PROVEN
Training & Consultancy
Solutions Limited

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Proven Training & Consultancy Solutions Ltd,
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COMPANY OVERVIEW

Currently, in the job industry, employers are not just looking for expertise in a certain field. They are more interested in tomorrow's problem solvers-highly performing professionals who have the practical know-how to solve problems and create impactful results.

Proven Training & Consultancy Solutions Ltd and wishes to cultivate tomorrow's problem solvers by offering training in areas such as Project Management, IT Service and Management, IT and Cyber Security, Data Analysis and Management, Team Building, Management and Leadership, Business Management Solutions and Finance Management among others.

Proven Training & Consultancy Solutions Ltd was registered in April 2015 by Directors who have more than 10 years' experience in corporate training & consultancy. We are more than just a training company; we provide skills development that enables organizations and individuals to define, analyze and deliver product and services that solve business problems. We believe that training should be relevant, immediately applicable and fun. It's our combination of best proven practices, a practical approach and an engaging delivery that distinguishes the Proven Training portfolio of training services.

We believe in a comprehensive approach - becoming a part of our client's business and knowing as much about their operations and challenges as possible. We wish to support you in meeting your needs and most importantly achieving your goals in improving bottom line results and to sustain a competitive advantage.

MISSION

Proven Training & Consultancy Solutions Ltd aims to design and deliver high impact development programs and a wide range of consultancy services that produce outstanding human performance in your organizations. Our training aims to maximize performance straightaway so that participants/trainees can immediatly add value to the organization.

We are committed to improving individual and organizational effectiveness in order to accomplish your strategic goals. We aim to deliver hands on experience and professional growth with the flexibility to meet the needs of individuals and organizations.

VISION

To be the preffered choice training and consultancy solutions that will improve and ensure effective business performance by enriching the knowledge of all stakeholders.

COMPANY VALUES

Proven Training & Consultancy Solutions Ltd responds to changing markets and customer environments by developing a high performance organization with a strong commercial focus.

Our flexibility and responsiveness are based on the following values:

Professionalism
We are committed towards promoting the highest standards of ethics and integrity.

Accountability
We are responsible for our actions and ethical in all decisions that we make when meeting our stakeholders needs.

Customer Service Quality
We are committed to delivering a high standard of service to all our stakeholders and satisfy their needs through our performance excellence.

Teamwork
We collaborate and create a fun dynamic culture as a team to provide solutions to our stakeholders.

1. Advanced Microsoft Office

- **Advanced Word Processing Using Microsoft Word**
  This course covers the concepts and skills needed to produce complex documents. It looks at areas such as creating long reports, formatting documents so they are attractive and easy to read, structuring information and creating templates, as well as improving productivity.

- **Advanced Spreadsheet Using Microsoft Excel**
  This course covers the advanced skills needed to use the versatile features of spreadsheets to produce reports, provide statistical or mathematical analysis, and manage data more effectively and productively.

- **Advanced Presentation Using Microsoft PowerPoint**
  This course covers the advanced skills needed to plan and create effective presentations, manage, and protect presentations, as well as the technical considerations of giving presentations.

- **Data Protection**
  This course covers important knowledge relating to data protection concepts and principles, data subject rights, data protection policies and measures, and regulatory compliance.

2. Information Technology Infrastructure Library (ITIL)

- **ITIL 4 Foundation**
  The ITIL® 4 Foundation qualification is intended to introduce candidates to the management of modern IT-enabled services, to provide them with an understanding of the common language and key concepts, and to show them how they can improve their work and the work of their organization with ITIL® 4 guidance.

- **ITIL 4 Practice Manager (PM)**
  We start with the management practices covered in the ITIL 4 Foundation, based on the practice guides. The practices are also enriched with additional guidance on the capability model based on the ITIL 4 maturity model.

- **ITIL 4 Managing Professional (MP)**
  This course encompasses the ways in which organizations and digital operating models function in high–velocity environments, with a focus on the quick delivery of products and services to gain maximum business value. It will provide IT practitioners with an understanding of working practices like Agile and Lean, and technical practices and technologies such as cloud, automation, and automatic testing.

- **ITIL 4 Strategic Leader (SL)**
  ITIL SL recognizes the value of ITIL, not just for IT operations, but for all digitally-enabled services. Becoming an ITIL 4 Strategic Leader demonstrates that you have a clear understanding of how IT influences and directs business strategy.

