



**KEYNOTE TRAINING & CONSULTANCY  
MANAGEMENT FIRM**

**2024**

**CORPORATE  
TRAINING CALENDAR**



## **ABOUT KEYNOTE**

Keynote Training & Consultancy Management Firm, is a training and facilitation firm committed to providing the highest quality, needs-based training interventions to its clients. The firm has put together a pool of experienced & highly seasoned professionals with diverse knowledge in different business fields. With its business philosophy of providing customized/tailor-made and flexible training with unlimited support for exceptional results, Keynote Consultancy strives to give its clients super-excellent service. We do this through continuous interaction with our clients to obtain feedback for future improvement, prompt service delivery and fair pricing.



**KEYNOTE TRAINING & CONSULTANCY  
MANAGEMENT FIRM**

### **KEYNOTE MAIN OFFICE**

Location: Manzil Building, Off  
Moi Avenue,  
Mombasa, Kenya.  
Tel: +254 729 549943



# Word from the ED/CEO

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Keynote Consultancy was started in April 2022. The main objective of its establishment was to bridge the gap in the current Training & Consultancy field.

Specifically it is aimed to offer:

- ✓ Keynote services just as the names reads.
- ✓ Affordable services –pocket friendly & negotiable rates.
- ✓ Flexible services in terms of timing & training venues
- ✓ Non-Cancellation of scheduled training programs.

Keynote Consultancy has embodied its mission to high standard services whose pillars are excellence, integrity, and competitiveness in individuals and organizations throughout Kenya and beyond.

Keynote consultancy was started by a highly seasoned long term trainer in various fields with a zeal to offer Keynote training services to organizations.

## **KC ACADEMIC PROFILE.**

Keynote is a trusted training provider. We offer high quality, open programs, in-house training programs as well as consultancy services across the country and beyond. We offer Certificate of competency in various areas including but not limited Finance management, Financial Reporting, Accounting for Non-Accountants, Customer Care, Marketers Proficiency, Monetary & Evaluation, Environmental impact analysis. Keynote Consultancy programs are NITA Certified aimed at improving the quality and relevance of our training programs.

Keynote Consultancy Lead Trainer and other Trainers have rich academic and training portfolio that brings in exceptional consultancy experience. We urge you to come and partner with us for quality and world-class capacity building programs

## **KC TRAINING EXPERIENCE**

KC has undertaken all key risk assessment for the firm a head of start of the 2024 training calendar.

The firm is clear that its leading priority and responsibility is to continue improving the skills of its client's staff.

Aligned to this, Keynote Consultancy has introduced hybrid training programs which combines in-person classes synchronized with interactive online platform.

Mr. Daytone Muthenya Mutunga,  
CPAK, BCOM, AKIM/Executive Director/CEO

# 1st Quater Programmes

	Area of Competence Development	Course	Duration	Date (2024)
1	<b>Taxation</b>	TIMS implementation & VAT Auto assessment requirements, tax reviews & emerging complexity with KRA tax audits.	5 days	Jan, Feb & Mar
2	<b>Taxation Compliance</b>	Taxation, tax compliance & audits, financial reporting & management practical master class.	5 days	Jan, Feb & Mar
3	<b>Customer Care</b>	Digital Customer Service & 360 Degrees Customer Experience Program	5 days	Jan, Feb & Mar
4	<b>Management</b>	Pre-Retirement & Investment planning	5 days	Jan, Feb & Mar
5	<b>Project Management</b>	Monitoring & Evaluation	60 days	Feb & Mar
6	<b>Data Analytic</b>	Advanced Excel & Financial Reporting Modelling	5 days	Jan, Feb & Mar
7	<b>Records Management</b>	Professional Record Keeping & Digitalization Concept in the 21st Century.	5 days	Jan, Feb & Mar
8	<b>Investment</b>	Fund management –Pension Fund and general investment management program.	5 days	Jan, Feb & Mar



