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

DEVELOPMENT

# Training Course on Communication and Planning Skills for Administrative Professionals

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

# Training Course on Communication and Planning Skills for Administrative Professionals

**Development • 5 Days Intensive • Accredited Certification**

## Course Overview

Training Course on Communication and Planning Skills for Administrative Professionals equips participants with the tools and strategies to enhance interpersonal communication, streamline workflows, and execute tasks with precision.

### Key Skills & Software Tools Covered

Communication • Planning • Project Management • Stakeholder Engagement • Report Writing

## 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 90,000** |
| **30 Nov 2026 – 4 Dec 2026** | Dubai | Classroom / 5d | **$5,000 USD / KES 90,000** |
| **30 Nov 2026 – 4 Dec 2026** | Cape Town | Classroom / 5d | **$4,500 USD / KES 90,000** |
| **30 Nov 2026 – 4 Dec 2026** | Addis Ababa | Classroom / 5d | **$3,000 USD / KES 90,000** |
| **30 Nov 2026 – 4 Dec 2026** | Singapore | Classroom / 5d | **$5,000 USD / KES 90,000** |
| **30 Nov 2026 – 4 Dec 2026** | Istanbul | Classroom / 5d | **$5,000 USD / KES 90,000** |
| **30 Nov 2026 – 4 Dec 2026** | Bangkok | Classroom / 5d | **$5,000 USD / KES 90,000** |
| **30 Nov 2026 – 4 Dec 2026** | Accra | Classroom / 5d | **$4,000 USD / KES 90,000** |
| **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 90,000** |
| **7 Dec 2026 – 11 Dec 2026** | Dubai | Classroom / 5d | **$5,000 USD / KES 90,000** |
| **7 Dec 2026 – 11 Dec 2026** | Cape Town | Classroom / 5d | **$4,500 USD / KES 90,000** |
| **7 Dec 2026 – 11 Dec 2026** | Addis Ababa | Classroom / 5d | **$3,000 USD / KES 90,000** |
| **7 Dec 2026 – 11 Dec 2026** | Singapore | Classroom / 5d | **$5,000 USD / KES 90,000** |
| **7 Dec 2026 – 11 Dec 2026** | Istanbul | Classroom / 5d | **$5,000 USD / KES 90,000** |
| **7 Dec 2026 – 11 Dec 2026** | Bangkok | Classroom / 5d | **$5,000 USD / KES 90,000** |
| **7 Dec 2026 – 11 Dec 2026** | Accra | Classroom / 5d | **$4,000 USD / KES 90,000** |
| **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 90,000** |
| **14 Dec 2026 – 18 Dec 2026** | Dubai | Classroom / 5d | **$5,000 USD / KES 90,000** |
| **14 Dec 2026 – 18 Dec 2026** | Cape Town | Classroom / 5d | **$4,500 USD / KES 90,000** |

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| **14 Dec 2026 – 18 Dec 2026** | Addis Ababa | Classroom / 5d | **$3,000 USD / KES 90,000** |
| **14 Dec 2026 – 18 Dec 2026** | Singapore | Classroom / 5d | **$5,000 USD / KES 90,000** |
| **14 Dec 2026 – 18 Dec 2026** | Istanbul | Classroom / 5d | **$5,000 USD / KES 90,000** |
| **14 Dec 2026 – 18 Dec 2026** | Bangkok | Classroom / 5d | **$5,000 USD / KES 90,000** |
| **14 Dec 2026 – 18 Dec 2026** | Accra | Classroom / 5d | **$4,000 USD / KES 90,000** |
| **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 90,000** |
| **21 Dec 2026 – 25 Dec 2026** | Dubai | Classroom / 5d | **$5,000 USD / KES 90,000** |
| **21 Dec 2026 – 25 Dec 2026** | Cape Town | Classroom / 5d | **$4,500 USD / KES 90,000** |
| **21 Dec 2026 – 25 Dec 2026** | Addis Ababa | Classroom / 5d | **$3,000 USD / KES 90,000** |
| **21 Dec 2026 – 25 Dec 2026** | Singapore | Classroom / 5d | **$5,000 USD / KES 90,000** |
| **21 Dec 2026 – 25 Dec 2026** | Istanbul | Classroom / 5d | **$5,000 USD / KES 90,000** |
| **21 Dec 2026 – 25 Dec 2026** | Bangkok | Classroom / 5d | **$5,000 USD / KES 90,000** |
| **21 Dec 2026 – 25 Dec 2026** | Accra | Classroom / 5d | **$4,000 USD / KES 90,000** |
| **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** |

