



## 2018 / 2019 CPD CALENDAR

Code	Theme	Dates	Venue / No. of Days	About the Course	CPD Hours	Target Group	Fees in Ksh (Exclusive of VAT)			
							Member		Non-member	
							Early Bird	Normal	Early Bird	Normal
SC1/18	Developing Purchase Specification and Evaluation Criteria	19 - 22, June	4 Days Kisumu	Success of any procurement depends on how well needs are defined and how well requirements are specified. This workshop is designed to equip participants with practical skills for developing sound specifications and formulating proper evaluation criteria.	24	Procurement and Supply Chain Management Officers, Managers, Assistants and Specialists; User Departments, operational staff involved in implementing procurement and supply chain policies and strategies; professional consultants; administration and contract managers; departmental heads and purchasing personnel and all other staff involved in Procurement	72,500	76,000	80,000	83,500
SC2/18	Chief Executive Officers / Accounting Officers role in public procurement	28- 29, June	2 Days Nakuru	Accounting officers play a pivotal role in procurement within their organisations and their responsibilities are highlighted in the Public Procurement and Asset Disposal Act, 2015. This executive conference is designed to equip Accounting Officers with requisite knowledge for implementation of the procurement law.	16	Chief Executive Officers / Accounting Officers in Ministries, State Corporations, Pension Schemes, County Governments and Educational Institutions	77,850	82,000	86,000	90,500
SC3/18	Implementing the Public Procurement and Asset Disposal Act 2015	24 - 27, July	4 Days Nakuru	This workshop focuses on procurement reforms and enlightens practitioners on how best to take advantage of the reforms to improve procurement performance at the organisational level.	24	Public sector organization and County procurement and supply chain management Directors, Managers, Officers and Assistants. County Secretaries, Executive Committee Members, County Finance Officers and other officials involved in the procurement process.	72,500	76,000	80,000	83,500
SC4/18	Preference and Reservation schemes	9 - 10, August	2 Days Nairobi	Extending Preferences and Reservations is a mandatory requirement for public procurement practitioners and a strategic approach to supplier development across all sectors. This workshop will equip practitioners with knowledge and tools for implementation of Preferences and Reservations in line with their organisations' goals.	16	Public sector organization and County procurement and supply chain management Directors, Managers, Officers and Assistants. County Secretaries, Executive Committee Members, County Finance Officers and other officials involved in the procurement process.	9,500	10,000	14,500	15,000
SC5/18	Preparing Bidding Documents	22 - 24, August	3 Days Mombasa	Quality of bidding documents determine the outcome of procurement processes. It is also central to successful implementation of budgets and effective delivery of goods, services and works. This workshop takes participants through best practices in development of bidding documents.	20	Supply Chain Management Officers, Managers, Assistants, and Specialists; User Departments, operational staff involved in developing and evaluating tender documents; professional consultants; departmental heads and purchasing personnel	63,000	66,500	67,000	69,500
SC6/18	Procurement Symposium	5, September	1 Day Nairobi	The procurement symposium presents a platform for collaboration between practice and academia. The symposium is open to practitioners, lecturers and students with research interests in procurement and supply chain management. Presentations will feature papers, on practical challenges and interventions that can contribute to the procurement and supply chain management body of knowledge.	8	Procurement Practitioners, Academicians, PhD and Masters students	5,000			
SC7/18	Tendering Process and Bid Evaluation	11 - 14, September	4 Days Kisumu	Tendering and evaluation are key determinants of Value for Money in procurement and serve as prerequisites for securing "the right source". This workshop is designed to emphasize best practices in these key procurement processes	24	Supply Chain Management Officers, Managers, Assistants, and Specialists; User Departments, operational staff involved in developing and evaluating tender documents; professional consultants; departmental heads and purchasing personnel.	72,500	76,000	80,000	83,500
SC8/18	Procurement of Consultancy Services	10 - 12, October	3 Days Nairobi	Consultancy services are predominantly of an intellectual nature and present a challenge to procuring organizations, right from the stages of specification to the point of delivery. To achieve desired outcomes in procuring consultancy services, professionals need to adopt appropriate strategies, and tools when planning or executing procurement. This workshop takes a practical approach to guide participants through best practices in procurement of consultancy services.	20	Procurement Practitioners; Senior Executives handling contracts, projects, finance, planning, costing and consultancy procurement.	63,000	66,500	67,000	69,500
