



**KENYA INSTITUTE OF
SUPPLIES MANAGEMENT**

Promoting Professionalism in Supply Chain Management

2025 CPD CALENDAR

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) CALENDAR

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THEMATIC AREA	DATES	DURATION	TARGET GROUP	CPD HRS	CHARGES (MEMBER)	CHARGES (NON-MEMBER)
JANUARY						
Procurement of Legal Services: Introduction	29th January	2 hours Virtual	Senior procurement leaders; heads of procurement; contract managers; project managers; legal advisors, and other senior professionals involved in the selection and contracting of consultants.	2	1,500	1,500
FEBRUARY						
Preparation of Standard Tender Documents	10th – 14th February	5 Days Mombasa	Procurement and supply chain managers, officers, assistants, and specialists; user departments; consultants; administrators; in-house legal officers; departmental heads; in the procurement process in both the public and private sectors.	30	60,000	65,000
Effective Stock Taking: Best Practices	18th February	2 hours Virtual	Supply chain management professionals, senior managers, accounting officers, project managers, warehousing staff, project managers, stores and warehousing personnel, users of stores materials, etc.	2	1,500	1,500
Procurement for World bank financed projects: Foundation Class	24th Feb– 7th March	10 Days Mombasa	Managers (professionals) in world bank/donor funded projects, Procurement and supply chain directors; senior managers; auxiliary staff supporting donor funded project; project engineers; architects; contractors; quantity surveyors; consultants and contractors involved in the implementation of construction projects under world bank and other donor funded projects	30	160,000	180,000
MARCH						
Procurement of Legal Services: The Process	6th March	2 hours Virtual	Senior procurement leaders; heads of procurement; contract managers; project managers; legal advisors, and other senior professionals involved in the selection and contracting of consultants.	2	1,500	1,500
Overview of Public Procurement laws (Acts & Regulations)	10th -14th March	5 Days Mombasa	Procurement and Supply Chain Management Professionals, administrators, project managers, quantity surveyors, architects, engineers, user departments, engineers, stores officers	30	60,000	65,000
Enhancing Supplier Relationship management	24th –28th March	5 Days Kisumu	Procurement and purchasing professionals; operations personnel; warehouse and supply chain management practitioners; professionals in logistics functions; administration officers; compliance officers	30	60,000	65,000
APRIL						



THEMATIC AREA	DATES	DURATION	TARGET GROUP	CPD HRS	CHARGES (MEMBER)	CHARGES (NON-MEMBER)
Women in Procurement & Supply Chain Management	31st March – 4th April	5 Days Mombasa	Women in Procurement & Supply Chain Management, Accounting Officers, Women in leadership positions and constitutional offices, user departments, women Chief Executive Officers and all other stakeholders/partners supporting women in supply chain	30	60,000	65,000
Supplier Onboarding Process: A modern approach	7th -11th April	5 Days Eldoret	Accounting officers, Chief Executive officers, Procurement and Purchasing Professionals; Operations personnel; warehouse and supply chain management practitioners; professionals in humanitarian, warehousing & logistics functions; administration officers; compliance officers, Procurement & supply chain management professionals; user department; administration & finance officers.	30	60,000	65,000
Understanding the strategic Potentials of Public Private Partnerships (PPP)	14-18 April	5 Days Naivasha	Government officials; business leaders; legal experts; financiers; project managers; administrators; departmental heads; user departments and all personnel involved in implementation of PPPs.	30	60,000	65,000
Risk Vulnerability in Supply Chain	16th April	2 hours Virtual	Supply Chain Directors, Supply chain practitioners, inventory & stock controls officers, accounting officers, logistics officers, audit and risk assessors	2	1,500	1,500
ESG & DEI for sustainable and inclusive supply chains	22nd – 25th April	4 Days Naivasha	Procurement, sourcing and category sourcing managers; logistics and operations managers; directors/ heads of departments; professionals focused on sustainability corporate social responsibility and ESG Compliance; DEI managers and specialists; human resources manager; compliance and risk management officers; CSR managers in public, private and non-governmental organizations; quality assurance and auditors; consultants, and advisors in supply chain, ESG and DEI; researchers; educators and policymakers in supply chain, environmental studies, and social sciences.	24	48,000	53,000
MAY						
The Future of Logistics: Embracing Technology and Sustainability in Global Supply Chains”	2nd May	2 hours Virtual	Supply chain practitioners, logistics & transport experts, accounting officers, clearing & forwarding officers, stores & warehousing officers, port operations officers, ICT & other	2	Free	Free

