
25 Oct 2027 – 29 Oct 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
25 Oct 2027 – 29 Oct 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
25 Oct 2027 – 29 Oct 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
25 Oct 2027 – 29 Oct 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
25 Oct 2027 – 29 Oct 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
25 Oct 2027 – 29 Oct 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
25 Oct 2027 – 29 Oct 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
1 Nov 2027 – 5 Nov 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
1 Nov 2027 – 5 Nov 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
1 Nov 2027 – 5 Nov 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
1 Nov 2027 – 5 Nov 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
1 Nov 2027 – 5 Nov 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
1 Nov 2027 – 5 Nov 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
1 Nov 2027 – 5 Nov 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
1 Nov 2027 – 5 Nov 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
1 Nov 2027 – 5 Nov 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
8 Nov 2027 – 12 Nov 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
8 Nov 2027 – 12 Nov 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
8 Nov 2027 – 12 Nov 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
8 Nov 2027 – 12 Nov 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
8 Nov 2027 – 12 Nov 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
8 Nov 2027 – 12 Nov 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
8 Nov 2027 – 12 Nov 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**

8 Nov 2027 – 12 Nov 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
8 Nov 2027 – 12 Nov 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
15 Nov 2027 – 19 Nov 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
15 Nov 2027 – 19 Nov 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
15 Nov 2027 – 19 Nov 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
15 Nov 2027 – 19 Nov 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
15 Nov 2027 – 19 Nov 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
15 Nov 2027 – 19 Nov 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
15 Nov 2027 – 19 Nov 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
15 Nov 2027 – 19 Nov 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
15 Nov 2027 – 19 Nov 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
22 Nov 2027 – 26 Nov 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
22 Nov 2027 – 26 Nov 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
22 Nov 2027 – 26 Nov 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
22 Nov 2027 – 26 Nov 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
22 Nov 2027 – 26 Nov 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
22 Nov 2027 – 26 Nov 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
22 Nov 2027 – 26 Nov 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
22 Nov 2027 – 26 Nov 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
22 Nov 2027 – 26 Nov 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
29 Nov 2027 – 3 Dec 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
29 Nov 2027 – 3 Dec 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
29 Nov 2027 – 3 Dec 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
29 Nov 2027 – 3 Dec 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
29 Nov 2027 – 3 Dec 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
29 Nov 2027 – 3 Dec 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
29 Nov 2027 – 3 Dec 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
29 Nov 2027 – 3 Dec 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
29 Nov 2027 – 3 Dec 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
6 Dec 2027 – 10 Dec 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
6 Dec 2027 – 10 Dec 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
6 Dec 2027 – 10 Dec 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**

6 Dec 2027 – 10 Dec 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
6 Dec 2027 – 10 Dec 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
6 Dec 2027 – 10 Dec 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
6 Dec 2027 – 10 Dec 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
6 Dec 2027 – 10 Dec 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
6 Dec 2027 – 10 Dec 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
13 Dec 2027 – 17 Dec 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
13 Dec 2027 – 17 Dec 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
13 Dec 2027 – 17 Dec 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
13 Dec 2027 – 17 Dec 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
13 Dec 2027 – 17 Dec 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
13 Dec 2027 – 17 Dec 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
13 Dec 2027 – 17 Dec 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
13 Dec 2027 – 17 Dec 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
13 Dec 2027 – 17 Dec 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
20 Dec 2027 – 24 Dec 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
20 Dec 2027 – 24 Dec 2027	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
20 Dec 2027 – 24 Dec 2027	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
20 Dec 2027 – 24 Dec 2027	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
20 Dec 2027 – 24 Dec 2027	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
20 Dec 2027 – 24 Dec 2027	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
20 Dec 2027 – 24 Dec 2027	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
20 Dec 2027 – 24 Dec 2027	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
20 Dec 2027 – 24 Dec 2027	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**

* Corporate discounts and customized cohort scheduling are available for teams of 3 or more participants.

Course Curriculum & Modules

Administrative Skills for Union Secretariats Training Course

Introduction

In today's evolving labour relations ecosystem, Administrative Skills for Union Secretariats have become a critical driver of organizational efficiency, trade union governance, digital transformation, and worker advocacy excellence. Union secretariats are increasingly expected to operate with high levels of administrative precision, compliance awareness, strategic communication, and data-driven decision-making. This training equips participants with modern tools and methodologies to strengthen union administration, membership coordination, documentation management, and institutional accountability in a rapidly changing industrial landscape.

