The Federation of Kenya Employers (FKE) is the most representative national employers’ organization in Kenya. Founded in 1959, FKE has over six-decades heritage in advocating on key concerns of employers in the areas of employment, labor relations and social policy. FKE also builds the capacity of its members through the Employers Academy. FKE is charged with lobbying and advocacy on behalf of employers at the tripartite level involving the Government, Employers, and Workers.

The Federation also represents members at regional and international level including at East Africa Employers Organization, Confederation of IGAD Employers (CIE), BUSINESS Africa-Employers Confederation, the International Organization of Employers (IOE), and the International Labour Organization (ILO).

VISION
Resilient and Empowered employers in Kenya.

MISSION
To improve the business environment for employers in Kenya through Advocacy, Effective Representation, Social Dialogue and provision of Value-added Services.
The Federation of Kenya Employers’ Learning and Development unit aims to build the capacity of employers to enable them adapt and thrive in a fast-changing world.

Our extensive training program is aimed at addressing current and emerging business challenges. It covers training on labour laws, labour relations, discipline management, employee wellness and leadership development skills, among others.

Based on regular feedback from participants, we continually design and update our course content to ensure participants acquire practical and applicable skills and knowledge.

FKE is proud to witness the progression of businesses and personal careers through the various trainings we offer.

Jacqueline Mugo,
EBS, MBS, OGW,
Executive Director & CEO
Federation of Kenya Employers
OPEN TRAINING PROGRAMS

In 2023 the Federation will roll out open L&D programs as follows.

<table>
<thead>
<tr>
<th>PROGRAM CODE:</th>
<th>PROGRAM TITLE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023-01</td>
<td>Discipline Management at the Workplace</td>
</tr>
</tbody>
</table>

### PHASE I: 21st – 23rd Feb 2023 and PHASE II: 08th – 10th Mar 2023

#### Content and CPD Points

**Phase I will cover:**
- Module 1: The legal background underscoring Discipline Management at the Workplace.
- Module 3: Remedies available for unfair/wrongful/ unprocedural Disciplinary Actions.

**3 CPD points** are earned from the 6 hours on the Virtual Masterclass (Phase I)

**Phase II will cover:**
- Case Studies, Role Plays, Simulations of selected disciplinary cases at the workplace

**6 CPD points** are earned from the 3 days on the Physical Workshop (Phase II).

#### Date, Delivery Mode & Location

**Phase I:** 21st – 23rd February 2023

On Zoom Platform.

The training is delivered in two phases. Phase I is a Virtual Masterclass while Phase II is a Practical Physical Workshop.

**PHASE I:** 21st – 23rd February 2023

On Zoom Platform.

The virtual phase will be an introductory phase and delivered in three sessions of 2 hours each day. The delegates will be introduced to legal provisions on discipline management at workplace.

**Phase II:** 08th – 10th March 2023

A Practical Physical Workshop at Lake Elementaita Mountain Lodge, Gilgil.

The physical workshop will mainly handle applications, practical and personalized clinics to address the real situations on discipline management the delegates face at their workplaces.

It will also include sharing of experiences, good practices, and peer to peer learning.

#### Fees in KES

<table>
<thead>
<tr>
<th></th>
<th>FKE Members</th>
<th>Non-members</th>
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</thead>
<tbody>
<tr>
<td><strong>FKE Members</strong></td>
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<td>Those attending only</td>
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</table>

**FKE Members**
- Those attending only Phase I pay Ksh20,000+VAT per delegate
- Those attending only Phase II pay Ksh60,000+VAT per delegate

**FKE Non-members**
- Those attending only Phase I pay Ksh35,000+VAT per delegate
- Those attending only Phase II pay Ksh90,000+VAT per delegate

**The entire program fee is Ksh70,000 • VAT per delegate. (Phases I & II).**

**The entire program fee is Ksh100,000 • VAT per delegate. (Phases I & II).**

### Target Audience:

- (Who to attend)
  - Directors, HR Managers, Legal Practitioners, Staff Supervisors, Managers and Enterprise Owners.

### Deadline for registration is 15th February 2023.

To register or for further information please contact:

Eric Munyobi on emunyobi@fke-kenya.org or on +254 712 373 584 (SMS preferred).
You can also write to Gladys Kedera on gkedera@fke-kenya.org or call her on 0709 827245/6
Program Code: 2023-02
Program Title: Emerging Issues and Trends in Labour Laws and Industrial Relations in Kenya

