



# INSTITUTE OF CHARTERED TRAINING AND RESEARCH (ICTR)

FOR YOUR CERTIFICATION PROGRAMS

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**SUBJECT: LIST OF CERTIFICATION COURSES**

**PERIOD: JANUARY - APRIL 2026**

The Institute provides special programs to boost skills in the current turbulent work requirements. The following certification programs are offered virtually

S/Q	COURSE NAME	COURSE DESCRIPTION	FEES (Ksh)
<b>CERTIFICATIONS IN SUPPLY CHAIN MANAGEMENT</b>			
1.	<b>Certification in Procurement Auditing</b>	<p>This is a professional certification designed to build practical competence in reviewing, assessing, and improving procurement systems, processes, and controls. It focuses on auditing the compliance with procurement laws and policies, risk identification, contract and supplier auditing, fraud prevention, and value-for-money assessment.</p> <p>The certification is suitable for professionals involved in procurement, audit, finance, compliance, and project oversight, and emphasizes practical auditing skills aligned to organizational and regulatory expectations.</p> <p><b>General Entry Requirements</b></p> <ul style="list-style-type: none"><li>i. Diploma or higher qualification in procurement, finance, accounting, business, law, or related fields</li><li>ii. At least a proof of work experience in procurement, audit, finance, compliance, or related roles</li><li>iii. Current role involving procurement, contract management, audit, or compliance responsibilities</li></ul>	20,000
2.	<b>Certification in Warehousing and Inventory Management</b>	<p>This is a professional certification aimed at strengthening practical skills in managing warehouse operations, inventory control, and stock accountability. It focuses on receiving, storage, stock movement, inventory records, loss prevention, and operational efficiency.</p> <p>The certification is suitable for professionals involved in warehousing, stores management, logistics, supply chain, and inventory control, and supports organizations seeking to reduce losses, improve accuracy, and optimize storage operations.</p>	20,000

	<p><b>General Entry Requirements</b></p> <ul style="list-style-type: none"> <li>i. Certificate, diploma, or higher qualification in supply chain, logistics, business, or related fields</li> <li>ii. At least a proof of work experience in warehousing, stores, logistics, or inventory-related roles</li> <li>iii. Current role involving stock handling, warehouse operations, or inventory record management</li> </ul>	
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## CERTIFICATION IN DATA AND RECORDS MANAGEMENT

1.	<p><b>Certification in Records Management</b></p> <p>This is a professional certification designed to equip participants with practical skills for managing physical and electronic records in line with organizational, legal, and regulatory requirements. The certification focuses on records lifecycle management, compliance, information security, and audit readiness. It is suitable for professionals responsible for creating, handling, storing, retrieving, and disposing of records in both public and private sector organizations.</p> <p><b>General Entry Requirements</b></p> <ul style="list-style-type: none"> <li>i. At least Diploma or higher qualification in any discipline</li> <li>ii. At least a proof of work experience in administration, records, registry, ICT, compliance, or related roles</li> </ul>	20,000
2.	<p><b>Certification in Data Management</b></p> <p>This is a professional certification aimed at building practical competence in managing organizational data for accuracy, security, compliance, and decision-making. It covers key aspects such as data governance, data quality, data protection, and responsible data use within operational environments. The certification is designed for professionals involved in data handling, reporting, system administration, and compliance, and supports organizations seeking to strengthen data integrity and regulatory compliance.</p> <p><b>General Entry Requirements</b></p> <ul style="list-style-type: none"> <li>i. At least Diploma or higher qualification in ICT, business, statistics, or related fields</li> <li>ii. At least a proof of work experience involving data handling, reporting, systems, or analysis</li> <li>iii. Current role involving data management, ICT support, monitoring and evaluation, or compliance</li> </ul>	20,000