Administrative Skills for Union Secretariats Training Course is designed to build advanced capacity in secretariat operations, industrial relations management, digital office systems, and strategic labour leadership support. Participants will gain practical skills in records management, meeting administration, financial tracking, stakeholder communication, and governance compliance frameworks. The program emphasizes real-world application, ensuring union administrators can effectively support collective bargaining processes, improve service delivery, and enhance trade union effectiveness, transparency, and organizational resilience.

Course Duration

5 days

Course Objectives

- Strengthen union governance and administrative efficiency
- Develop advanced secretariat management and coordination skills
- Enhance digital documentation and records management systems
- Improve industrial relations communication strategies
- Build capacity in meeting planning and minute-taking excellence
- Strengthen compliance with labour laws and union regulations
- Enhance financial administration and budgeting for unions
- Promote data-driven decision-making in union operations
- Improve stakeholder engagement and negotiation support systems
- Build expertise in digital transformation of union offices
- Strengthen report writing and institutional documentation skills
- Enhance conflict resolution and workplace communication management
- Develop leadership in strategic union administration and advocacy support

Target Audience

- Union Secretaries and Assistant Secretaries
- Labour Union Administrative Officers
- Shop Stewards and Worker Representatives
- Industrial Relations Officers
- HR and Labour Relations Practitioners
- NGO Labour Rights Coordinators
- Public Sector Union Administrators
- Federation and Confederation Secretariat Staff

Course Modules

Module 1: Foundations of Union Secretariat Administration

- Roles and responsibilities of secretariat offices
- Structure of modern trade union administration
- Workflow optimization in union operations
- Administrative ethics and accountability systems
- Introduction to union governance frameworks
- Case Study: A national union improves efficiency by restructuring its secretariat workflow, reducing document delays by 40%.

Module 2: Records, Documentation & Digital Filing Systems

- Digital vs manual records management systems
- Document classification and archiving techniques
- Data security and confidentiality protocols
- Membership database management systems
- Retrieval and audit trail best practices
- Case Study: A union transitions to a cloud-based filing system, improving member record accuracy and access speed.

Module 3: Meeting Administration & Minute Writing Excellence

- Agenda preparation and scheduling systems
- Professional minute-taking techniques
- Action tracking and resolution follow-up
- Virtual meeting management tools
- Standard meeting documentation formats
- Case Study: A federation reduces unresolved agenda items by 60% through structured meeting documentation.

Module 4: Financial Administration for Union Secretariats

- Basic budgeting and expenditure tracking
- Financial reporting and transparency systems
- Subscription and membership dues management
- Audit preparation and compliance processes
- Fraud prevention and internal controls
- Case Study: A union improves financial transparency after implementing automated dues tracking.

Module 5: Labour Law Compliance & Regulatory Administration

- Overview of labour legislation frameworks
- Compliance reporting requirements
- Handling disputes within legal structures
- Documentation for legal proceedings
- Policy interpretation for union leaders
- Case Study: A union successfully defends worker rights using well-maintained compliance documentation.

Module 6: Communication, Advocacy & Stakeholder Engagement

- Internal and external communication systems
- Drafting official union correspondence
- Media and public relations management
- Negotiation support communication strategies
- Crisis communication handling
- Case Study: A union improves negotiation outcomes through structured stakeholder communication channels.

Module 7: Digital Transformation in Union Administration

- Introduction to digital workplace tools
- Automation in administrative processes
- Use of cloud collaboration platforms
- Cybersecurity awareness for unions
- Data analytics for union decision-making
- Case Study: A union increases efficiency by 50% after adopting digital workflow automation tools.

Module 8: Leadership, Strategy & Organizational Development

- Strategic planning in union administration
- Leadership roles in secretariat operations
- Performance monitoring systems
- Capacity building and staff development
- Long-term sustainability planning
- Case Study: A regional union federation strengthens member engagement through strategic restructuring.

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@datastatresearch.org or call +254724527104

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to DATASTAT CONSULTANCY LTD account, as indicated in the invoice so as to enable us prepare better for you.

Certification & Learning Methodology

- Hands-on practical delivery with real-world datasets, case studies, and lab exercises.
- Post-training mentorship, access to class resources, and customized follow-up support.
- Participants who successfully complete the course receive an accredited Datastat Certificate of Completion.

How to Enroll & Reserve Your Seat

1. Online Registration: Visit https://datastatresearch.org/courses/administrative-skills-for-union-secretariats-training-course to register online.
2. Email Booking: Send participant details to training@datastatresearch.org for official invoice & reservation.
3. Support & Assistance: Inquire via phone +254 724 527 104 | +254 734 969 612.