



KENYA INSTITUTE OF SUPPLIES MANAGEMENT

"Promoting Professionalism in Supply Chain Management"

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OFFICE OF THE SECRETARY/CHIEF EXECUTIVE OFFICER

Ref: KISM/CORR/CD&A/VOL. VI/ 09

13th January 2026

Dear Esteemed Member,

RE: TRAINING OF TRAINERS (TOT) FROM 5TH – 6TH FEBRUARY 2026 IN NAIROBI.

The Kenya Institute of Supplies Management (KISM) is the national body for professionals in the practice of procurement and supply chain management in Kenya. The Institute draws its mandate from the **"Supplies Practitioners Management Act No. 17 of 2007"**. This Act provides the legal framework within which the Institute is established to promote learning, development of best practices, and application of the same to the practice of procurement and supply chain management.

In line with its mandate, the Institute has organized this course targeting resource persons in the Institute's database and individuals interested in enhancing their skills in training. The ToT aims to impart essential presentation skills to the participants, build their capacity to impart skills and knowledge, and effectively engage their trainees. This course will examine methods appropriate for adult education and technology-driven training strategies. The ToT will enable trainers to improve and deliver practical and relevant presentations.

You are invited to attend and or nominate staff to this training. Please register your participation by booking online via <https://events.kism.or.ke/events>

The following workshop fees caters for the training sessions and materials, meals, and refreshments for the duration of the training:

Description	Description
MEMBER (KSHS)	Non-Member (Kshs)
20,000+16%VAT	20,000+16%VAT
	Non-Resident
	USD 200 +16% VAT

All payments should be made in the form of banker's cheque (*personal cheques will not be accepted*), bank deposit slips, M-Pesa payment reference, and evidence of funds transfer. LSOs and commitment letters are not acceptable.

Participants are required to make their own travel and accommodation arrangements. For inquiries, please contact; **Titus, Daisy, or Edith** via **Phone No. +254 111 024 800/ 769 878 227** or **e-mail; programs@kism.or.ke**

Yours Sincerely,

Kenneth Matiba, MBS, MKISM

SECRETARY/CHIEF EXECUTIVE OFFICER