



**G** - Global  
**L** - Labour  
**D** - Dynamics  
**C** - Consultants

# **GROW YOUR CAREER WITH US!**

**CORPORATE PROFESSIONAL  
SKILLS TRAINING**

## **TRAININGS ON:**

- STRATEGIC LEADERSHIP • HUMAN RESOURCE MANAGEMENT • FINANCIAL MANAGEMENT • PROJECT MANAGEMENT
- ADMINISTRATION MANAGEMENT
- I.C.T • RECORD MANAGEMENT
- TEAM BUILDING • CUSTOMIZED / IN - HOUSE PROGRAMMES

## **REACH OUT TO US TODAY!**



**:+254 725 902 424**



**: globallabour022@gmail.com**



**: Austine House,  
Moi Avenue, Mombasa**

**YOUR PARTNER IN EXCELLENCE, INTEGRITY, MANAGEMENT  
AND CAPACITY BUILDING**



Pioneering the future  
with empowerment  
through upskilling and  
literacy excellence

Elevate your path with  
forward-thinking  
curriculum for enhanced  
knowledge empowerment



## TABLE OF CONTENTS

CLICK TO NAVIGATE TO SECTION

**04**

**JAN – MAR  
PROGRAMMES**

**05**

**JAN – MAR  
PROGRAMMES**

**06**

**APR – JUN  
PROGRAMMES**

**07**

**APR – JUN  
PROGRAMMES**

**08**

**JUL – SEP  
PROGRAMMES**

**09**

**JUL – SEP  
PROGRAMMES**

**10**

**OCT – DEC  
PROGRAMMES**

**11**

**OCT – DEC  
PROGRAMMES**

## JANUARY – MARCH PROGRAMMES

CODE NO.	AREA OF EXPERTISE	COURSE	VENUE, DURATION AND COST (EXCLUSIVE V.A.T)
1JM.	PROJECT MANAGEMENT	MONITORING & EVALUATION	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
2JM.	OFFICE ASSISTANTS	CUSTOMARE CARE AND SERVICE EXCELLENCE FOR FRONTLINE OFFICERS	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
3JM.	ADMINISTRATION AND SECRETARIAL	PUBLIC RELATIONS FOR EFFECTIVE ADMINISTRATION AND CUSTOMER SERVICE	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
4JM.	MANAGEMENT	MENTAL HEALTH INCLUSION IN MANAGEMENT	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
5JM.	RECORD MANAGEMENT	E – RECORD MANAGEMENT TECHNIQUES	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
6JM.	EXECUTIVE ASSISTANTS	<ul style="list-style-type: none"> <li>•MANAGEMENT DEVELOPMENT PROGRAMME FOR EXECUTIVE ASSISTANTS</li> <li>•THE 21<sup>ST</sup> CENTURY EXECUTIVE ASSISTANT</li> </ul>	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
7JM.	MONITORING AND EVALUATION	EMPIRICAL INTELLIGENCE FOR MIDDLE LEVEL MANAGEMENT	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500



## JANUARY – MARCH PROGRAMMES

CODE NO.	AREA OF EXPERTISE	COURSE	VENUE, DURATION AND COST (EXCLUSIVE V.A.T)
8 JM.	LEADERSHIP/ MANAGEMENT	LEADERSHIP AND CHANGE MANAGEMENT PROGRAMME	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU 5 DAYS: KES 80,500
9 JM.	MANAGEMENT/ SUPERVISORS	EFFECTIVE SUPERVISORY MANAGEMENT SKILLS AND DEVELOPMENT PROGRAMME	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU 5 DAYS: KES 80,500
10 JM.	SECRETARIALS	EFFECTIVE OFFICE GROOMING AND ETHICS ON DOCUMENTATION FOR OFFICE ASSISTANTS	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU 5 DAYS: KES 80,500
11 JM.	I.C.T	DEVELOPING INTEGRATED ELECTRONIC RECORD MANAGEMENT	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU 5 DAYS: KES 80,500
12 JM.	MANAGEMENT SUPERVISORY/ ADMINISTRATORS	EMOTIONAL INTELLIGENCE FOR EFFECTIVE MANAGEMENT PROGRAMME	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU 5 DAYS: KES 80,500
13 JM.	CUSTOMER CARE SERVICE PROVIDERS	PUBLIC RELATIONS AND CORPORATE COMMUNICATION SKILLS PROGRAMME	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU 5 DAYS: KES 80,500
14 JM.	CUSTOMER SERVICE PROVIDERS/ AIR TRAFFIC OPERATORS RECEPTIONISTS/ CALL HANDLERS	TELEPHONE MANAGEMENT SKILLS	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU 5 DAYS: KES 80,500