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| **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** | Nairobi | Classroom / 5d | **$1,500 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** |

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| **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** |
| **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** |

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| **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** |

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| **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** |

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| **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** |

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| **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** |

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| **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** | 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** |
| **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** |

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| **5 Jul 2027 – 9 Jul 2027** | Cape Town | Classroom / 5d | **$4,500 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** |

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| **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** | 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** |
| **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** |

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| **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** |

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| **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** |

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| **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** |

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| **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** |

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| **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

**Training Course on Communication and Planning Skills for Administrative Professionals in Nairobi, Mombasa; Kenya**

**Good communication and planning skills are essential for all administrative professionals. This interactive and practical programme is designed to help participants review and develop these skills so that they can enhance not only their own effectiveness but also that of their immediate colleagues and teams.**

**Duration**

**5 Days**

### Who Should Attend?

Administrative Professionals, Managers, Team Members, and parties interested in advancing their administrative skills.

## Course Objectives

By the end of the Communication and Planning Skills for Administrative Professionals training course, participants will be able to:

i. Determine how to improve the way they communicate with others through a variety of mediums

ii. Understand how they can enhance the process of knowledge transfer by creating an understanding in others but also by bringing around change in action

iii. Identify how to make the most of the time they have, ensuring tasks are achieved effectively

iv. Understand how to demonstrate a change in ‘mindset’ when it comes to having to deal with workloads and other people

Course Outline

Module I: Communication Essentials

a. The Communication Process – the Sender / Receiver principle

b. Barriers to effective communications and how to overcome them

c. How to communicate with just about anyone – understand others’ work personalities.

d. Vital interpersonal skills to enhance face-to-face communications – it’s about your Words / Music and Dance

e. How to engage the thinking brain to develop more assertive communications

Module II: Communication Management

a. How to communicate with difficult and demanding people

b. Manage others rather than them manage you

c. How to say ‘no’ more effectively

d. Conflict and why it happens

e. Conflict resolution styles and use the 4Ps to aid in reaching an agreement

Module III: Communication Alternatives / Planning Essentials

a. How to run effective meetings – uncover the 3 stages of world class meetings

b. Buy-in and participant involvement at meetings

c. The 4-point plan for emails and letters

d. The 7 steps to effective business writing

e. Key principles of effective planning – the Wheel of Success

Module IV: Planning Essentials

a. How to set attainable goals to ensure the best chance of success

b. Principles of effective Time Management

c. How to prioritise your workload to aid in planning your tasks effectively

d. How to deal with your ’Time Bandits’

e. Five Steps to the art of ‘Delegation’ – it’s not about ‘Allocation’

Module V: Planning Add-ons

a. How to get proposals accepted

b. Problem solving techniques to ensure success every time

c. Principles to determine the need for continuous improvement using the WIN /LEARN / CHANGE Model

d. Programme Review – Let’s remind, review and reassure

e. Let’s plan – action planning for improved Performance and Behavioural outputs

Methodology

The instructor led trainings are delivered using a blended learning approach and comprises of presentations, guided sessions of practical exercise, web-based tutorials and group work. Our facilitators are seasoned industry experts with years of experience, working as professional and trainers in these fields.

Key Notes

i. The participant must be conversant with English.

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

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

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

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

vi. 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/training-course-on-communication-and-planning-skills-for-administrative-professionals to register o
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.