SC9/18	Procurement Process Optimization	24 - 26, October	3 Days Mombasa	Re-organisation of procurement processes can deliver cost savings while meeting the requirements of right price, right quality, right source, right place and right time. This workshop is designed to guide participants through contemporary approaches to re-organisation of procurement processes.	20	Public, Private organizations and County procurement and supply chain management Directors, Managers, Officers and Assistants. County Secretaries, Executive Committee Members, County Finance Officers and other officials involved in the procurement process.	63,000	66,500	67,000	69,500
SC10/18	Procuring for Construction Projects	7 - 9, November	3 Days Kisumu	Construction Projects are capital intensive and prone to cost escalations, delays or non-completion due to the complexities of sourcing and managing contractors. The success of such projects depends on meticulous planning, sourcing and management of contractors. This workshop goes through the phases of planning, sourcing and managing to increase the probability of successful delivery of construction projects.	20	Procurement Practitioners, Senior Executives handling Contracts, Projects, Finance, Planning, Costing and Materials Management, Contractors, Project Supervisors, Construction Compliance Officers and Project Engineers.	63,000	66,500	67,000	69,500
SC11/18	Regional Conference	20 -23, November	4 Days Kigali	KISM has organized regional conferences in partnership with professional bodies in the region and in collaboration with International Federation of Purchasing and Supply Management (IFPSM), since year 2010. Each conference addressed topical issues, relevant to regional and global procurement practices, thus providing a platform for practitioners to benefit from an exchange of ideas and experiences with peers.	24	Procurement and Supply Chain Practitioners from East Africa	115,000	120,000	123,500	130,000
SC12/18	Quality Management in Procurement and Supply	3, December	1 Day Mombasa	Organizations can achieve sustainable success by implementing a quality management system designed to continuously improve performance; taking into account expectations of customers, shareholders, and suppliers. Quality Assurance in Procurement is the totality of arrangements made to ensure that products are of the quality required for the intended use. The quality management system aims at streamlining the organization's processes, adding value, lowering costs and increasing adaptability to the needs of the customer while ensuring compliance.	8	Supply Chain Management and Quality Officers, Managers, Assistants and Specialists; User Departments, operational staff involved in developing and implementing procurement and supply chain policies and strategies; professional consultants; departmental heads and purchasing personnel and all other staff involved in Procurement .	7,500			
SC13/18	Implementing the Public Procurement and Asset Disposal Act 2015	4 - 7, December	4 Days Mombasa	This workshop focuses on procurement reforms and enlightens practitioners on how best to take advantage of the reforms to improve procurement performance at the organisational level.	24	Public sector organization and County procurement and supply chain management Directors, Managers, Officers and Assistants. County Secretaries, Executive Committee Members, County Finance Officers and other officials involved in the procurement process.	72,500	76,000	80,000	83,500

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SC1/19	Procurement Documentation Management	24 - 25, January	2 Days Nairobi	Management of voluminous documentation involved in procurement can be a daunting task. The workshop will recommend best practice in document management and archiving.	16	Supply Chain Management and Record Officers, Managers, Assistants, and Specialists; User Departments, operational staff involved in developing and managing procurement records; professional consultants; departmental heads and purchasing personnel.	10,000			
SC2/19	Finance for Procurement	11- 13, February	3 Days Kisumu	This workshop will demonstrate how collaboration between finance and procurement can effectively cut expenses, streamline transaction costs and mitigate potential liabilities	20	Finance and Supply Chain Management/Procurement Officers, Managers, Assistants and Specialists; User Departments, operational staff involved in developing and implementing procurement and supply chain budgets, policies and strategies; professional consultants; departmental heads and purchasing personnel, and all other staff involved in Procurement	63,000	66,500	67,000	69,500
