

Invitation: Office Admin, e-Procurement and Fiber Optic Courses from March 2024

Nairobi Kenya

learning@e-enhancement.com <learning@e-enhancement.com>

Thu 2/29/2024 6:36 AM

To: learning@e-enhancement.com <learning@e-enhancement.com>

@ 4 attachments (1 MB)

e-Proc Outline.pdf; Office Admin.pdf; FTTX-Course-Outline.pdt, Registration Form.doc;

Advanced Executive Office Administration Executive Personal & Administrative Secretaries Course 25th - 29th March 2024

e-Procurement Course : 1st - 5th April 2024

Advanced Fiber Optic Technician Course : 27th - 31st Ma 2024 Nairobi Kenya

Dear Sir /Madame,

The eEnhancement centre (United Nations Registered Vendor) is Glad to Invite Participants to this exciting Theoretical and Practical **Exec.Office Administration, e-Procurement & Advanced Fiber Optic Technician Fttx Courses** which will be held from **25th - 29th March , 1st -5th April & 27th-31st May 2024 Respectively , as per above in Nairobi Kenya.**

The Trainings will take place at :The Best Western Meridian Hotel, in the Heart of Nairobi's Central Business District.

- *Find Attached the Registration form & Detailed Course Outlines for Each Training.*

How will these Courses be Presented?

The Courses will Utilize a variety of Proven Learning Techniques to ensure maximum understanding, comprehension and retention of the information presented.

·The Registration Fee Per Participant For each of This Courses is as follows :

- 1. Office Administration : 25th - 29th March US\$ 950**
- 2.e-Procurement : 1st - 5th April US\$ 950**
- 3. Advanced Fiber-To-The-X : 27th - 31st May US\$ 1200**

And will Include :

Soft Copy of The Course Slides, Lunch Meals ,Refreshments & Administrative Costs, During The Training Courses,

Certificates of Participation Will Be Issued On Successful Completion Of The Course.

- *Find Attached the Registration form & Detailed Course Outlines for Each Training.*

Note: We have good Accommodation that we recommend to our guests ranging from USD 60 - 80 Bed & Breakfast per day

We look forward to your Response.

Kindest regards,

Joe Mwangi

The e-Enhancement Centre

Westlands Commercial Centre,

Ring Road, Westlands

Nairobi Kenya

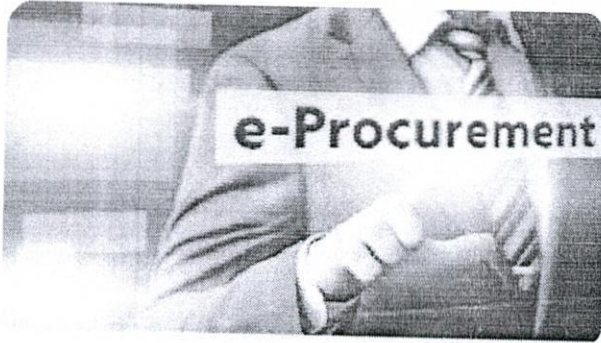
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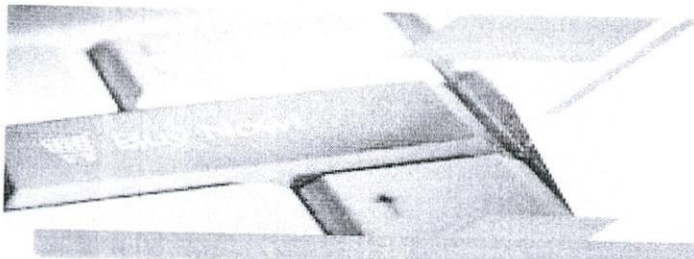
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www.e-enhancement.com

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The e-PROCUREMENT TRAINING COURSE



This Course will cover the Following Key Modules :

- Understanding e-procurement
- Gain the Learning & education to implement a system
- Know how to manage an e-procurement system
- Measuring the advantages of an e-procurement system
- Recognize the value & Appreciate the gains for using a system ,
- Examine the Processes of e-Procurement
- Develop Improvements to e-Procurement
- Understand How to Use e-Procurement More Effectively
- Appreciate How Procurement Can Improve the Bottom Line
- Understand How to Make the Procurement Department More Productive
- Know How to Make Significant Savings in the Organisation's Costs

Day 1: Long-established Procurement Procedures

- .Procurement in the organization
- .Strategic sourcing
- .Supplier evaluation and performance
- .Apply performance to procurement decisions
- .What is e-procurement
- .Pre-requisites for developing an e-procurement system

