PROFESSIONAL DEVELOPMENT PROGRAMME

# Business Communication Skills

Parklands, Nairobi
+254 184 610 521
info@inedskillsltd.com
www.inedskillsltd.com

**DURATION**
**5 Days**

**DELIVERY**
**Classroom / Live Online**



## Practical Skills. Real Impact.

### PROGRAMME AT A GLANCE

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|---|---|
| **Focus Area** | Projects & Operations |
| **Category** | Office Administration |
| **Duration** | 5 Days |
| **Delivery** | Classroom / Live Online |
| **Next Session** | 25 Oct 2027 – 29 Oct 2027 \| Nairobi, Kenya |

**Explore sessions and register: www.inedskillsltd.com**

### COURSE OVERVIEW

Build practical Office Administration capability through expert-led learning, relevant cases and decision-ready tools.

5-DAY LEARNING JOURNEY

# Programme Details

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Reg. PVT-7816JJKP | KRA PIN P052604661I | www.inedskillsltd.com

WHAT PARTICIPANTS RECEIVE

# Programme Value

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**Certificate**
Certificate of completion, subject to participation requirements.

## ASSESSMENT AND CERTIFICATION

Assessment may combine participation, practical exercises, group presentations and an individual action plan. The applicable attendance and completion requirements will be communicated with the session invitation.

## CHOOSE A SUITABLE SESSION

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| **Session Dates** | 25 Oct 2027 – 29 Oct 2027 |
| **Location / Mode** | Nairobi, Kenya |
| **Fee (KES)** | KES 120,000 |
| **Fee (USD)** | USD 1,500 |
| **Group Rate** | Available on request |

## REGISTRATION

Register through www.inedskillsltd.com or contact info@inedskillsltd.com. A registration confirmation, pre-training assessment, invoice and invitation letter will be issued for the selected session.

Dates, venue and fees are subject to confirmation. The invoice and formal invitation issued for a specific registration override general brochure information where a difference arises.

TAILORED ORGANISATIONAL DELIVERY

# Bring This Programme to Your Team

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- Training-needs consultation
- Contextualised case studies and exercises
- Flexible delivery dates and location
- Participant baseline and post-training evaluation
- Management summary and agreed follow-up support

## CONTACT INEDSKILLS LTD

| | |
|---|---|
| **Enquiries** | info@inedskillsltd.com |
| **Telephone** | +254 184 610 521 |
| **Website** | www.inedskillsltd.com |
| **Address** | Parklands, Nairobi, Kenya |