<table>
<thead>
<tr>
<th>Content and CPD Points</th>
<th>Date, Delivery Mode &amp; Location</th>
<th>Fees in KES</th>
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<tbody>
<tr>
<td><strong>Phase I</strong> will cover;</td>
<td>The training is delivered in two phases. Phase I is a Virtual Masterclass while Phase II is a Practical Physical Workshop.</td>
<td></td>
</tr>
<tr>
<td><strong>Module 1:</strong> Key Changes in the 2007 Labour Laws.</td>
<td><strong>PHASE I:</strong> 25th – 27th April 2023 On Zoom Platform.</td>
<td>Those attending only Phase I pay Ksh20,000+VAT per delegate.</td>
</tr>
<tr>
<td><strong>Module 2:</strong> Emerging Issues in Industrial Relations and Influenced by Court Rulings.</td>
<td>The virtual phase will be an introductory phase and delivered in three sessions of 2 hours each day. The delegates will be introduced to the general changes and trends in the legal framework governing workplaces.</td>
<td><strong>Those attending only Phase I pay Ksh35,000+VAT per delegate.</strong></td>
</tr>
<tr>
<td><strong>Module 3:</strong> The Data Protection Act – Application and Implications.</td>
<td><strong>PHASE II:</strong> 10th – 12th May 2023 A Practical Physical Workshop at Hotel Waterbuck, NAKURU.</td>
<td><strong>Those attending only Phase II pay Ksh60,000+VAT per delegate.</strong></td>
</tr>
<tr>
<td><strong>3 CPD points</strong> are earned from the 6 hours on the Virtual Masterclass (Phase I).</td>
<td>The physical workshop will handle the implications of the Emerging Issues and Trends in Labour Laws and Industrial Relations in Kenya.</td>
<td><strong>The entire program fee is Ksh100,000+VAT per delegate. (Phases I &amp; II).</strong></td>
</tr>
<tr>
<td><strong>In addition to the above, Phase II will cover;</strong></td>
<td>It will also include sharing of experiences, good practices, and peer to peer learning.</td>
<td><strong>The entire program fee is Ksh100,000+VAT per delegate. (Phases I &amp; II).</strong></td>
</tr>
<tr>
<td><strong>Module 4:</strong> Implications of the Emerging Issues and Trends in Labour Laws and Industrial Relations in Kenya.</td>
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<tr>
<td>Discussions, Case Studies, Role Plays and Simulations of selected labour issues and un-packing of selected Court Rulings.</td>
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<tr>
<td><strong>6 CPD points</strong> are earned from the 3 days on the Physical Workshop (Phase II).</td>
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</tbody>
</table>

**Target Audience:** HR and Legal Practitioners and Senior Managers.

**Deadline for registration is 15th April 2023.**

To register or for further information please contact:
Eric Munyobi on emunyobi@fke-kenya.org or on +254 712 373 584 (SMS preferred).
You can also write to Gladys Kedera on gkedera@fke-kenya.org or call her on 0709 827245/6.
Phase I will cover:
Module 1: ESG Trends and Regulations.
Module 2: ESG Reporting & Sustainability.
Module 3: The Future of ESG Reporting.
3 CPD points are earned from the 6 hours on the Virtual Masterclass (Phase I).

In addition to the above, Phase II will cover:
Discussions, Case Studies, and Knowledge Sharing on ESG reporting.
6 CPD points are earned from the 3 days on the Physical Workshop (Phase II).

<table>
<thead>
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<th>Content and CPD Points</th>
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<tr>
<td><strong>Phase I</strong> will cover:</td>
<td>The training is delivered in two phases. Phase I is a Virtual Masterclass while Phase II is a Practical Physical Workshop. PHASE I: <strong>20th – 22nd June 2023</strong> On Zoom Platform. The virtual phase will be an introductory phase and delivered in three sessions of 2 hours each day. The delegates will be introduced to the general ESG reporting standards and requirements.</td>
<td><strong>FKE Members</strong></td>
</tr>
<tr>
<td><strong>Phase II</strong> will cover:</td>
<td>PHASE II: <strong>05th – 07th July 2023</strong> A Practical Physical Workshop at Sovereign Hotel, KISUMU. The physical workshop will involve practical guidance and one-on-one clinics on ESG reporting. It will also include sharing of experiences, good practices, and peer to peer learning.</td>
<td>Those attending only Phase I pay Ksh20,000 + VAT per delegate</td>
</tr>
<tr>
<td><strong>6 CPD points</strong> are earned from the 3 days on the Physical Workshop (Phase II).</td>
<td></td>
<td>Those attending only Phase II pay Ksh60,000 + VAT per delegate.</td>
</tr>
</tbody>
</table>

**Target Audience:** Corporate Managers, Legal Practitioners, Sustainability Managers, Quality Assurance Officers, and Business Owners

**Deadline for registration is 9th June 2023.**

To register or for further information please contact: Eric Munyobi on emunyobi@fke-kenya.org or on +254 712 373 584 (SMS preferred). You can also write to Gladys Kedera on gkedera@fke-kenya.org or call her on 0709 827245/6.
## Content and CPD Points

