

SOFT SKILLS TRAINING

Mobile: +254 725 788 400 | Email: kenprokenya@gmail.com | Website Address : www.kenpro.org
St.Marks Academy Admin Block, Off Magadi Road, P.O. Box 15509 - 00503, Mbagathi, Nairobi - Kenya.



MODULE DESCRIPTION

The main goal of this training is to equip the learner with essential life skills including Communication, Time Management, Work Ethics, Problem Solving Skills/Negotiation, Financial Management skill and Entrepreneurial skills that enhance their professional effectiveness and personal development.

Duration	Soft Skill	Training Components	Group Activity
Day 1	Communication Skills	<ul style="list-style-type: none"> ✓ Introduction to effective communication ✓ Verbal Communication (active listening, effective speaking, handling conflicts) ✓ Nonverbal Communication (body language, facial expressions, tone of voice) ✓ Written Communication (email etiquette, report writing) 	Role-playing exercises to practice effective communication skills
Day 2	Problem Solving Skills/Negotiation Skills	<ul style="list-style-type: none"> ✓ Introduction to problem-solving skills ✓ Negotiation Skills (understanding negotiation styles, building trust) ✓ Creative Problem-Solving Techniques (brainstorming, idea generation) ✓ Conflict Resolution Techniques (identifying and addressing conflicts) 	Case studies or role-playing exercises to practice problem-solving and negotiation skills
Day 3	Work Ethics	<ul style="list-style-type: none"> ✓ Introduction to work ethics ✓ Time Management Strategies ✓ Prioritization and Task Management ✓ Self-Organization and Self-Discipline 	Reflections on personal work habits and setting goals for improvement

Day 4	Time Management	<ul style="list-style-type: none"> ✓ Understanding the importance of time management ✓ Prioritization techniques (Eisenhower Matrix) ✓ Scheduling and organizing tools (calendars, to-do lists) ✓ Managing distractions and staying focused 	Creating a personalized time management plan
Day 5	Entrepreneurial and Financial Skills	<ul style="list-style-type: none"> ✓ Introduction to entrepreneurship ✓ Identifying business opportunities ✓ Developing a Business Plan (components: market analysis, marketing strategy, financial projections) ✓ Pitching Your Idea ✓ 	Developing a business plan or pitching an idea in a mock Shark Tank-style exercise
	Financial Skills	<ul style="list-style-type: none"> ✓ Understanding basic financial concepts (budgeting, cash flow) ✓ Financial Planning (goal-setting, saving) ✓ Record-Keeping and Bookkeeping Basics (accounting software) ✓ Budgeting for Small Businesses or Projects 	Creating a personal budget or financial plan for a small business or project

TRAINING DURATION

The program consists of 5 days working days of interactive classroom training, group discussions, and activities. Participants will also have access to e-learning resources to support their learning journey.

TRAINERS / FACILITATORS

Our trainers are experienced professionals with expertise in soft skills development. They guide participants through the training program, providing personalized support and feedback.

FACILITIES / RESOURCES

The theoretical training is conducted in an ordinary classroom setting. Under this setting, the participants have an access to relevant tools and resources that enhance learning.

Our training facilities are equipped with state-of-the-art technology and resources, ensuring a conducive learning environment.

FEES STRUCTURE

The cost for this program is KShs. 5,000/- per person per day for Kenyans. This investment will provide participants with a solid foundation in soft skills, enhancing their employability and career prospects..