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			technology officers, sustainability champions, sponsors, environmentalists, among others.			
Mastering Procurement Processes and Procedures: County Perspective	5th – 9th May	5 Days Nanyuki	All actors in Supply Chain management in County Governments; CE-CMs, senior & mid-level managers; user departments; Evaluation committees, inspection & Acceptance committee, Warehousing, inventory, Stock taking officers, suppliers; administrators; county coordinators, Town, Municipal and City Managers	30	60,000	65,000
Transformative Leadership and Strategy for the C-Suite	19th – 23rd May	5 Days Kigali	Accounting Officers, CEOs, Governors & their Deputies, CECMs, Chief officers, Directors, and COOs; senior and mid-level managers in procurement and supply chain management, production, logistics, and warehousing; operations managers and administrators; finance managers and departmental heads.	30	160,000	180,000
Strategic logistics and stock visibility in international trade	19th – 23rd May	5 Days Mombasa	Senior & mid-level managers in procurement and supply chain management, production, logistics, and warehousing; operations managers and administrators; finance managers and heads of departments	30	60,000	65,000
Sensitization on electronic government procurement (EGP) system	26th – 30th May	5 Days Machakos	Professionals involved in public procurement and regulatory compliance; suppliers and vendors; supply chain and procurement managers and officers; auditors, compliance officers; IT professionals and data analysts.	30	60,000	65,000
Health & Safety; and Security Issues in Stores and warehousing	28th May	2 hours Virtual	Heads of procurement, stock controllers, stores personnel, user department personnel, supply chain practitioners, engineers etc	2	1,500	1,500
JUNE						
Procurement for World Bank Financed Projects: Intermediate Course	2nd – 13th June	10 Days Kisumu	Managers (professionals) in world bank/donor funded projects, Procurement and supply chain directors; senior managers; auxiliary staff supporting procurement; project engineers; architects; contractors; quantity surveyors; consultants and contractors involved in the implementation of construction projects.	30	160,000	180,000
Mental Health in supply chain practice	10th June	2 hours Virtual	Supply chain practitioners, warehousing & stores staff, evaluation committees, inspection & acceptance committee, user department staff and all staff directly or indirectly involved in procurement functions	2	Free	Free



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Inventory, Warehousing & Asset Disposal Management	16th – 20th June	5 Days Naivasha	All staff involved in inventory management, warehousing and disposal of assets; members of inspection and acceptance committees; members of disposal committees; heads of departments; heads of supply chain management; procurement officers; scm officers; scm assistants; accountants and finance officers in both public and private sector.	30	60,000	65,000
Revolutionizing Shipping Logistics: The Role of Digitalization in Global Supply Chains	23rd – 27th June	5 Days Mombasa	Logistics Managers, import and export staff, shipping agents, tax experts, clearing & forwarding personnel, supply chain practitioners, humanitarian support staff, sponsors, donors, logistics & transport personnel, emergency responses staff, Risk & Crisis managers, public servant in emergency response areas, among others	30	60,000	65,000
JULY						
Big Data Analytics & its Application in Supply Chain Management	30th June – 4th July	5 Days Naivasha	Directors/heads of departments; data analysts and data scientists; operations and production managers; IT professionals supporting supply chain functions; procurement, warehousing and logistics managers; category sourcing managers; administrative officers/assistants; supply chain advanced students or researchers in supply chain management; operations or data science consultants and advisors in supply chain and data analytics; policy makers; project engineers and all other staff initiating, driving, or supporting supply chain management activities in public, private and non-governmental organizations.	30	60,000	65,000
Building Resilient Humanitarian Supply Chains: Lessons from Recent Disasters	10th July	2 hours Virtual	Heads of procurement, Humanitarian and logistics Directors, supply chain staff, stores & warehousing officers, logistics officers, donor staff, sponsors and partners of humanitarian activities, etc.	2	Free	Free
E-procurement training for supply chain optimization	21st – 25th July	5 Days Kisumu	Procurement and supply chain professionals; purchasing managers, buyers, finance and compliance officers; IT professionals in procurement systems; operations and inventory managers; category sourcing managers; administrative officers/assistants; directors; heads of departments; consultants and analysts and all other staff initiating, driving, or supporting supply chain management activities and supply chain IT systems in public, private and non-governmental organizations.	30	60,000	65,000