SC3/19	Preparing Procurement Budgets & Workplans	14 - 15, February	2 Days Kisumu	Budgeting is the process of planning future business activities by establishing performance goals and putting them into a formal plan. The workshop is designed to help practitioners understand the budgeting process and prepare effective workplans.	16	Finance and Supply Chain Management Officers, Managers, Assistants and Specialists; User Departments, operational staff involved in developing and implementing procurement and supply chain budgets, policies and strategies; professional consultants; departmental heads and purchasing personnel, and all other staff involved in Procurement	15,000			
SC4/19	Procurement Planning, Disposal Planning and Monitoring	5 - 8, March	4 Days Mombasa	This workshop will illustrate how proper procurement planning, scheduling and control results in cost savings, efficient operations, and increased value for money.	24	Procurement Officers, and Assistants, Function/Department Heads, administrative and other user department staff involved in procurement planning, Committee members, Supervisory Staff, Audit staff.	72,500	76,000	80,000	83,500
SC5/18	Quality Management in Procurement and Supply	8, April	1 Day Malindi	Organizations can achieve sustainable success by implementing a quality management system designed to continuously improve performance taking into account customers, shareholders and suppliers. This workshop is designed to impart practical skills for managing quality at the organisational level.	8	Supply Chain Management and Quality Officers, Managers, Assistants and Specialists; User Departments, operational staff involved in developing and implementing procurement and supply chain policies and strategies; professional consultants; departmental heads and purchasing personnel, and all other staff involved in Procurement .	7,500			
SC6/19	Procurement Performance Measurement	9 - 12, April	4 Days Malindi	Performance measurement aims at comparing actual results with pre-set targets. The use of appropriate performance measurement metrics ensures reliability of inferences drawn from performance measurement data. The workshop is designed to bring out best practice in procurement performance measurement.	24	Procurement and Supply Chain Management professionals, Accounting Officers, Strategy executives, senior & mid level managers in supply chain management, logistics and production managers, suppliers, operations managers and administrators	72,500	76,000	80,000	83,500
SC7/19	The Role of County Chief Officers and County Heads of Supply Chain Management in public Procurement.	8 - 10, May	3 Days Mombasa	Devolution has come with its own share of challenges. Procurement in county governments and assemblies is not immune to these challenges. This workshop seeks to enlighten participants on professional ways of managing procurement challenges in county governments and assemblies.	20	County Chief Officers in charge of finance, County Heads of Procurement and their assistants in county governments and county assemblies.	63,000	66,500	67,000	69,500
SC8/19	Developing Specifications and Evaluating Tenders	29 - 31, May	3 Days Nairobi	Success of any purchase largely depends on how well needs are defined. The workshop will enable practitioners and users develop appropriate specifications for goods, works and services	20	Procurement and Supply Chain Management Officers, Managers, Assistants and Specialists; User Departments, operational staff involved in implementing procurement and supply chain policies and strategies; professional consultants; administration and contract managers; departmental heads and purchasing personnel, and all other staff involved in Procurement.	72,500	76,000	80,000	83,500
SC9/19	Optimising Procurement Performance in a Dynamic Environment	17 - 19, June	3 Days Nakuru	Optimising procurement not only improves efficiency but also promotes accountability and fairness in the entire procurement cycle. It is as a result of this that this workshop is designed to equip employees involved in the procurement processes with practical skills to enable them optimize each step in the entire cycle.	20	Procurement Practitioners, Senior Executives handling procurement activities from need identification to asset disposal.	63,000	66,500	67,000	69,500
SC10/19	Preference and Reservation schemes	20 - 21, June	2 Days Nakuru	Implementing Preferences and Reservations is a mandatory requirement for public sector organizations. This workshop is designed to address frameworks for implementing Preferences and Reservations.	16	Public sector organization and County procurement and supply chain management Directors, Managers, Officers and Assistants. County Secretaries, Executive Committee Members, County Finance Officers and other officials involved in the procurement process.	15,000			