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 Office Management and Effective Administrative Skills

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 Office Management and Effective Administrative Skills

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

## Course Overview

Training Course on Office Management and Effective Administrative Skills provides the knowledge and practical tools required to excel in administrative roles and deliver measurable results.

### Key Skills & Software Tools Covered

Office Management • Administrative Skills • Planning • Communication • Organizational Development

## 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** | 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** |
| **30 Nov 2026 – 4 Dec 2026** | Nairobi | Classroom / 5d | **$1,500 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 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** | 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** |
| **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** |
| **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** | 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** |

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| **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** |

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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 Office Management and Effective Administrative Skills Nairobi, Mombasa; Kenya**

**Office Management and Effective Administration Skills is an exciting and interactive training course. It is designed to provide office administrators, supervisors of clerical and administrative staff, executive secretaries and personal assistants the opportunity to review and develop the interpersonal and professional skills they need to do their jobs effectively – thereby contributing to their own, their boss’ and their organization’s success.**

**Duration**

**5 days.**

## Who Should Attend?

All administrative personnel and people newly appointed to supervisory roles, along with Secretaries and PA’s within the office environment, who want to build on their skills and knowledge

## Course Objectives

### By the end of this training you will be able to:

i. Extend their understanding of their roles and the key contribution they make to organizational success

ii. Review their working relationships

iii. Review and develop their personal organization, communication and interpersonal skills

iv. Develop an action plan to help themselves, their boss and other colleagues work in more effective and efficient ways

Course Content

a. The Office

b. The Role and Functions of the Office

c. Productivity and the Administrator's Evolving Role

d. Planning and Improving Work Processes

e. Matching Business Goals with Administrative Support Goals

f. Managing Information for Office Productivity Excellence

g. Office Productivity

h. Office Productivity through Effective Task Management

i. Planning and Scheduling of Office Work

j. Increase Your Administrative Effectiveness through Organised Methods and Systems

k. File and Find Information Fast

l. Dealing with Information Overload in the Office

m. Limiting Interruptions in the Office

n. Communicating Positively for Better Results

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-office-management-and-effective-administrative-skills 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.