Day 2: e-Procurement Development

- .Steps in developing an e-procurement system
- .The capabilities of e-procurement
- .Developing an e-procurement internal customer ordering and approvals system
- .Developing an e-quotation preparations system
- .Developing an e-quotation evaluation system
- .Developing an e-purchase order system

e-Procurement

Day 3: e-Procurement Models and Negotiation

- .E-Procurement business models
- .Avoiding confrontational negotiating
- .New techniques in influencing
- .Understanding the other negotiator's power
- .Negotiating pressure points and countermeasures
- .Negotiation exercises
- .Examine the Processes of e-Procurement
- .Develop Improvements to e-Procurement
- .Understand How to Use e-Procurement More Effectively

Day 4: e-Procurement Management

- .E-procurement workflows
 - .E-procurement processes
 - .Managing an e-procurement system
 - .E-procurement hardware and software
 - .E-procurement user administration
 - .E-procurement
-

Day 5: Organizational Improvement through eProcurement

- Integrating e-procurement systems into the business process
- Integration issues
- E-procurement and contract law
- Contracts and electronic signatures
- Contract formation and e-trading
- Making changes in the organization
- Understand How to Make the Procurement Department More Productive
- Know How to Make Significant Savings in the Organisation's Costs

e-Procurement

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**Advanced Executive Office
Administration / Executive
Personal & Administrative
Secretaries (EPA'S) Development
Training Program**

The Present Demands And Requirements From Higher Management Officers and Executive Leaders, Requires that Executive Assistants, and Executive Secretary Emerge As Crucial Positions In Today's Global Corporate Environment.

The Executive Assistant Or A Personal Assistant Assists The Management To Take Responsibility For The Top Executive's Office Tasks And Manage Them Effectively.

Are You Already In An Executive Assistant, Personal Assistant, Or A Personal Secretary Role But Look Forward To The Next Level Performance With Improvised Work Techniques? This Course is for you.

By The End Of This Course, Participants Will Be Expected To Acquire And Be Able To Exhibit In The Workplace:

- **Best practices in the role of the modern executive PA**
- **Understanding what your boss needs from you without being told**
- **Improving your professional with your boss**
- **Techniques for dealing with multiple bosses.**
- **Strategies for dealing with micro-managers.**
- **How to prepare for the arrival of a new boss**
- **How to effectively organize your workflow**
- **Event management and party planning techniques**
- **Maximizing your value in the organization using performance appraisals**
- **Working effectively with communication styles**
- **Diary and email management strategies**

Workplace Management Trainings

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Advanced Executive Office
Administration / Executive
Personal & Administrative
Secretaries (EPA'S) Development
Training Program

Advanced Executive Office Administration Executive Personal & Administrative Secretaries (EPA'S) Development Program

Why should you attend?

The Office Administrators, PA's and Secretaries Hold A Key Position Of Influence And A Powerful Partnership With The Senior Management Team. Success In This Role Has A Direct Effect On The Success Of Executive Operations.

The Executive PA/Secretary/Office Administrator Who Understands The Role And Pressures Of Management And Even Thinks Like The Team Will Achieve Improved Performance, Outstanding Results And Respect From Superiors And The Executive Team.

Who should attend?

Personal Assistants • Office Administration Team • Company Secretaries • Administrative officers & Assistants • Customer Service • Front Office Unit • Operations • Executive Assistants • Information officers & staff who wish to be more proactive, grow in their position and take on more management responsibility.

Turning 'Theory' into 'Practice'

This Highly Interactive Course Is Designed To Empower Officeadmins/PA's/Secretaries Who Are Looking For Ways To Enhance Their Performance, Broaden Their Role And Develop The Managerial Aspects Of Their Position.

They Are A Pillar Of Support For The Functions Of Senior Managers and Executives.

Executive Assistants, Personal Assistants, And Secretaries are Very Valuable and Play A Pivotal Role In The Organization's Management.

Workplace Management Trainings

Key Areas to be Covered in the Training

DAY 1

Defining and Developing the Role

- The executive PA – your vital partnership with management
- Defining the responsibilities and authority of your role
- Identifying ways of broadening your role and creating opportunities to increase your responsibilities
- Developing the managerial aspects of your role – essential management skills
- Planning for development – identifying and overcoming barriers to your success
- Finding and working with a mentor

Effective Communication

- Interacting with others and networking for success – getting yourself seen and heard
- Developing and advancing your relationship with your manager/director
- Improving your communication skills – negotiating, influencing, persuading and delegating

Developing Confidence

- Trusting your initiative and judgement
- Saying “no” constructively
- Prioritising and communicating the demands of different parties

