



ADMINISTRATIVE PROFESSIONALS OF KENYA

TRAINING CALENDER 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
ADMINISTRATIVE PROFESSIONALS OF KENYA CONTINUOUS DEVELOPMENT PROGRAMS						
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

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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
MANAGEMENT AND DEVELOPMENT PROGRAMS FOR EFFECTIVE COMMUNICATION SKILLS						
APK-008	Report Writing Skills		All Officers involved in Report Writing & Research Project Secretariats	January 2026	64,960/=	Machakos
APK-009	Office Protocol, Business Etiquette and Events Management	5 Days	PAs to Governors, Clerks & Speakers of County Assemblies, Office Admins, Secretaries & Executive Assistants	February 2026	64,960/=	Mombasa
APK-010	New Office Dynamics - & Technological Trends Program: Impact of Artificial Intelligence (AI) on Performance at the Workplace	5 Days	All Administrative Professionals	March 2026	64,960/=	Naivasha
APK-011	Conduct of Meetings and Effective Minute Writing & Presentation Skills	5 Days	Officers whose portfolios entail chairing or taking minutes in meetings	April 2026	64,960/=	Machakos
APK-012	Building and Maintaining a Personal Brand	5 Days	Officers in the Public Service and private organizations who aspire to define and establish positive images of themselves	May 2026	64,960/=	Nakuru
APK-013	Customer Care Skills Development Course	5 Days	Front Office Staff, Secretaries, Office Administrators and Personal Assistants in the Public Service, Private Sector and Non-Governmental Organizations (NGOs)	June 2026	64,960/=	Machakos
APK-013A	Business Etiquette & Office Protocol	5 Days	Clerical Officers, Support Staff & Receptionists	June 2026	64,960/=	Machakos

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MANAGEMENT AND DEVELOPMENT PROGRAMS FOR EFFECTIVE COMMUNICATION SKILLS						
APK-014	Report Writing Skills		All Officers involved in Report Writing & Research Project Secretariats	July 2026	64,960/=	Machakos
APK-015	Office Protocol, Business Etiquette and Events Management	5 Days	PAs to Governors, Clerks & Speakers of County Assemblies, Office Admins, Secretaries & Executive Assistants	August 2026	64,960/=	Mombasa
APK-016	New Office Dynamics - & Technological Trends Program: Impact of Artificial Intelligence (AI) on Performance at the Workplace	5 Days	All Administrative Professionals	September 2026	64,960/=	Naivasha
APK-017	Conduct of Meetings and Effective Minute Writing & Presentation Skills	5 Days	Officers whose portfolios entail chairing or taking minutes in meetings	October 2026	64,960/=	Machakos
APK-018	Building and Maintaining a Personal Brand	5 Days	Officers in the Public Service and private organizations who aspire to define and establish positive images of themselves	November 2026	64,960/=	Nakuru
APK-019	Customer Care Skills Development Course	5 Days	Front Office Staff, Secretaries, Office Administrators and Personal Assistants in the Public Service, Private Sector and Non-Governmental Organizations (NGOs)	December 2026	64,960/=	Machakos

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