- **ITIL Master**
  The ITIL 4 Masters understand business requirements, know how to develop a clear strategy and plan, implement them using practical methods and tools, lead cross-functional teams to achieve growth and success for the organization.

3. Microsoft Azure (Cloud Computing)

Microsoft Azure is a cloud computing platform with an ever-expanding set of services to help you build solutions to meet your business goals. Azure services support everything from simple to complex. Azure has simple web services for hosting your business presence in the cloud. Azure also supports running fully virtualized computers managing your custom software solutions. Azure provides a wealth of cloud-based services like remote storage, database hosting, and centralized account management. Azure also offers new capabilities like artificial intelligence (AI) and Internet of Things (IoT) focused services.

4. Information/Cyber Security

- **Certified Secure Computer User (CSCU)**
  This course provides individuals with the necessary knowledge and skills to protect their information assets. The course will immerse participants into an interactive environment where they will acquire a fundamental understanding of various computer and network security threats such as identity theft, credit card fraud, online banking phishing scams, virus and backdoors, emails hoaxes, sex offenders lurking online, loss of confidential information, hacking attacks and social engineering.

- **Certified Ethical Hacker V12**
  CEH v12 will teach you the latest commercial-grade hacking tools, techniques, and methodologies used by hackers and information security professionals to lawfully hack an organization. CI EH v12 has designed a new learning framework that uses a 4-phase methodology that includes: Learn, Certify, Engage and Compete. CEH v12 is a renewed program that teaches you everything you need to know about ethical hacking with training, labs, assessment, a mock engagement (practice) and even a series of global hacking competitions.

- **Computer Hacking Forensic Investigator (CHFI) V10**
  This is a complete training program designed to assist IT professionals and Law Enforcement personnel in understanding the security aspects and forensic investigation related to various informatics and digital evidence. The CHFI course focuses on the development of skills related to acquisition, analysis, investigation, and security incident response. It also covers topics related to network security, cloud forensics, malware, computer forensics, and digital evidence. It provides a comprehensive overview of the different types of evidence that might be obtained from digital devices and the various methods used to investigate such evidence.

- **Certified Penetration Testing Professional (CPENT)**
  This is a course designed to help IT professionals develop their skills in application security and penetration testing. The course is designed to help IT professionals develop the knowledge necessary to use the most advanced tools, techniques, and methodologies for comprehensive testing of application security. It can be used by IT professionals who want to develop the skills necessary to discover, analyze, and remediate security vulnerabilities in the most important applications in their organizations.

- **CompTIA Cyber Security Analyst (CySA+)**
  Cybersecurity Analysts are the protectors of our networks. They perform many duties that include analyzing data to identify vulnerabilities, threats, and risks to an organization. They also configure and tune threat-detection tools and secure applications and systems within an organization. As the skills of cyber attackers continue to grow, so should the skills of cybersecurity analysts. These attackers are finding new ways to bypass our toolsets and controls, therefore, we must continue to adapt and advance our skills in order to combat the attackers and defend our networks.

- **CompTIA Security+**
  CompTIA Security+ emphasizes hands-on practical skills, ensuring the security professional is better prepared to problem solve a wider variety of issues. It is the first security certification IT professionals should earn and establishes the core knowledge required of any cybersecurity role to provide a springboard to intermediate-level cybersecurity jobs. Cybersecurity professionals with CompTIA Security+ know how to address security incidents, not just identify them.

- **Information Security Management Systems Foundation**
  This course enables participants to learn about the best practices for implementing and managing an information security management systems (ISMS) as specified in ISO/IEC 27001:2013, as well as the best practices for implementing the information security controls of the eleven domains of the ISO 27002.

- **Information Security Management Systems Leader Implementer**
  ISO 27001 Lead Implementer course is a training program that enables people to develop the necessary expertise to support an organization in establishing, implementing, managing, and maintaining an Information Security Management System (ISMS). The program is designed to provide professionals with the knowledge and skills to provide consulting services to organizations in the development and implementation of an ISMS based on the ISO 27001 standard.

- **Information Security Management Systems Risk Manager**
  ISO/IEC 27005 Lead Risk Manager training enables you to acquire the necessary expertise to support an organization in the risk management process related to all assets of relevance for Information Security using the ISO/IEC 27005 standard as a reference framework. During this training course, you will gain a comprehensive knowledge of a process model for designing and developing an Information Security Risk Management program. The training will also contain a thorough understanding of best practices of risk assessment methods such as OCTAVE, EBIOS, MEHARI and harmonized TRA.