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Mastering the Consultant Selection Process	28th July–1st August	5 Days Mombasa	Senior procurement leaders; heads of procurement; contract managers; project managers; legal advisors, and other senior professionals involved in the selection and contracting of consultants.	30	60,000	65,000
AUGUST						
Heads of Procurement & Supply Chain Forum	11th – 15th August	5 Days Mombasa	Heads of Procurement & supply chain management, Accounting officers, Supply chain practitioners, humanitarian and logistics experts, among others	30	60,000	65,000
Ethics and Integrity: procurement Perspective	20th August	2 hours Virtual	Students and fresh graduates in Supply Chain Management	2	Free	Free
Professionalizing Health SCM Conference	25th – 29th August	5 Days Mombasa	Heads of procurement and supply chain management; county executive committee members; members of committees involved in the procurement process; contract implementation teams; user department staff involved in procurement activities; project accountants and finance personnel supporting procurement processes; production officers; suppliers; operations managers; and administrators	30	60,000	65,000
SEPTEMBER						
Humanitarian Supply Chain: Anticipating and Mitigating Disruptions in Crisis	1st – 5th September	5 Days Mombasa	Humanitarian & logistics Managers, supply chain practitioners, humanitarian support staff, sponsors, donors, logistics & transport personnel, emergency responses staff, Risk & Crisis managers, public servant in emergency response areas, among others	30	60,000	65,000
Contract Management and Negotiation	8th – 12th September	5 Days Naivasha	Procurement and supply chain directors/managers; chief supply chain officers/managers; chief officers and directors in county governments involved in projects; all levels of procurement and supply chain actors; administration and contract managers; departmental heads; project engineers/managers/developers; corporation secretaries/legal officers; architects; contractors; ADR Practitioners	30	60,000	65,000
Project management: A procurement Perspective	17th September	2 hours Virtual	Procurement and supply chain directors/managers; chief supply chain officers/managers; chief officers and directors in county governments involved in projects; all levels of	2	1,500	1,500

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			procurement and supply chain actors; administration and contract managers; departmental heads; project engineers/managers/developers; corporation secretaries/ legal officers; architects; contractors; ADR Practitioners			
Procurement for World Bank Financed Projects: Advanced Course	22nd – 3rd September	10 Days Diani	Managers (professionals) in world bank/donor funded projects, Procurement and supply chain directors; senior managers, mid-level, & other officials involved in the implementation of projects funded directly or indirectly by the World Bank. Accounting officers, engineers, architects, procurement & Supply chain management practitioners, members of committees involved in procurement processes, contract implementation teams, user departments staff involved in planning and managing procurement activities; projects accountants and finance personnel supporting procurement processes in donor-funded projects	30	160,000	180,000
OCTOBER						
Budgeting & Forecasting for Strategic Supply Chain Planning	13th -17th October	5 Days Eldoret	Senior and mid-level managers involved in procurement & production planning; supply chain managers; finance managers; administrators; operations managers; suppliers & contractors; user departments; programme managers/officers	30	60,000	65,000
Emotional Intelligence in supply chain practice	22nd October	2 hours Virtual	Supply Chain Directors, supply chain Practitioners, User department personnel, Engineers, stores staff, Directors, Supply chain auditors, compliance & investigation officers, among others	2	1,500	1,500
Contract Management Under World Bank Procurement Regulations	27th – 31st October	5 Days Kisumu	Managers (professionals) in world bank/donor funded projects, Procurement and supply chain directors; senior managers, Procurement officers; contract managers; project managers; legal officers; engineers; chief officers; municipal and city managers; monitoring and evaluation officers; government officials involved in world bank-funded projects; consultants and contractors working on world bank projects	30	80,000	90,000
NOVEMBER						
Managing Inventory Project	4th November	2 hours Virtual	Project Directors, Asset & Inventory Officers, Warehouse staff, supply chain officers, accountants, stores	2	1,500	1,500

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			clerk, clerks of works, site supervisors, etc.			
Enhancing professionalism and Integrity in Supply Chain Management	10th – 14th November	5 Days Kisumu	Procurement and supply chain practitioners and actors; procurement auditors; financial auditors; policy makers; executives; professionals working in regulatory functions;	30	60,000	65,000
			public relations practitioners; media personnel; human resource practitioners			
Supply Chain Audits & Investigations	19th November	2 hours Virtual	Procurement and supply chain practitioners; policymakers; executives; audit managers; professionals working in regulatory functions; audit managers	2	Free	Free
National Dialogue	24th – 28th November	5 Days Mombasa	Supply chain practitioners, Accounting Officers, Chief Executives Officers, Operational Managers, Humanitarian & Logistics professionals, administrators, transport & logistics experts, etc.	-	60,000	65,000
DECEMBER						
Procurement of Complex and Specialized Projects	1st – 5th December	5 Days Mombasa	Procurement and supply chain directors/managers, chief supply chain officers/managers; chief officers and directors in county governments involved in projects; all levels of procurement and supply chain actors; departmental heads/senior managers; project engineers/managers/developers; contract management teams; architects/contractors/quantity surveyors/consultants; company secretaries/legal officers/ADR practitioners	30	60,000	65,000
Procurement for World Bank Financed Projects: Refresher Course	8th – 12th December	5 Days Kisumu	Graduates of Foundation, intermediate and advanced world bank class, Managers (professionals) in world bank/donor funded projects, Procurement officers; contract managers; project managers; legal officers; engineers; chief officers; municipal and city managers; monitoring and evaluation officers; government officials involved in world bank-funded projects; consultants and contractors working on world bank projects	30	80,000	90,000





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