- *Practical exercise: New generation leadership styles and characteristics*

DAY 2

Developing and Improving Key Skills

- Improving your confidence and assertiveness
- Developing an awareness of basic Project Management activity scheduling tools eg. Gantt charts
- Practising effective time management skills
- Concentrating, thinking, listening and making decisions under pressure
- Presenting your views and ideas effectively in meetings and to management
- Problem solving tools for managing difficult situations and people
- Creating co-operative relationships and outstanding teamwork
- Managing colleagues and managers to successfully achieve results
- *Practical exercise : : Using a behavioural communication style model to assess team effectiveness and overcome challenges*

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**Advanced Executive Office
Administration / Executive
Personal & Administrative
Secretaries (EPA'S) Development
Training Program**

- Using a timeline to plan and prioritize your projects.
- Using internet tools to maximize your personal brand.
- How to say "no" assertively without causing offence
- Dealing with Conflict in the workplace
- Improving office systems to make your job easier.
- Effective skills for influencing management.
- Practical win-win negotiation

Course Benefits to you

- *Creating opportunities for your personal development and accepting the challenges when they arise*
- *Managing yourself, your subordinates, and your Manager/boss more effectively*
- *Developing the managerial aspects of your role*
- *Improving your confidence, assertiveness, and communication skills*
- *Developing key tools to become more effective and productive in your role.*
- *Managing the stress and pressure in an increasingly challenging environment*
- *Networking with your peers from across industry and benefiting from group feedback.*

Getting Results

- Benefiting from key motivation techniques – motivating yourself, your subordinates and your boss
- Achieving results through others
- Managing stress and pressure that comes with change and challenge
- Measuring your performance based on objectives, standards, responsibilities set and achieved
- Preparing for your appraisal
- Action planning

DAY 3

Managing your Job-

- Expectations, Types of Roles, Activities vs. Results, Project Mgmt, Essential Skills List

Managing your Time

- Priorities, Time & Stress Management, **Goal setting**
- Prioritizing your time
- Planning wisely
- Tackling procrastination
- Crisis management
- Organizing your workspace
- Delegating made easy
- Setting a ritual

- Meeting management
- Diary and email management
- Alternatives to meetings
- Using Internet tools to maximize your personal brand

Writing for your manager

- Confidently writing and ghost-writing for your boss(es)
- Gauging appropriate style and tone
- Gaining recognition as your boss's back-up and representative

Managing your Manger/Boss:

- My Boss' Job,
- Unspoken Problems of Bosses,
- My Boss,
- the Client,
- bad Bosses

DAY 4

Managing your Relationships

- Relationship Basics,
- People Skills,
- Communication,
- Influence

Managing your Discipline

- Habits,
- Self Development,
- Feelings
- Dealing with conflict in the workplace
- Spotting conflict in its early stages
- Exploring your reactions and understanding the different options open to you
- Overcoming your fear of confrontation
- Learning how to express your disagreement with tact and confidence

Practical exercise: *Exploring the impact of conflict and moving towards win-win solutions*

DAY 5

Managing your Attitude

- Bad Attitude:
- Good Attitude,

- Developing the right attitude

Managing your Career

- Biggest Career Mistakes,
- Your job & You,
- Have a Plan

Benefits to Participants

- Creating Opportunities For Your Personal Development and accepting the challenges when they arise
- Managing yourself, your subordinates and your boss more effectively
- Developing the managerial aspects of your role

- Improving your confidence, assertiveness and communication skills
- Developing key tools to become more effective and productive in your role
- Managing the stress and pressure in an increasingly challenging environment
- Networking with your peers from across industry and benefiting from group feedback

Our Trainers

Our Trainers are selected on their ability to Inspire, Motivate and Empower Participants.. This is achieved by delivering training that is dynamic and relevant to the day-to-day challenges that will face Participants in the real world.

All of the training courses offered represent a blend of tried and tested methods as well as the latest tools, techniques, market research, case studies and dynamic ways of thinking.

Our Training Allows For Interactive Training Through Group Discussion, Role-Plays And Exercises Giving Delegates The “How To” Applicable And Adaptable Skills That They Can Use On Returning To Work.

Course content – Making it Relevant!

Our Trainers also act as coaches in providing one-to-one advice and feedback both during and after the course. To support your learning, we provide extensive documentation on all courses including, theory, models, exercises, worksheets, case studies, action plans, In the form of Training slides for further reading & reference.

Our Professional Training Courses Combine The Latest Tools, Techniques, Market Research, Case Studies And Dynamic Ways Of Thinking, Delivered By Our Experienced Trainers To Ensure The Skills And Knowledge Acquired Are Directly Applicable To Your Organisation.