- **Certified Information Security Manager (CISM)**
  The CISM course is designed to teach professionals international security practices and expertise to manage designs, administer and assess IT security for organizations of every size and scale.

- **Certified Information Systems Auditor (CISA)**
  The Certified Information Security Auditor is a globally recognized certification designation for audit, assurance, and security professionals. Being CISA certified highlights your knowledge, skills, and experience as an auditor, and demonstrates that you can assess vulnerabilities, report compliance, and implement controls within the organization.

- **Certified Information Systems Security Professional (CISSP)**
  This training offers an in-depth understanding of eight domains that comprise CISSP common body knowledge (CBK) and prepares you for the CISSP exam held by the (ISC)². (ISC)² is a globally recognized, nonprofit organization dedicated to advancing the information security field.

- **ISO 27701 Leader Implementer**
  This training course is designed to prepare its participants implement a Privacy Information Management System (PIMS) in compliance with the requirements and guidance of the ISO/IEC 27701. Moreover, you will gain a comprehensive understanding of the best practices of privacy information management and learn how to manage and process data while complying with various data privacy regimes.

- **ISO 31000 Foundation**
  This course presents the basic principles and approaches of managing risks and opportunities based on the guidelines of ISO 31000. This training course focuses on the main components of ISO 31000: basic terms and definitions, principles of risk management, risk management framework, and risk management process. In addition, each step of the risk management process is analyzed and elaborated individually.

- **ISO 31000 Certified Risk Manager**
  This is a unique and distinguished credential that sets professionals apart in the field of risk management. This certification evaluates candidates' ability to effectively identify, analyze, evaluate, and mitigate risks within organizations, aligning risk management frameworks with ISO 31000 guidelines. By obtaining this certification, professionals position themselves at the forefront of risk management, showcasing their dedication to ensuring organizational success through effective risk mitigation.

5. Project Management Courses

- **Microsoft Project 2019**
  This course delivers the fundamentals through intermediate level scheduling skills that you need to manage projects successfully.

- **Project Management Professional (PMP)**
  More organizations are turning to the Project Management Institute's (PMI®) Guide to the Project Management Body of Knowledge (PMBOK ®Guide) and Project Management Professional (PMP®) Certification as the source of competency in project management excellence. This course will prepare you to take this examination. It will cover all key aspects of PMBOK and will prepare you for the examination through review of material, daily test simulations, and examination taking tips.

- **Project Management for Development Professionals**
  Development organizations manage their work through projects. These projects are aimed at helping to solve problems affecting the beneficiary communities. Change in the well-being of these communities depends on the ability of development organizations to deliver project results effectively and efficiently. This course aims at improving professionals' project management capacity within the context of the development sector. The participants will be equipped with contextualized, balanced, comprehensive, and adaptable skills to help increase the efficiency and effectiveness of projects in the development sector.

- **Project Design using Logical Framework Approach (LFA)**
  Project design is one of the critical phases in the project life cycle. How successful a project becomes will largely depend on how well it was designed. This course provides the skills on the Logical Framework Approach (LFA), the method used to achieve high quality project standards. The participants will learn about the concepts underlying the Logical Framework approach and the main steps in the application of this method. The course introduces the participants to a structured way of linking the objectives of the project to the needs of the stakeholders and identifying strategies to provide the desired results.

- **Agile Project Management**
  Agile PM Foundation and Practitioner certification training in Kenya is important for individuals looking to master Agile project management methodologies. With a focus on practical application and interactive learning, participants delve into Agile principles, methodologies, and best practices. This interactive approach enhances knowledge and equips professionals with the skills to excel in Agile project environments.

- **Scrum Master Certified**
  A scrum master is the facilitator for an agile development team. Scrum is a methodology that allows a team to self-organize and make changes quickly, in accordance with agile principles. In this course you will learn the Scrum framework and gain an understanding of team roles, events, artifacts and rules.

- **PRINCE2**
  This is a process-based method for effective project management, and will give you the fundamental skills you need to become a successful project manager. It stands for Projects IN Controlled Environments, and is used and recognized all over the world. PRINCE2 is completely scalable, and the most recent update to the framework means it can be more easily tailored to each project you undertake.

