



## ADMINISTRATIVE PROFESSIONALS OF KENYA

### TRAINING CALENDAR FOR THE YEAR 2025 - 2026

The Administrative Professionals of Kenya (APK) is a Professional Association for Administrative Professionals in the fields of Office Administration and Management, Secretarial Management, Customer Care & Front Office Management. The main objective of the Association is *to provide an enabling platform for Administrative Professionals to interact and discuss emerging issues regarding the standards, ethics and professionalism through our Continuous Professional Development (CPD) Programs and to circulate such information by means of professional journals, magazines, bulletins, website or any other approved publicity channel.*

APK defines Administrative Professionals as all cadres that are involved in providing support services in order to realize properly coordinated office administrative services to achieve seamless office procedures. This entails every part of the process in approved administrative procedures in any organization. The cadres may include but not limited to Personal Assistants, Office Administrators, Executive Secretaries, Executive Assistants, Administrative Assistants, Front Office Staff, Customer Relations Officers, Clerical Officers, Drivers, Support Staff and Receptionists.

APK is registered and incorporated under the Companies Act 2015, Certificate of Incorporation Number PVT-DLULD9MR. Since its registration and eventual operationalization of its activities, the firm has established a rich pool of highly qualified and experienced trainers that is currently running its elaborate training and capacity building programmes.

CODE	PROGRAMME	PERIOD	TARGET GROUP	DATES	COST	VENUE
<b>ADMINISTRATIVE PROFESSIONALS OF KENYA CONTINUOUS DEVELOPMENT PROGRAMS</b>						
APK - 001	Transformational Administrative Skills Program	5 Days	Office Administrators, Secretaries, Executive Assistants, Administrative Assistants, PAs	August 2025	64,960/=	Naivasha
APK-002	Effective Office Administration & Records Management Skills	5 Days	Office Administrators, Secretaries, Executive Assistants, Administrative Assistants, Clerical Officers	September 2025	64, 960/=	Naivasha
APK-003	Office Administration Skills Improvement & Enhancement Course	5 Days	Office Administrators, Secretaries, Executive Assistants, Administrative Assistants, PAs	October 2025	64,960/=	Naivasha
APK-004	Corporate Governance & Leadership Conference	5 Days	Office Administrators, Secretaries, Executive Assistants, Administrative Assistants, PAs	November 2025	64,960/=	Naivasha

CODE	PROGRAMME	PERIOD	TARGET GROUP	DATES	COST	VENUE
APK-005	Strategic Communications & Business Etiquette Program	5 Days	All Cadres	December 2025	64,960/=	Naivasha
APK-006	New Office Dynamics & Technological Trends; Impact of AI on the Performance of Admin Professionals	5 Days	All Administrative Professionals	December 2025	64,960/=	Naivasha
APK-007	Customer Care Skills Development Course	5 Days	Clerical Officers, Support Staff & Receptionists	December 2025	64,960/=	Naivasha
<b>MANAGEMENT AND DEVELOPMENT PROGRAMS FOR EFFECTIVE COMMUNICATION SKILLS</b>						
APK-008	Corporate Governance for Administrative Professionals		All Administrative Professionals	January 2026	64,960/=	Machakos
APK-009	Office Protocol, Business Etiquette and Events Management	5 Days	All Administrative Professionals	February 2026	64,960/=	Machakos
APK-009	Workplace Digital Skills for Administrative Professionals: Impact of Artificial Intelligence	5 Days	All Administrative Professionals	March 2026	64,960/=	Naivasha
APK-010	Strategic Office Administration Skills Program	5 Days	All Administrative Professionals	March 2026	64,960/=	Naivasha
APK-011	Certified Front Office Skills Program	5 Days	All Administrative Professionals	April 2026	64,960/=	Nakuru
APK-011(B)	Professional Administrative Skills for Corporate Environment	5 Days	All Administrative Professionals	April 2026	64,960/=	Nakuru
APK-012	Transformational Administrative Skills Program	5 Days	All Administrative Professionals	May 2026	64,960/=	Nakuru
APK-012(B)	Customer Care Skills Development Course	5 Days	All Administrative Professionals	May 2026	64,960/=	Nakuru

CODE	PROGRAMME	PERIOD	TARGET GROUP	DATES	COST	VENUE
APK-013	Professional Etiquette, Office Protocol & Events Management	5 Days	All Administrative Professionals	June 2026	64,960/=	Naivasha
APK-013(B)	Professional Communication & Office Coordination Program	5 Days	All Administrative Professionals, Public Relations Officers, PAs	June 2026	64,960/=	Naivasha
<b>MANAGEMENT AND DEVELOPMENT PROGRAMS FOR EFFECTIVE COMMUNICATION SKILLS</b>						
APK-014	Workplace Efficiency for Administrative Professionals		All Administrative Professionals	July 2026	64,960/=	Machakos
APK-015	Office Administration for Corporate Excellence Program	5 Days	All Administrative Professionals	August 2026	64,960/=	Mombasa
APK-016	Workplace Digital Skills for Administrative Professionals: Impact of Artificial Intelligence	5 Days	All Administrative Professionals	September 2026	64,960/=	Naivasha
APK-017	Front Office Excellence & Frontline Diplomacy Program	5 Days	All Administrative Professionals	October 2026	64,960/=	Naivasha
APK-018	Professional Etiquette for Front Office Practice	5 Days	All Administrative Professionals	November 2026	64,960/=	Naivasha
APK-019	Modern Office Systems & Workflow Management	5 Days	All Administrative Professionals	December 2026	64,960/=	Machakos
APK-019(B)	Customer Care Skills Development Course	5 Days	All Administrative Professionals	December 2026	64,960/=	Machakos
APK-19(C)	Customer Service Excellence for Front Office Practice	5 Days	All Administrative Professionals	December 2026	64,960/=	Machakos
APK-19(D)	Certified Front Office Skills Program	5 Days	All Administrative Professionals	December 2026	64,960/=	Machakos

**For enquiries, contact us on:**

Telephone No: +254 721 744 664

Email address: [info@adminprofessionals.ke](mailto:info@adminprofessionals.ke) OR [APKLTD2023@GMAIL.COM](mailto:APKLTD2023@GMAIL.COM)

Website address: [www.adminprofessionals.ke](http://www.adminprofessionals.ke)