

HARLEY REED ● 2025

HARLEY REED KENYA

SKILLS TRAINING CALENDAR



UNITED KINGDOM | GHANA | SOUTH AFRICA | ZIMBABWE | NIGERIA | KENYA | IVORY COAST

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www.harleyreed.com

LOCAL SKILLS TRAINING WORKSHOPS

Our workshops are designed to address local challenges, promote skill development, and contribute to individuals' educational advancement. Focusing on relevance to the regional landscape, the 2025 Local workshops aim to provide valuable learning experiences. All workshops are delivered from our training centre.

WORKSHOP	OVERVIEW <i>Full outlines available in our knowledge services brochure</i>	DURATION	DATE	LOCATION	FEE
Supplier Relationship Management *CIPS Certified	This course will explore the importance of establishing and maintaining collaborative relationships and the benefits that this will bring to all parties, as well as the importance of continually developing suppliers, to realise benefits.	1 day	27th March	Nairobi	\$ 295
Effective Negotiation *CIPS Certified	Participants will learn the need and purpose for negotiation in procurement and supply –understanding the key activities at each phase of the negotiation process, including the techniques and tactics used by the best negotiators. They will explore sources of power in negotiations and the different styles of negotiation that can be adopted. Participants will have the opportunity to apply their knowledge in a safe environment in the form of role plays to practice skills with validation from our experienced course tutors.	2 days	7th – 8th May	Nairobi	\$ 550
Effective Procurement	The course is designed to help those who have recently, or are about to, move into a formal procurement role. It will help to build an understanding of the breadth of the procurement function. Exploring procurement terms, basic models and techniques throughout the procurement cycle, the course uses case studies and workshop activities to help participants develop understanding and practice. Individuals will also be encouraged to discuss their own experiences and will leave with a set of templates to use in their day-to-day role.	2 days	9th - 10th July	Nairobi	\$ 390

Developing Contractual Agreements *CIPS Certified	This course will provide an awareness of the essential legal principles governing contracts, not just to solve disputes but more importantly, how to avoid them. It considers issues relating to the setting up of contracts and key contract clauses.	1 day	7th August	Nairobi	\$ 295
Inventory Management and Warehousing	This course deals with all aspects of the inventory and warehouse operation. Participants will be introduced to issues of tracking, handling and managing goods and materials that are held in stock. It will also cover advanced stock control methods, demand planning as a tool for reduction of obsolescence and redundancy, methods for dealing with variety and proliferation, health and safety and others.	2 days	25th & 26th September	Nairobi	\$ 390
Risk and Resilience in the Supply Chain *CIPS Certified	This course focuses on how leaders in procurement and supply can assess and mitigate the main performance risks that stem from the supply chain and that impact on the organisation or its customers. It provides an understanding of the need to develop and implement appropriate risk appraisal and management strategies.	2 days	5th & 6th November	Nairobi	\$ 550

For corporates interested in in-house training programs, please request our full knowledge services brochure. It includes a wide range of courses spanning procurement, supply chain, marketing, and finance.

* Individuals will receive a CIPS Certificate of Attendance

Events & Training Terms and Conditions

A registration will only be considered as confirmed once full payment is reflected in the Harley Reed bank account.

“Early Bird” discounts will only apply to the period as specified.

Payment

Payment must be made within 30 days from the date of the invoice or if the booking is made less than 30 days before the Course date, payment is required before the Course date. Course fee may be paid in local currency at the prevailing rate.

Please note that we do not accept payment by cash.

In the case of late bookings payment must be made prior to attendance of the Course. If payment is not made prior to the delegate attending the course Harley Reed reserves the right to refuse admission until payment has been made in full.

VAT

Fees quoted are exclusive of VAT, which will be shown separately on the invoice where applicable. A VAT invoice will be sent to cover your payment.

Copyright

All materials provided for Harley Reed Courses including graphics, code, text products, software, audio, music and design are owned by Harley Reed or Harley Reed third party Course providers. No content in whole or in part of the Harley Reed Materials may be copied, reproduced, uploaded, posted, displayed, linked to or used in any way without the prior written permission of Harley Reed. Any such use is strictly prohibited and will constitute an infringement of the copyright and other intellectual property rights of Harley Reed, or in the case of material licensed to Harley Reed, the owner of such materials.

Programme

Although details are correct at time of going to print, Harley Reed reserves the right to make unavoidable changes in the programme. Harley Reed also reserves the right to cancel an event at any time and offer delegates an alternative date, a credit towards another training event or a refund of fees without any liability for resulting or indirect loss.

Joining instructions

Joining instructions including venue details and start times are sent out by email to confirmed delegates at least 7 (seven) days before the event.

Cancellations & Course Change requests

Where a firm booking has been accepted by Harley Reed and is subsequently cancelled, or where a delegate wishes to transfer to a different course and/or date, the customer will be liable for the following charges. All cancellations / change requests must be received in writing.

Number of weeks before course date that the cancellation is made	Charge to Customer
More than 30 working days	No charge
21-30 working days	50% charge
20 working days or less	Full fee
Non-attendance Full fee	Full fee

Where a change is requested, subject to the fees above, the customer can transfer to any course taking place six months from the date from the original course (subject to payment of any difference in course fee where applicable).

International delegates

Harley Reed welcomes delegates from overseas for our physical programmes. Visa acquisition is however the sole responsibility of the individual and where denied a visa having already paid, fees will still be subject to cancellation policy above.

Data protection

Harley Reed International is registered under the provisions of the General Data Protection Regulations (GDPR) and all offices are compliant with these regulations as well as local country data protection laws. Harley Reed keeps any personal data in confidence.

Trademark

Harley Reed and its logo are all trademarks of Harley Reed International.

Individuals and corporates confirm that they understand that by booking onto any course, they agree to be bound by these terms and conditions.