DATASTAT TRAINING IN

OFFICIAL COURSE PROSPECTUS

Center for Advanced Research & Professional Development

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

TAXATION AND REVENUE

Personal Income Tax: Calculation & Compliance 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 21, 2026

Academic & Professional Training Year: 2026

DATASTAT TRAINING INSTITUTE

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

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Personal Income Tax: Calculation & Compliance Training Course

Taxation and Revenue • 5 Days Intensive • Accredited Certification

Course Overview

Personal Income Tax: Calculation & Compliance Training Course equip participants with in-depth knowledge of income tax laws, tax planning strategies, and compliance procedures in line with modern financial regulations.

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)
29 Dec 2025 – 2 Jan 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
29 Dec 2025 – 2 Jan 2026	Kigali	Classroom / 5d	**$3,000 USD / KES 90,000**
29 Dec 2025 – 2 Jan 2026	Dubai	Classroom / 5d	**$5,000 USD / KES 90,000**
29 Dec 2025 – 2 Jan 2026	Cape Town	Classroom / 5d	**$4,500 USD / KES 90,000**
29 Dec 2025 – 2 Jan 2026	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 90,000**
29 Dec 2025 – 2 Jan 2026	Singapore	Classroom / 5d	**$5,000 USD / KES 90,000**
29 Dec 2025 – 2 Jan 2026	Istanbul	Classroom / 5d	**$5,000 USD / KES 90,000**
29 Dec 2025 – 2 Jan 2026	Bangkok	Classroom / 5d	**$5,000 USD / KES 90,000**
29 Dec 2025 – 2 Jan 2026	Accra	Classroom / 5d	**$4,000 USD / KES 90,000**
5 Jan 2026 – 9 Jan 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
5 Jan 2026 – 9 Jan 2026	Kigali	Classroom / 5d	**$3,000 USD / KES 90,000**
5 Jan 2026 – 9 Jan 2026	Dubai	Classroom / 5d	**$5,000 USD / KES 90,000**

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

Course Curriculum & Modules

Personal Income Tax: Calculation & Compliance Training Course

Introduction

Personal income tax plays a critical role in national economic development and fiscal policy. Personal Income Tax: Calculation & Compliance Training Course equip participants with in-depth knowledge of income tax laws, tax planning strategies, and compliance procedures in line with modern financial regulations. Through interactive sessions, participants will gain insights into tax computations, filing procedures, exemptions, and deductions. The course combines theoretical understanding with real-world applications to enhance professional competency in tax management.

In today's dynamic financial environment, tax professionals, accountants, and business owners must stay updated with evolving taxation frameworks. This course provides practical skills to interpret tax laws, apply best practices for compliance, and minimize tax risks while maintaining legal and ethical standards. Participants will also learn how to prepare accurate tax returns and manage audits effectively using current digital tax systems and automation tools.

Course Objectives

- Understand fundamental principles of personal income taxation.
- Interpret and apply current income tax laws and regulations.
- Calculate taxable income and determine applicable tax rates.
- Identify and manage allowable deductions and exemptions.
- Understand the process of tax filing and returns submission.

- Apply compliance procedures to avoid penalties and interest.
- Develop effective personal and organizational tax planning strategies.
- Analyze the impact of legislative changes on personal income tax.
- Utilize digital platforms for tax computation and e-filing.
- Handle audits and respond to tax authority inquiries professionally.
- Prepare accurate documentation and maintain tax records.
- Implement internal controls for effective tax risk management.
- Apply case-based learning to solve real-world tax compliance challenges.

Organizational Benefits

- Enhanced organizational tax compliance culture
- Reduced exposure to tax penalties and fines
- Improved accuracy in payroll and personal income computations
- Better management of employee tax obligations
- Increased efficiency in tax reporting and filing
- Strengthened financial control systems
- Enhanced reputation with regulatory bodies
- Cost savings through proper tax planning
- Increased staff competency in handling taxation issues
- Improved strategic decision-making in financial management

Target Audiences

- Accountants and Finance Professionals
- Tax Consultants and Advisors
- Payroll Officers and HR Managers
- Small Business Owners
- Entrepreneurs and Self-employed Individuals
- Auditors and Compliance Officers
- Public Sector Officials
- Students and Graduates in Accounting or Finance

Course Duration: 5 days

Course Modules

Module 1: Fundamentals of Personal Income Taxation

- Overview of personal income tax concepts
- Understanding sources of taxable income
- Classification of income and taxpayer categories
- Legal frameworks governing personal income taxation
- Practical examples and computations
- Case Study: Income categorization for a small business owner

Module 2: Taxable and Non-Taxable Income

- Differentiating taxable and exempt income sources
- Understanding allowances and reliefs
- Taxation of employment and business income
- Dividend, rent, and investment income tax treatment
- Identifying non-taxable benefits and exemptions
- Case Study: Assessing tax liabilities for a mixed-income individual

Module 3: Deductions, Reliefs, and Exemptions

- Overview of statutory deductions
- Calculating personal relief and allowable expenses
- Pension contributions and social security deductions

- Charitable contributions and rebate systems
- Optimizing tax savings through strategic deductions
- Case Study: Tax planning through effective deductions

Module 4: Tax Computation and Returns Preparation

- Step-by-step income tax computation
- Completing individual tax return forms
- Tax withholding and advance tax payments
- Handling errors in tax computations
- Preparing accurate supporting documentation
- Case Study: Preparing and filing a complete tax return

Module 5: Compliance and Audit Procedures

- Taxpayer obligations under the law
- Penalties and consequences of non-compliance
- Handling tax audits and assessments
- Maintaining compliance with regulatory deadlines
- Record keeping and documentation best practices
- Case Study: Responding to a tax audit notice

Module 6: Digital Tax Systems and E-Filing

- Introduction to online tax filing platforms
- Steps for electronic submission of returns
- Data accuracy and cyber-security in e-filing
- Integration with accounting systems
- Troubleshooting common e-filing errors
- Case Study: Filing an online return using a digital portal

Module 7: Tax Planning and Risk Management

- Strategic personal tax planning principles
- Balancing compliance and tax minimization
- Risk assessment and internal control mechanisms
- Legal implications of aggressive tax avoidance
- Role of financial advisors in risk management
- Case Study: Managing tax exposure for professionals

Module 8: Legislative Updates and Future Tax Trends

- Current amendments to income tax laws
- Emerging trends in digital taxation
- Impact of globalization on personal income tax
- Comparative analysis of regional tax systems
- Preparing for future compliance challenges
- Case Study: Evaluating legislative changes and tax impacts

Training Methodology

- Interactive lectures and group discussions
- Practical exercises and real-life tax computations
- Case study analysis and problem-solving sessions
- Simulation of e-filing and compliance processes
- Continuous assessment and feedback through workshops

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/personal-income-tax-calculation-compliance-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.