## APRIL – JUNE PROGRAMMES

CODE NO.	AREA OF EXPERTISE	COURSE	VENUE, DURATION AND COST (EXCLUSIVE V.A.T)
1 AJ.	MANAGEMENT/ SUPERVISORY	EFFECTIVE SUPERVISORY MANAGEMENT SKILLS AND DEVELOPMENT PROGRAMME	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
2 AJ.	MANAGEMENT	PRODUCT BRANDING AND MARKET POSITIONING FOR UNIQUE MARKET/ BUSINESS PENETRATION	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
3 AJ.	OPERATIONS	DATA SECURITY MANAGEMENT AND ASSET PROTECTION	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
4 AJ.	EXECUTIVE ASSISTANTS	OFFICE MANAGEMENT AND HYGIENE FOR OFFICE ASSISTANTS	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
5 AJ.	LINE MANAGEMENT/ SUPERVISORY	SUPERVISORS SKILLS PROGRAMME	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
6 AJ.	LEADERSHIP	STRATEGIC LEADERSHIP SKILLS FOR NON – MANAGEMENT PROFESSIONALS (TECHNICAL PROFESSIONALS)	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
7 AJ.	EXECUTIVE ASSISTANTS AND ADMINISTRATORS	CUSTOMER SERVICE COMMUNICATION AND PRESENTATION SKILLS	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500



## APRIL – JUNE PROGRAMMES

CODE NO.	AREA OF EXPERTISE	COURSE	VENUE, DURATION AND COST (EXCLUSIVE V.A.T)
8 AJ.	INFORMATION TECHNOLOGY	MANAGEMENT I.C.T INTEGRATION PROGRAMME	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
9 AJ.	OFFICE/ ADMINISTRATIVE STAFF	MANAGEMENT OF PUBLIC RELATIONS AND CUSTOMER CARE PROGRAMME	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
10 AJ.	PROJECT MANAGEMENT	MONITORING AND EVALUATION SKILLS FOR RECURRING PROJECTS	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
11 AJ.	I.C.T/ RECORD MANAGEMENT	DEVELOPING INTEGRATED ELECTRONIC RECORD MANAGEMENT	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
12 AJ.	MANAGEMENT SUPERVISORY/ ADMINISTRATORS	EMOTIONAL INTELLIGENCE FOR EFFECTIVE MANAGEMENT PROGRAMME	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
13 AJ.	CUSTOMER SERVICE AND COMMUNICATION SKILLS	MANAGING SERVICE QUALITY AND CUSTOMER SATISFACTION	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
14 AJ.	CUSTOMER SERVICE PROVIDERS/ AIR TRAFFIC OPERATORS RECEPTIONISTS/ CALL HANDLERS	TELEPHONE MANAGEMENT SKILLS	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500

## JULY – SEPTEMBER PROGRAMMES

CODE NO.	AREA OF EXPERTISE	COURSE	VENUE, DURATION AND COST (EXCLUSIVE V.A.T)
1 JS.	CORPORATE GOVERNANCE	ADVANCED CORPORATE AFFAIRS AND GOVERNANCE PROGRAMME	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
2 JS.	ADMINISTRATIVE OFFICERS	MANAGEMENT DEVELOPMENT PROGRAMME FOR ADMINISTRATIVE OFFICERS	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
3 JS.	LEADERSHIP/ MANAGEMENT	STRATEGIC MANAGEMENT, PUBLIC SPEAKING AND PRESENTATION SKILLS	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
4 JS.	MANAGEMENT/ SUPERVISORY	SUPERVISORY SKILLS AND DEVELOPMENT PROGRAMME	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
5 JS.	FINANCE	FINANCIAL MANAGEMENT FOR NON – FINANCE PROFESSIONALS	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
6 JS.	MANAGEMENT/ SUPERVISORY/ OFFICE ASSISTANTS	STRESS MANAGEMENT AND CONFLICT RESOLUTIONS	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
7 JS.	CHANGE MANAGEMENT	ROLE OF HUMAN RESOURCE MANAGERS FOR IN CHARGE MANAGEMENT	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500



