



# KENYA TEACHERS SACCO ASSOCIATION

## CONTINUOUS EDUCATION & TRAINING CALENDAR, 2025.

We are Nita accredited - Our ref:Nita/trn/2262.

# Calendar 2025

### SACCO STAFF TRAINING PROGRAMS - 2025

#### Quarter One

DATE	PROGRAM TITLE	TARGET GROUP	VENUE
Feb 17th - 21st, 2025	Effective Cash handling, Risk Management and Compliance for SACCO Tellers /Cashiers	Tellers /Cashiers /Chief Tellers	Mombasa
Mar 10th - 14th, 2025	Digital Lending & Emerging Technologies in SACCO Lending Operations.	Credit Professionals / Debt Recovery Team /Loans Officers /Credit Analysts /Micro credit Team	Murang'a
Mar 24th - 28th, 2025	Enhancing Customer Experience and Relationship Management for Member Retention, Growth and brand positioning.	Business Development Officers /Marketing Team /Customer Experience /Sales Team /Head of Reseach	Naivasha

#### Quarter Two

Apr 14th - 18th, 2025	Transformative Leadership and Change Management for SACCO Leaders in a dynamic Cooperative environment.	Head of Departments /Branch managers /Supervisors /Operation Managers /Team Leaders /Fosa Managers /Senior Managers /HR	Mombasa
May 5th - 9th, 2025	Emerging Taxation Trends in the Cooperative Sector for Enhanced Compliance and Strategic Planning.	Head of Finance /Accountants /Assistant Accountants /Procurement /Investment Officers /Business Analysts/CFO /Financial Controllers /R&D Personnel	Diani
May 26th - 30th, 2025	Strengthening Risk Management and Internal Controls in SACCO Operations.	Internal auditors /Audit assistant /Compliance/Enforcement /risk team	Diani
Jun 16th - 20th, 2025	Enhancing Emotional Intelligence (EQ) for Improved Member Relations and Workplace Efficiency.	Office Administrators /Secretaries /P.A /Receptionist /Customer Service /Admin professional /Executive Assistance	Naivasha

#### Quarter Three

Jul 14th - 18th, 2025	Strengthening Data Governance and Protection in SACCO Operations.	ICT Professionals /IT System Admin /IT Security Officers /Record Clerk /Data Handlers /Registry /Data Protection Officer	Mombasa
Aug 11th - 15th, 2025	Staff Empowerment for Enhanced Service Delivery and Personal Growth.	Office Assistance /Messengers /Driver /Cleaners /Security Personnel /Caterers /Any other Support Staff	Nairobi
Sept 15th - 19th, 2025	Personal Financial Management and Retirement Planning Workshop.	All Staff	Nairobi

### BOARD OF DIRECTORS PROGRAMS -2025

#### BOARD OF DIRECTORS TRAININGS & WORKSHOPS

DATE	PROGRAM TITLE	TARGET GROUP	VENUE
Feb 24th - 28th, 2025	4th Annual Leaders Summit	Board of Directors /CEOs /Senior Managers	Bogoria
May 12th - 16th, 2025	CEOs Workshop	CEOs from KETSA Member Saccos	Malindi
Jul 14th - 18th, 2025	Strengthening Governance, Risk Management and Compliance for SACCO Supervisory and Audit Committee	Supervisory committee /Audit Committee	Diani
Sept 1st - 5th, 2025	Enhancing Financial and Administrative Governance in SACCO	Finance committee /Admin committee	Mombasa
Sept 22nd - 26th, 2025	Personal Financial Management and Retirement Planning Workshop.	Board of Directors /CEOs /Senior Managers	Diani
Nov 3rd - 7th, 2025	4th Annual Leaders Workshop	Board of Directors /CEOs /Senior Managers	Mombasa

#### EDUCATION AND EXPOSURE STUDY VISITS

DATE	TARGET GROUP	COUNTRY
April 13th - 21st 2025	Board of Directors /CEOs /Senior Managers	China
August 3rd - 11th 2025	Board of Directors /CEOs /Senior Managers	Spain
December 7th - 14th 2025	Board of Directors /CEOs /Senior Managers	Ethiopia

### CUSTOMIZED IN- HOUSE TRAINING

SACCO STAFF IN - HOUSE PROGRAMS	NATIONAL BOARD IN - HOUSE PROGRAMS
<ul style="list-style-type: none"> <li>Personal Financial Management; Financial Literacy, Savings &amp; Budgeting</li> <li>Cyber Crime &amp; Threats and Fraud detection &amp; Prevention</li> <li>Customer Service/Care/Experience and relationship management</li> <li>Data Protection and Privacy Act</li> <li>Cash and Treasury Management &amp; Anti-Money Laundering</li> <li>Credit Management &amp; Debt recovery strategies</li> <li>Sacco link Reconciliation</li> <li>Teambuilding, Mentorship and Stress management</li> <li>Advanced Excel Training: maximizing use of ms excel for efficiency &amp; informed decision making.</li> <li>POCAMLA (Proceeds of Crime and Anti – Money Laundering Act 2009) Implications for Saccos</li> <li>New staff induction</li> </ul>	<ul style="list-style-type: none"> <li>Financial literacy and Understanding Financial Statements for Sacco</li> <li>Risk Management and Internal controls</li> <li>Legal &amp; Regulatory Compliance for Saccos</li> <li>Governance, Risk and Compliance in Saccos</li> <li>Leadership and boardroom Dynamics for Saccos</li> <li>Effective board Governance and Ethics for Saccos</li> <li>Board Induction</li> </ul>

Please Note: The proposed topics for the training can be changed to suit the current market need & the emerging trends

**CONTACT US**

+254 729 339999

info@ketsa.co.ke

www.ketsa.co.ke