



**HARLEY
REED** ●

HARLEY REED KENYA

**2026 SKILLS
TRAINING CALENDAR**

UK | GHANA | NIGERIA | KENYA | SOUTH AFRICA | ZIMBABWE | CÔTE D'IVOIRE

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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 2026 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
Category Management <i>*CIPS Certified</i>	This course will help participants to develop a category management strategy for their organisations and learn how to build enhanced alignment with stakeholders and create long-term strategies for managing category spend effectively and efficiently.	2 days	25 th – 26 th February	Nairobi	KES 70,000
Language of Logistics	The course has been designed to provide a baseline understanding of Logistics and Transport Terms and Expressions. It will also develop participant's understanding logistical information and enhance their ability for successful progression to other CILT International qualifications	2 days	1 st – 2 nd April	Nairobi	KES 50,000
ESG Fundamentals: Bridging Principles with Performance Disclosure	This course provides a comprehensive introduction to ESG principles and leading global frameworks, emphasising their direct connection to organisational value creation. Participants will learn how to interpret and operationalise ESG data, convert qualitative and quantitative inputs into actionable performance metrics, and apply these insights to strengthen efficiency, enhance risk management, and build long-term organisational	3 days	27 th – 29 th May	Nairobi	KES 60,000

	resilience.				
Contract Management <i>*CIPS Certified</i>	The course explores advanced contract management approaches, helping participants to identify what will work best in their organisation. It will examine how to proactively mitigate against potential risks and explore ways of increasing supplier performance through the inclusion of robust performance measures.	2 days	24 th -25 th June	Nairobi	KES 70,000
Effective Negotiation <i>*CIPS Certified</i>	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.	2 days	5 th – 6 th August	Nairobi	KES 70,000
Inventory and Warehouse Management	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	22 nd – 23 rd September	Nairobi	KES 50,000
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	2 days	28 th -29 th October	Nairobi	KES 50,000

	will leave with a set of templates to use in their day-to-day role.				
Climate Change Impacts, Risks & Opportunities	This course examines climate-related physical and transition impacts across key sectors, highlighting associated risks and emerging opportunities. Participants will learn practical methods for climate risk assessment, scenario analysis, and integration into management processes to support strategic decision-making, operational resilience, and long-term value creation while strengthening organisational capabilities for effective climate response.	2 days	19 th – 20 th November	Nairobi	KES 50,000

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

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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.