## JULY – SEPTEMBER PROGRAMMES

CODE NO.	AREA OF EXPERTISE	COURSE	VENUE, DURATION AND COST (EXCLUSIVE V.A.T)
8 JS.	MANAGEMENT/ SUPERVISORY	MODERNIZING HUMAN RESOURCE MANAGEMENT PROGRAMME	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
9 JS.	PROJECT MANAGEMENT	LEAD PROJECT MANAGEMENT AND COMMUNICATIONS SKILLS	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
10 JS.	ADMINISTRATION AND SECRETARIAL	CUSTOMER CARE SKILLS INTERGRATED WITH EFFECTIVE COMMUNICETION ETIQUETTES	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
11 JS.	MANAGEMENT/ ADMINISTRATIVE ASSISTANTS/ OFFICE ASSISTANCE	EMOTIONAL INTELLIGENCE FOR EFFECTIVE SERVICE PROVISION	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
12 JS.	RECORD MANAGEMENT	ELECTRONIC ARCHIVING AND RECORD MANAGEMENT	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
13 JS.	CUSTOMER SERVICE AND COMMUNICATION SKILLS	BEYOND THE CUSTOMER SERVICE PROGRAMME	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
14 JS.	CUSTOMER SERVICE PROVIDERS/ AIR TRAFFIC OPERATORS RECEPTIONISTS/ CALL HANDLERS	TELEPHONE MANAGEMENT SKILLS	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500

## OCTOBER – DECEMBER PROGRAMMES

CODE NO.	AREA OF EXPERTISE	COURSE	VENUE, DURATION AND COST (EXCLUSIVE V.A.T)
1 OD.	OFFICE MANAGEMENT	EFFECTIVE PUBLIC PRESENTATION SKILLS FOR OFFICE ATTENDANT	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
2 OD.	LEADERSHIP/ MANAGEMENT	ADVANCED STRATEGIC MANAGEMENT AND LEADERSHIP PROGRAMME	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
3 OD.	OPERATIONS	WORK ETHICS AND SELF – AWARENESS FOR ASSISTANT DRIVERS	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
4 OD.	MANAGEMENT	POSITIVE MENTAL HEALTH FOR POSITIVE WORK ENVIRONMENT PROGRAMME FOR LINE MANAGERS AND SUPERVISORS	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
5 OD.	ANALYTICS	ANALYTICAL SKILLS FOR MANAGERS AND SUPERVISORS	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
6 OD.	OPERATIONS/ I.C.T	ELECTRONIC FILE MANAGEMENT AND DATA SECURITY PROGRAMME	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
7 OD.	ADMINISTRATION/ OFFICE ASSISTANCE	EFFECTIVE OFFICE MANAGEMENT SKILLS AND HYGIENE PRACTICE FOR OFFICE ASSISTANTS	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500



## OCTOBER – DECEMBER PROGRAMMES

CODE NO.	AREA OF EXPERTISE	COURSE	VENUE, DURATION AND COST (EXCLUSIVE V.A.T)
8 OD.	FINANCE/ STRATEGIC PLANNING	MODERNIZING HUMAN RESOURCE MANAGEMENT PROGRAMME	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
9 OD.	SECRETARIAL	STRATEGIC FINANCIAL MANAGEMENT SKILLS	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
10 OD.	MONITORING AND EVALUATION	PROJECT PLANNING AND IMPLEMENTATION PROGRAMME	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
11 OD.	CUSTOMER SERVICE/ COMMUNICATION SKILLS	CUSTOMER SERVICE EXCELLENCE PROGRAMME	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
12 OD.	MANAGEMENT SUPERVISORY	MODERNIZING HUMAN RESOURCE MANAGEMENT PROGRAMMES	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
13 OD.	RISK MANAGEMENT	MANAGING OPERATIONAL RISKS IN AN ORGANIZATION	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500
14 OD.	CUSTOMER SERVICE PROVIDERS/ AIR TRAFFIC OPERATORS RECEPTIONISTS/ CALL HANDLERS	TELEPHONE MANAGEMENT SKILLS	MOMBASA    MACHAKOS NAIVASHA    NAKURU KISUMU  5 DAYS: KES 80,500

# WHY TRAIN WITH GLDC

## 24/7 CUSTOMER SERVICE

GLDC Has dedicated staff who are ready to serve you with the on boarding process and respond quickly and professionally to your learning needs.

## GROUP DISCOUNTS

A minimum of five delegates per programme can benefit from our special group discount structure whose more details are revealed upon request.

## CERTIFICATES

Upon successful completion of the training programmes will be awarded with a certificate of completion.

- NB:**
- All fees are exclusive of **accommodation, transport** and relevant **taxes/V.A.T.**
  - Payment is strictly on or before corporate training or corporate LPO'S with 30 days credit period.
  - All costs are per participant.
  - More affordable price per learner resulting in cost savings.
  - Material can be customized to address specific needs of the organization and/or employees.
  - Course is run on the date of the client's preference.
  - The duration of a course can be customized to fit the client's training schedule.
  - **G.L.D.C** can set up a training in any county in Kenya as per the client's request.