- **Research** The Latest Concepts, Tools, Techniques And Tried And Tested Methods

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**Advanced Executive Office
Administration / Executive
Personal & Administrative
Secretaries (EPA'S) Development
Training Program**

- **Trainers** The Highest Standard Of Dynamic Trainers With Cross-Industry Experience
- **Applicability** Training Relevant To Your Needs And Your Workplace
- **Interactive** Limited Numbers With Group Exercises, Role-Plays And Feedback
- **Action** Planning, Implementation And Follow-Up
- **Venue** Deluxe Facilities Supporting The Training Environment

Workplace Management Trainings

The



Enhancement
Center

ADVANCED FIBER OPTIC TECHNICIAN & FIBER TO THE X (FTTX) TRAINING COURSE
Planning • Designing • Installation • Maintenance • Troubleshooting

The explosion of information traffic owing to the internet, electronic commerce, computer networks, multimedia, voice, data, and video has led to demand for a transmission medium with the bandwidth capabilities for handling such vast amounts of information. Fiber optics, with its high bandwidth capabilities and low attenuation characteristics has proven to be the solution.

Telco companies, cities, utilities and commercial service providers utilizing Fiber Optics have realized that the ultimate choice for upgrading the subscriber connection and possibility of delivering new services (the "triple-play" of phone, Internet and video) is fiber to the premises or home (FTTP, FTTH, FTTx).

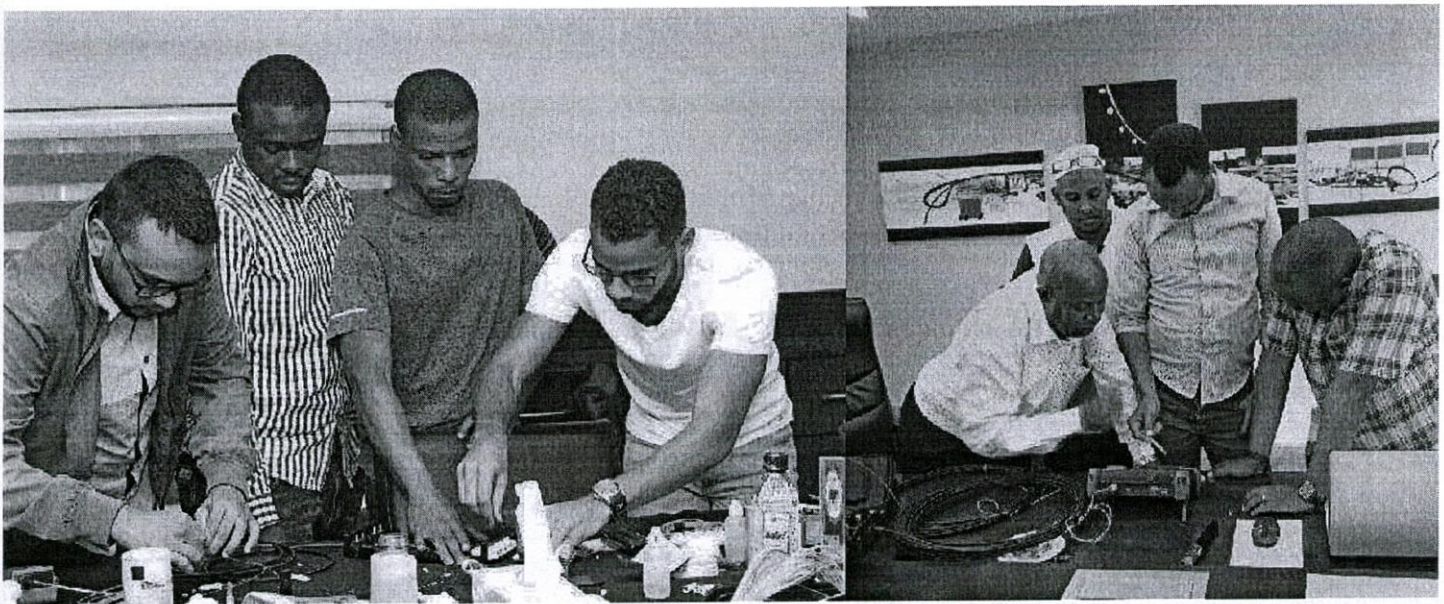
Course Description:

This course will cover the Introduction to Fiber Technology & Fiber to the X Theory, Design, Installation, Testing and Trouble shooting.