<table>
<thead>
<tr>
<th>Phase I will cover:</th>
<th>Date, Delivery Mode &amp; Location</th>
<th>Fees in KES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1: Understanding Labour Standards.</td>
<td>The training is delivered in two phases. Phase I is a Virtual Masterclass while Phase II is a Practical Physical Workshop. PHASE I: <strong>22nd – 24th August 2023.</strong> On Zoom Platform. The virtual phase will provide an introductory to ILO Conventions, Labour Standards and Labour Audit Requirements.</td>
<td><strong>Those attending only</strong>&lt;br&gt;Phase I pay Ksh20,000+VAT per delegate</td>
</tr>
<tr>
<td>Module 2: Labour Audit Requirements at the Workplace.</td>
<td></td>
<td><strong>Those attending only</strong>&lt;br&gt;Phase I pay Ksh35,000+VAT per delegate</td>
</tr>
<tr>
<td>Module 3: Labour Audit Reporting &amp; Compliance.</td>
<td></td>
<td><strong>The entire program fee is Ksh70,000 + VAT per delegate. (Phases I &amp; II).</strong></td>
</tr>
</tbody>
</table>

3 CPD points are earned from the 6 hours on the Virtual Masterclass (Phase I)

In addition to the above, Phase II will cover:

| PHASE II: **06th – 08th September 2023** A Practical Physical Workshop at Eserian Hotel, NAIVASHA. The physical workshop will involve a step-by-step practical guidance in preparation for Labour Audits at the Workplace. Case Studies and Experience Sharing. It will also include sharing of experiences, good practices, and peer to peer learning. | **Those attending only**<br>Phase II pay Ksh60,000+VAT per delegate. (Phases I & II). | **Those attending only**<br>Phase II pay Ksh90,000+VAT per delegate. (Phases I & II). |

6 CPD points are earned from the 3 days on the Physical Workshop (Phase II).

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**Target Audience:** HR & Legal Practitioners.

**Deadline for registration is 15th August 2023.**

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*To register or for further information please contact: Eric Munyobi on emunyobi@fke-kenya.org or on +254 712 373 584 (SMS preferred). You can also write to Gladys Kedera on gkedera@fke-kenya.org or call her on 0709 827245/6*
## Phase I

**Module 1:** Fundamentals of Psychometrics.

**Module 2:** HR Analytics.

**Module 3:** HR Analytics for business reporting and forecasting.

3 CPD points are earned from the 6 hours on the Virtual Masterclass (Phase I).

### Date, Delivery Mode & Location

**PHASE I:** 24th – 26th October 2023

On Zoom Platform.

The training is delivered in two phases. Phase I is a Virtual Masterclass while Phase II is a Practical Physical Workshop.

**PHASE I:** 24th – 26th October 2023

On Zoom Platform.

The virtual phase will introduce the Fundamentals of Psychometrics and HR Analytics.

**PHASE II:** 01st – 03rd November 2023

A Practical Physical Workshop at Gelan Hotel, MACHAKOS.

The physical workshop will involve Discussions, Case Studies, Role Plays and Knowledge Sharing on Psychometrics and HR Analytics.

It will also include sharing of experiences, good practices, and peer to peer learning.

<table>
<thead>
<tr>
<th>Program Code</th>
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<tbody>
<tr>
<td>2013-05</td>
<td>Psychometrics and the Role of HR Analytics in Businesses</td>
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</tbody>
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### Fees in KES

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<td>Pay Ksh60,000 VAT per delegate</td>
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</table>

**The entire program fee is Ksh70,000 + VAT per delegate. (Phases I & II).**

**The entire program fee is Ksh100,000 + VAT per delegate. (Phases I & II).**

### Target Audience

HR Practitioners and Line Managers.

Supervisors, Managers.

**Deadline for registration is 13th October 2023.**

To register or for further information please contact:

Eric Munyobi on emunyobi@fke-kenya.org or on +254 712 373 584 (SMS preferred).

You can also write to Gladys Kedera on gkedera@fke-kenya.org or call her on 0709 827245/6
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<td><strong>Phase I</strong> will cover:</td>
<td>The training is delivered in two phases. Phase I is a Virtual Masterclass while Phase II is a Practical Physical Workshop.</td>
<td>FKE Members</td>
</tr>
<tr>
<td>Module 1: Promoting Mental Wellness at the Workplace.</td>
<td><strong>PHASE I:</strong> 28th – 30th November 2023. On Zoom Platform.</td>
<td>Those attending only Phase I pay Ksh20,000+VAT per delegate</td>
</tr>
<tr>
<td>Module 2: Wellness as a link to Staff Productivity &amp; Retention.</td>
<td>The virtual phase will introduce the general concepts and trends in Employee Wellness programs at the workplace.</td>
<td><strong>FKE Non-members</strong> Those attending only Phase I pay Ksh35,000+VAT per delegate</td>
</tr>
<tr>
<td>Module 3: Comprehensive Workplace Wellness Programs.</td>
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<tr>
<td><strong>3 CPD points</strong> are earned from the 6 hours on the Virtual Masterclass (Phase I).</td>
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</table>

In addition to the above, **Phase II** will cover: Module 4: Practical Implementation of Workplace Wellness Programs. **6 CPD points** are earned from the 3 days on the Physical Workshop (Phase II).