## CERTIFICATIONS IN LEADERSHIP

1.	<b>Certification in Strategic Management and Leadership</b>	<p>This is a professional certification designed to strengthen participants' ability to think strategically, lead teams effectively, and support organizational performance. It focuses on strategy formulation, leadership practice, decision-making, and performance alignment in dynamic organizational environments. The certification is suitable for managers, supervisors, and professionals involved in planning, leadership, and organizational decision-making, and emphasizes practical leadership application rather than theory.</p> <p><b>General Entry Requirements</b></p> <ul style="list-style-type: none"> <li>i. At least Diploma or higher qualification in any discipline</li> <li>ii. At least a proof of supervisory or management experience</li> <li>iii. Current role involving leadership, coordination, or decision-making responsibilities</li> </ul>	25,000
2.	<b>Certification in Supervisory Skills Development</b>	<p>This is a professional certification aimed at enhancing practical supervisory competence in managing people, tasks, and workplace performance. It focuses on communication, team coordination, conflict management, performance monitoring, and workplace discipline. This certification is ideal for new and experienced supervisors seeking to improve effectiveness, accountability, and team productivity in operational environments.</p> <p><b>General Entry Requirements</b></p> <ul style="list-style-type: none"> <li>i. At least diploma, or higher qualification</li> <li>ii. At least proof of experience in a supervisory or team-leading role</li> </ul>	25,000
3.	<b>Certification in Monitoring and Evaluation</b>	<p>This is a professional certification designed to build practical competence in planning, implementing, and using M&amp;E systems for programs and projects. It covers results-based management, indicators, data collection, reporting, and learning for decision-making. The certification is suitable for professionals working in development, public sector, NGOs, and corporate projects who are involved in tracking performance and reporting results.</p> <p><b>General Entry Requirements</b></p> <ul style="list-style-type: none"> <li>i. At least Diploma or higher qualification in any discipline</li> </ul>	25,000

		<ul style="list-style-type: none"> <li>ii. A proof of experience in projects, programs, research, or reporting</li> <li>iii. Current role involving monitoring, reporting, data collection, or program coordination</li> </ul>	
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## CERTIFICATIONS IN PROJECT MANAGEMENT

<b>1. Certification in Quality Management</b>	<p>This is a professional certification designed to build practical competence in establishing, maintaining, and improving quality systems within organizations. It focuses on quality planning, process control, continuous improvement, compliance, and customer satisfaction. The certification is suitable for professionals involved in operations, quality assurance, compliance, and process improvement, and emphasizes practical application of quality principles across organizational functions.</p> <p><b>General Entry Requirements</b></p> <ul style="list-style-type: none"> <li>i. Diploma or higher qualification in any discipline</li> <li>ii. At least a proof of work experience in operations, quality, compliance, or related roles</li> <li>iii. Current role involving quality assurance, process monitoring, or operational oversight</li> </ul>	<b>25,000</b>
<b>2. Certification in Project Management</b>	<p>This is a professional certification designed to equip participants with practical skills to plan, implement, monitor, and close projects effectively. It focuses on project planning, scheduling, risk management, stakeholder coordination, and performance reporting. This course covers essential project management methodologies, tools, and best practices aligned with globally recognized standards such as PMBOK (Project Management Body of Knowledge) and Agile frameworks. The certification is suitable for professionals managing or supporting projects across sectors, including development projects, corporate initiatives, and public sector programs.</p> <p><b>General Entry Requirements</b></p> <ul style="list-style-type: none"> <li>i. Diploma or higher qualification in any discipline</li> <li>ii. At least a proof of experience in project work, coordination, or implementation</li> <li>iii. Current involvement in project planning, execution, or reporting</li> </ul>	<b>20,000</b>

## CERTIFICATIONS IN OPERATIONS MANAGEMENT

1.	<b>Certification in Lean Six Sigma Green Belt</b>	<p>This is a professional certification aimed at developing practical skills in process improvement, waste reduction, and quality enhancement using Lean Six Sigma tools. This course focuses on equipping participants with the tools and techniques to identify inefficiencies, reduce waste, and enhance quality using the DMAIC (Define, Measure, Analyze, Improve, Control) framework.</p> <p>The certification is suitable for professionals involved in operations, quality, process improvement, and performance management, and supports organizations seeking to improve efficiency and reduce defects.</p> <p><b>General Entry Requirements</b></p> <ul style="list-style-type: none"> <li>i. Diploma or higher qualification in any discipline</li> <li>ii. At least a proof of work experience in operations, quality, or process-related roles</li> <li>iii. Basic understanding of business processes or operational workflows</li> </ul>	45,000
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### For more information and class schedules

Contact Certification Admission Team through;

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