There will be Practicals in Cable Preparation, Splicing, Termination and Testing. This will be done through classroom power point presentations and lab work.

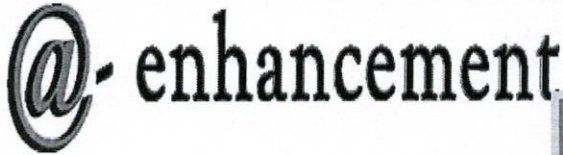
Course Instructor: Philip Gerishon

A Certified Fiber Optics Instructor, Philip Gerishon has over 40 years' experience as a Telecommunications Engineer and Consultant in Optical Fiber Network Design, Installation, Troubleshooting, Maintenance, Commissioning.



5-Day Training Schedule

Day 1	Day 2	Day 3	Day 4	Day 5
<p>Introduction to Fiber Technology</p> <p>What is Fiber, types of fiber, Transmission Optic Fibers, Types of Fiber Optic Cables</p> <p>Introduction to Cable Installation, Testing, Splicing, Trouble shooting and Maintenance</p>	<p>FTTH PON:</p> <p>Passive Optical Network (PON)</p>	<p>Fiber To The Home Installation</p> <ol style="list-style-type: none"> 1. Installation tools 2. Jargon 3. Background 4. Cable Types And Hardware 5. Subscriber Drops 	<p>Practicals:</p> <ol style="list-style-type: none"> 1. Outdoor Cable Installation 2. Duct, Aerial, Direct burial 3. Micro Duct Solutions 4. Drop Cable Installation 5. Fiber Terminations with pigtail 	<p>Practicals:</p> <ol style="list-style-type: none"> 1. Link Testing 2. OTDR Testing PONs 5. OTDR Testing From CO 6. OTDR Testing From Subscriber 7. Other FTTx 8. Testing Issues FTTx Safety Issues
<p>Introduction to FTTx</p>	<p>Triple Play Systems</p> <p>BPON GPON EPON RFOG WDM and PON Other Uses For PONs</p>	<p>Practicals:</p> <ol style="list-style-type: none"> 1. Installation of indoor hardware rack and wall mounting 	<p>Practicals:</p> <p>Splicing and Joint Closing</p>	<p>Practicals:</p> <ol style="list-style-type: none"> 1. OTDR Testing 2. Troubleshooting
<p>FTTH Architectures</p>	<p>FTTx Hardware and Components</p> <p>Cables Splitters Cabinets Subscriber components</p>	<p>Practicals:</p> <ol style="list-style-type: none"> 2. Fiber arrangement and trunking 3. Connector Installations 	<p>Testing FTTH</p> <ol style="list-style-type: none"> 1. Key factors affecting Network 2. Testing during construction 3. Testing for commissioning 4. Troubleshooting 	<p><i>'FTTH Success Stories'</i></p> <p><i>'The uncaptured values of FTTH'</i></p> <p><i>'FTTH Business Trends'</i></p>
<p>FTTH PON Types</p>	<p>Practicals:</p> <p>View samples Set up FTTH link</p>	<p>Practicals:</p> <ol style="list-style-type: none"> 4. Multicore Cable Termination 	<p>Practicals:</p> <p>Hands tests with Power source and meter, visual fault locator</p>	<p>Course Closure and Award of Certificates</p>



The e-Enhancement Centre

Office Administration: 25th - 29th March
e-Procurement: 1st - 5th April
Advanced Fiber-To-The-X: 27th - 31st
May 2024

REGISTRATION FORM

A. DELEGATE DETAILS

Delegate First Name: Delegate Surname:

Organisation/Company:..... Designation:

Postal Address:

Country: E-mail.....

Telephone Code & Number:

- Please register the above delegate at a delegate fee of US\$ 950 (Office Administration: 25th - 29th March)
- Please register the above delegate at a delegate fee of US\$ 950 (e-Procurement: 1st - 5th April)
- Please register the above delegate at a delegate fee of US\$ 1200 (Advanced Fiber-To-The-X : 27th - 31st May 2024)

Please note: Registration fee caters for training, refreshments & lunch

B. PAYMENT

Please Invoice the above organisation

Bank Wire Transfer Payment

Payment to be made payable to: The e-Enhancement Centre; before the Start of the Course

C. CONDITIONS OF REGISTRATION

Kindly complete the form in full, stamp and return to: The e-Enhancement Centre, to: Joseph Mwangi +254 722 800810, e-mail it to: josephk@e-enhancement.com

AUTHORISATION – This booking is Invalid without a signature

Signatory must be authorized to sign on behalf of contracting organisation.

Name: Signature: Rubber Stamp: