



## ADMINISTRATIVE PROFESSIONALS OF KENYA

### TRAINING CALENDER FOR THE YEAR 2026 - 2027

The Administrative Professionals of Kenya (APK) is a reputable professional association that brings together Administrative Professionals in the fields of Office Administration and Management, Secretarial Management, Records Management, Customer Care and Front Office Management. The Association is dedicated to advancing professional standards, ethics and excellence by providing a vibrant platform for members to interact, exchange knowledge and deliberate on emerging issues affecting the profession.

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, Public Relations Officers, Corporate Communication Officers, Finance Officers, Accountants, 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>MANAGEMENT AND DEVELOPMENT PROGRAMS FOR EFFECTIVE COMMUNICATION SKILLS</b>						
APK-014	Workplace Efficiency for Administrative Professionals	5 Days	All Administrative Professionals	27 <sup>th</sup> – 31 <sup>st</sup> July, 2026	64,960/=	Machakos
APK-015	Workplace Digital Skills for Administrative Professionals: Impact of Artificial Intelligence	5 Days	All Administrative Professionals	24 <sup>th</sup> – 28 <sup>th</sup> August, 2026	64,960/=	Naivasha
APK-016	Office Administration for Corporate Excellence Program	5 Days	All Administrative Professionals	21 <sup>st</sup> – 25 <sup>th</sup> September, 2026	74,960/=	Mombasa

CODE	PROGRAMME	PERIOD	TARGET GROUP	DATES	COST	VENUE
APK-016B	Office Administration for Corporate Excellence Program	5 Days	All Administrative Professionals	21 <sup>st</sup> – 25 <sup>th</sup> September, 2026	64,960/=	Naivasha
APK-017	Front Office Excellence & Frontline Diplomacy Program	5 Days	All Administrative Professionals	26 <sup>th</sup> – 30 <sup>th</sup> October, 2026	64,960/=	Naivasha
APK-018	Professional Etiquette for Front Office Practice	5 Days	All Administrative Professionals	23 <sup>rd</sup> – 27 <sup>th</sup> November, 2026	64,960/=	Naivasha
APK-019	Modern Office Systems & Workflow Management	5 Days	All Administrative Professionals	7 <sup>th</sup> – 11 <sup>th</sup> December, 2026	74,960/=	Mombasa
APK-019(B)	Customer Care Skills Development Course	5 Days	All Administrative Professionals	14 <sup>th</sup> – 18 <sup>th</sup> December, 2026	64,960/=	Machakos
APK-19(C)	Certified Front Office Skills Program	5 Days	All Administrative Professionals	14 <sup>th</sup> – 18 <sup>th</sup> December, 2026	64,960/=	Machakos
APK-008	Corporate Governance for Administrative Professionals	5 Days	All Administrative Professionals	25 <sup>th</sup> – 29 <sup>th</sup> January, 2027	64,960/=	Machakos
APK-009	Office Protocol, Business Etiquette and Events Management	5 Days	All Administrative Professionals	22 <sup>nd</sup> – 26 <sup>th</sup> February, 2027	64,960/=	Machakos
APK-009	Workplace Digital Skills for Administrators: Impact of AI	5 Days	All Administrative Professionals	22 <sup>nd</sup> – 26 <sup>th</sup> March, 2027	64,960/=	Naivasha
APK-010	Strategic Office Administration Skills Program	5 Days	All Administrative Professionals	22 <sup>nd</sup> – 26 <sup>th</sup> March, 2027	64,960/=	Naivasha
APK-011	Certified Front Office Skills Program	5 Days	All Administrative Professionals	26 <sup>th</sup> – 30 <sup>th</sup> April, 2027	64,960/=	Nakuru
APK-011(B)	Professional Administrative Skills for Corporate Environment	5 Days	All Administrative Professionals	26 <sup>th</sup> – 30 <sup>th</sup> April, 2027	74,960/=	Mombasa
APK-012	Transformational Administrative Skills Program	5 Days	All Administrative Professionals	24 <sup>th</sup> – 28 <sup>th</sup> May, 2027	64,960/=	Nakuru

CODE	PROGRAMME	PERIOD	TARGET GROUP	DATES	COST	VENUE
APK-012(B)	Customer Care Skills Development Course	5 Days	All Administrative Professionals	24 <sup>th</sup> – 28 <sup>th</sup> May, 2027	64,960/=	Nakuru
APK-013	Professional Etiquette, Office Protocol & Events Management	5 Days	All Administrative Professionals	14 <sup>th</sup> – 18 <sup>th</sup> June, 2027	74,960/=	Mombasa
APK-013(B)	Professional Communication & Office Coordination Program	5 Days	All Administrative Professionals	21 <sup>st</sup> – 25 <sup>th</sup> June, 2027	64,960/=	Naivasha
<b>MANAGEMENT AND DEVELOPMENT PROGRAMS FOR EFFECTIVE ADMINISTRATION</b>						
APK - 001	Transformational Administrative Skills Program	5 Days	All Administrative Professionals	26 <sup>th</sup> – 30 <sup>th</sup> July, 2027	64,960/=	Naivasha
APK – 001 B	Professional Etiquette for Front Office Practice	5 Days	All Administrative Professionals	23 <sup>rd</sup> – 27 <sup>th</sup> August, 2027	64,960/=	Machakos
APK-002	Effective Office Administration & Records Management Skills	5 Days	All Administrative Professionals	20 <sup>th</sup> – 24 <sup>th</sup> September, 2027	64, 960/=	Naivasha
APK-003	Office Administration Skills Improvement & Enhancement Course	5 Days	All Administrative Professionals	25 <sup>th</sup> – 29 <sup>th</sup> October, 2027	74,960/=	Mombasa
APK-004	Corporate Governance & Leadership Conference	5 Days	All Administrative Professionals	22 <sup>nd</sup> – 26 <sup>th</sup> November, 2027	64,960/=	Naivasha
APK-005	Strategic Communications & Business Etiquette Program	5 Days	All Administrative Professionals	6 <sup>th</sup> – 9 <sup>th</sup> December, 2027	74, 960/=	Mombasa
APK-006	Workplace Digital Skills for Administrators: Impact of AI	5 Days	All Administrative Professionals	6 <sup>th</sup> – 9 <sup>th</sup> December, 2027	64,960/=	Naivasha
APK-007	Customer Care Skills Development Course	5 Days	All Administrative Professionals	13 <sup>th</sup> – 17 <sup>th</sup> December, 2027	64,960/=	Naivasha

**For enquiries, contact us on:**

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