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<tr>
<td><strong>PHASE II:</strong> 06th -08th December 2023. A Practical Physical Workshop at Mombasa Beach Hotel, MOMBASA.</td>
<td>Those attending only Phase II pay Ksh60,000+VAT per delegate.</td>
</tr>
<tr>
<td>The physical workshop will involve Discussions, Case Studies, and Knowledge Sharing on Workplace Wellness</td>
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<tr>
<td>It will also include sharing of experiences, good practices, and peer to peer learning.</td>
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</tr>
<tr>
<td><strong>The entire program fee is Ksh70,000 + VAT per delegate. (Phases I &amp; II).</strong></td>
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</tbody>
</table>

**Target Audience:** (Who to attend)

SHE Officers, Employee Wellness Officers, HR Practitioners, Enterprise Owners, and Line Supervisors & Managers.

**Deadline for registration is 17th November 2023.**

To register or for further information please contact:

Eric Munyobi on emunyobi@fke-kenya.org or on +254 712 373 584 (SMS preferred).
You can also write to Gladys Kedera on gkedera@fke-kenya.org or call her on 0709 827245/6.
**THE FEMALE FUTURE LEADERSHIP PROGRAM**

This is a unique Leadership and Board Competence program aimed at strengthening gender equality in the workplace, and improve women’s participation in management, as well as draw more women into the top echelons of the private and public sectors.

The FFP Program is part of the efforts to ensure sufficient qualified woman power in all organizations and other leadership positions. The emphasis is on leadership development, rhetoric, network building, personal branding for greater visibility and board competence.

The program runs for 9 months, offered over 14 well distributed days (Friday and Saturday), with assignments in between. All sessions are physical.

*For further details, please write to Catherine Mukoko on femalefuture@fke-kenya.org or cmukoko@fke-kenya.org*

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**OTHER TRAINING PROGRAMS**

**TAILOR-MADE IN-HOUSE TRAINING PROGRAMS**

FKE conducts in-house workplace trainings on Labour Laws, Occupational Safety and Health (OSH) and HR related courses. These are highly customized to client needs and include the following:

1. Managing Employment Contracts & Employee Separation *(2 days)*
2. Performance Management in the Changing Workplace *(3 days)*
3. Pre-retirement and Staff Outplacement Planning *(2 days)*
4. Discipline Management at the Workplace *(2 days)*
5. Effective Industrial Relations *(2 days)*
6. OSH Committee Training *(3 days)*
7. Pre–CBA Negotiations Training *(2 days)*
8. Employee Wellness at the Workplace *(2 days)*
9. Understanding Labour Audits at the Workplace *(2 days)*

**ORGANIZATIONAL DEVELOPMENT (OD) SERVICES**

FKE undertakes various Organizational Development support interventions for her members as well as non-members. These are HR oriented and help to strengthen the capacity of organizations:

1. **FKE OD-01**: Formulation of New or Review of Existing HR Policies & Manuals.
2. **FKE OD-02**: Job Evaluation.
3. **FKE OD-03**: Salary Surveys.
4. **FKE OD-04**: Executive Search, Selection and Recruitment.
5. **FKE OD-05**: HR Audits.
7. **FKE OD-07**: Employee Satisfaction Surveys.
8. **FKE OD-08**: Customer Satisfaction Surveys.
9. **FKE OD-09**: Workplace Wellness Surveys
OUR HAPPY CLIENTS’ REVIEW

“It has been a rewarding training. Looking forward to next month’s in-person workshop.”

- Jacob Musee
  Jhpiego

“The gains and experience from the just-ended Discipline Management training are immense and add value to HR practice. KUDOS FKE! Awaiting the training certificate and the slides”

- Editter Mugo
  Kenya Ports Authority

“The training was of paramount importance, and it was such a big eye-opener to our management team. Now they know better about compliance matters, and they are asking for more training. We greatly appreciate your efforts in ensuring that we did not miss this valuable training. Thank you very much”

- Susan Kariuki
  Crawford International School
HEADQUARTERS
Waajiri House, Argwings Kodhek Road
Milimani, Nairobi.
P.O. Box 48311 - 00100, Nairobi, Kenya
Office main line: 2721929/48/49/52
Office Cellular Lines: 070 982 7101/2
Email: fkehq@fke-kenya.org

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+254 709 827 300
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Email: fkeksm@fke-kenya.org

OUR PARTNERS

Social Partners

Training Partners