



2018 - DMS SOFT SKILLS TRAINING PROGRAMMES FOR LAW FIRMS

<u>PROGRAMME CODE</u>	<u>SUBJECT</u>	<u>PROGRAMME OBJECTIVE</u>	<u>SUMMARY CONTENT</u>	<u>PARTICIPANTS</u>	<u>DURATION</u>	<u>DATES 2018</u>	<u>COST PER PERSON</u>
DMS201801	Managing the Lawyers office – The Definitive Personal Assistant	To process the participants, through life & business issues faced in The Law Firm and external environment, and facilitate solutions that will enable efficient and effective management.	<ul style="list-style-type: none"> • Relationship Management <ul style="list-style-type: none"> ○ Self ○ Boss ○ Client • Managing the lawyer's office <ul style="list-style-type: none"> ○ Emotional intelligence • Effective Communication • Time and Organization management s • At work 	<ul style="list-style-type: none"> • Secretaries • Personal Assistants, • Office Managers • Accountant • Lawyers 	2 days	25 th to 26 th JAN	23,000/- NAIROBI
						22 ND TO 23 RD MAR	23,000 NAIROBI
						24 TH TO 25 TH MAY	20,000/- KISUMU
						19 TH TO 20 TH JULY	23,000/- NAIROBI
						20 TH TO 21 ST SEPT	23,000/- MOMBASA
						22 ND TO 23 RD NOV	23,000/- NAIROBI
DMS201802	Soft Skills Training for Lawyers	Cause lawyers to learn how soft skills are primary to their practice of law and interaction with the bigger society	<ul style="list-style-type: none"> • Overview of soft skills • Client Service • Emotional Intelligence and the practice of law • Time and organization Management 	<ul style="list-style-type: none"> • Lawyers 	1day	3 TH APRIL	8,000/- NAIROBI
						13 TH JUNE	8,000/- NAIROBI
						11 TH OCT	8,000/- NAIROBI
DMS201803	Stress Management and Counseling	Cause participants to learn and manage stress at work place in order to improve personal efficiency and work performance	<ul style="list-style-type: none"> • Self-appraisal • Sources, Signs and symptoms • Effects and Consequences • Coping Mechanisms • Reduction activities 	<ul style="list-style-type: none"> • All level of staff 	1 Day	AUGUST	5,000/-
						OCTOBER	5,000/-

DMS201804	Finance for non-finance Managers	Cause participants to learn to demystify financial jargon and be able to positively contribute to financial matters and the Law Firms bottom line;	<ul style="list-style-type: none"> • Introduction to Key Finance Terms • The accounting process • Basic accounting principles • The Key Building Blocks of Financial Control • Managing a Profit or Cost Center • A Manager's Guide to Budgeting • Pulling It All Together 	All strategic staff who interact with Finance in daily activities	3 days	FEB	30,000/-
						AUGUST	30,000/-
						NOV	30,000/-
DMS201805	Performance Management	Equip Participants with Skills that can enable them to improve employee performance	<ul style="list-style-type: none"> • Personal Empowerment • Performance objectives • Performance Appraisals • Coaching • Mentoring • Team Work • Rewards Management 	<ul style="list-style-type: none"> • All staff who are expected to perform • Departmental Managers 	3 Days	27 TH TO 29 TH JUNE	30,000/-
DMS201806	Team Building	To create a working team through: personal empowerment, team understanding, management and leadership	<ul style="list-style-type: none"> • Self-awareness and personality exercises • Group/team formation • Conflict resolution • Personalizing company goals • Physical and spiritual enhancement 	<ul style="list-style-type: none"> • All level of staff 	VARIES	On Demand	QUOTES TO BE PROVIDED ON REQUEST

**Please note all the above trainings can be offered in house where participants are more than 10.
DMS is NITA accredited and LAW FIRMS who contribute to Training Levy can apply for reimbursement**

Jasper Ouma
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