# 2nd Quater Programmes

	Area of Competence Development	Course	Duration	Date (2024)
1	<b>Accounting</b>	PFM Law, Asset Management & IPSAS program	5 days	Apr, May & June
2	<b>Management</b>	Good Governance: Financial Planning, Corporate Budgeting, Budget Credibility, & Financial Statements Analysis for Senior Finance managers.	5 days	Apr, May & June
3	<b>Administration</b>	Public Sector Financial Planning, Budgeting & Financial Data Analysis & Reporting Program.	5 days	Apr, May & June
4	<b>Administration &amp; Secretarial</b>	Advanced Office Management & Effective Administration Skills	5 days	Apr, May & June
5	<b>Logistics</b>	Defensive Drivers Course & ICT Application Program	5 days	Apr, May & June
6	<b>Secretarial</b>	Effective Office Management Skills and Hygiene Practice For Office Assistants	5 days	Apr, May & June
7	<b>Project Management</b>	Monitoring & Evaluation	60 days	Apr & May/ May & June
8	<b>Finance</b>	Corporate Budgeting and Financial Planning	5 days	Apr, May & June
9	<b>Personal Finance (For Members &amp; BOD)</b>	Training Programs for SACCOs (Tailor made to your needs)	5 days	Apr, May & June

# 3rd Quater Programmes

	Area of Competence Development	Course	Duration	Date (2024)
1	<b>Project Management</b>	Projects Proposals Writing & Presentation Skills Training	5 days	Jul, Aug & Sep
2	<b>Finance</b>	Finance for Non-Finance Professionals	5 days	Jul, Aug & Sep
3	<b>Project Management</b>	Monitoring & Evaluation	60 days	Jul & Aug/ Aug & Sep
4	<b>Marketing</b>	Product Development & Brand Positioning Course	5 days	Jul, Aug & Sep
5	<b>Procurement Management</b>	Supply Chain, Ware House Management & Logistics Course	5 days	Jul, Aug & Sep
6	<b>Accounting</b>	International Financial Reporting Standards,GAAPs & IPSAS	5 days	Jul, Aug & Sep
7	<b>Data Analytics</b>	Excell Modelling,Power Query & Data Analytics	5 days	Jul, Aug & Sep
8	<b>Personal Finance (For Members &amp; BOD)</b>	Training Programs for SACCOs (Tailor made to your needs)	5 days	Jul, Aug & Sep

# 4th Quater Programmes

	Area of Competence Development	Course	Duration	Date (2024)
1	<b>Personal Finance (For Members &amp; BOD)</b>	Training Programs for SACCOs (Tailor made to your needs)	5 days	Oct, Nov & Dec
2	<b>Risk Management</b>	Enterprise Risk Management	5 days	Oct, Nov & Dec
3	<b>Project Management</b>	Advanced Project Performance measurement, management & reporting using SPSS	5 days	Oct, Nov & Dec
4	<b>Information Technology</b>	ICT in action-Business Operation, Decesion making & organizational Security Program	5 days	Oct, Nov & Dec
5	<b>Management</b>	Statutory Returns Management & Business Financials and their tax impact program	5 days	Oct, Nov & Dec
6	<b>Leadership</b>	Leadership innovations & financial sustainability strategy	5 days	Oct, Nov & Dec
7	<b>Taxation</b>	Income Tax Act and Practical Application in Filling Corporate Taxes in Private & Public Sectors	5 days	Oct, Nov & Dec
8	<b>Enviromental</b>	Enviromental Impact Assessment Program	5 days	Oct, Nov & Dec
9	<b>Management</b>	Emerging Trends in Corporate Finance Governance	5 days	Oct, Nov & Dec
10	<b>Project Management</b>	Monitoring & Evaluation	60 days	Oct & Nov/ Nov & Dec

**NB:** We also offer team building workshops.



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**FOR REGISTRATION**

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