  The certification is split into two different qualification levels: -
  i) **Foundation Level -** this is an introduction to the PRINCE2 principles, themes and processes. It teaches you how to consistently deliver projects on time and within budget, manage risk and mitigate perceived problems.

  ii) **Practitioner Level -** this level teaches you how to apply and tailor PRINCE2 appropriately to address the needs and problems of a specific project scenario.

- **PRINCE 2 Agile**
  PRINCE2 Agile is the world's most complete agile project management method, combining the benefits of agile ways of working with the governance and structure of the PRINCE2® project management method. It offers extensive guidance on how to use the PRINCE2 project management method in an agile context by applying well known agile techniques, concepts, behaviour, focus areas and frameworks to their projects.

- **Project Management, Monitoring and Evaluation**
  Development organizations manage their work through projects. These projects are aimed at helping to solve problems affecting the beneficiary communities. Change in the well-being of these communities depends on the ability of the organizations to deliver project results effectively and efficiently. Monitoring and evaluation (M&E) is a continuous management function that determines whether or not a project is making progress towards achieving its objectives, identifying implementation bottlenecks, and highlighting any unintended consequences from its activities. This course is intended to strengthen the understanding of core project management, monitoring and evaluation concepts that result to a successful implementation of projects.

- **Monitoring and Evaluation in Governance**
  Poor governance and weak state institutions constrain development. Interest in funding governance reform processes has increased in recent years as donors recognize the importance of strengthening country governance systems to achieve common development goals. This course aims to build the capacity of M&E professionals working with governance programs. The acquired M&E skills will assist the participants to apply the best M&E approaches in developing and implementing governance programs successfully.

- **Advanced M&E and Data Management for Health Programs**
  Monitoring and Evaluation helps in collecting, analyzing and transforming health data into strategic information for informed decision making, improved effectiveness and enhanced advocacy in health programs. M&E will help to ensure that health programs are implemented as planned and to assess whether desired results are being achieved. This course aims to build the capacity of M&E professionals working in the health sector. The acquired M&E skills will assist the participants to improve health program planning and performance management and enhance the institutionalization of the collection of health-related data and the analysis of program impact.

- **Results-Based Monitoring and Evaluation**
  Results-based monitoring and evaluation (M&E) is a powerful approach that can be used to help policymakers and decision-makers track progress and demonstrate the impact of a given project, program, or policy. Results-based M&E differs from traditional implementation focused M&E in that it moves beyond an emphasis on inputs and outputs to a greater focus on outcomes and impacts with techniques for linking and tracking indicators to assess the progress of a project to achieve long-term results. This course equips participants with skills in setting up and implementing results-based monitoring and evaluation systems. The participants will benefit from the latest M&E practices including the results and participatory approaches. This course will bring learning to practice for participants to learn about the results levels.

- **Participatory Monitoring and Evaluation**
  'Participation' has become a critical concept in development. Donors, governments and NGOs are insisting upon participatory approaches in assessing needs and in implementing programs. With increased emphasis on the importance of participation in development, there is a growing recognition that monitoring and evaluation of development and other community-based initiatives should be participatory. This course will broaden participants' understanding of PM&E as a support to program/project management at different levels and as a tool for strengthening participation, enhancing local capacity, and increasing local people's confidence and control over development decisions and processes.

6.Six Sigma

- **Six Sigma**
  Six Sigma is a data-driven, quality assurance method that organizations use to improve performance, increase profits, and decrease errors. The Six Sigma name and concept are rooted in statistics. On a bell curve, one Sigma represents a standard deviation from the mean. For a Six Sigma project, 99.9 percent of results must fall within six standard deviations from the mean, leaving a fraction of a percent of results that can fall outside of expected results. In other words, Six Sigma is a business strategy used to minimize error and improve profitability.

  The certification is split into three different qualification levels: -

i) Six Sigma Green Belt
This course is suitable for professionals who need to lead improvement projects and/or serve as team members as part of more complex improvement projects.

ii) Six Sigma Yellow Belt
Lean Six Sigma is a management approach to business performance improvement that has blended the two individual specialisms of Lean and Six Sigma. This course is suitable for professionals who want to gain an understanding of the elementary aspects of the Lean Six Sigma Method.

iii) Six Sigma Black Belt
The Lean Six Sigma Black Belt certification is for Green Belts who want to advance their knowledge and pursue process improvement as a full-time role. This program has a strong focus on statistical analysis and organizational change management.