



**Automobile Association of Kenya
Training Calendar - 2019**

Open / In- House Course Programs

- AAK COURSES: Prerequisite - Minimum Entry Requirement – **2 years Practical Driving Experience**
- AAK offers the most effective Driving Improvement and Transport Management Courses designed to ensure safe driving at reduce motor vehicle running cost. Our Courses are Participatory designed and approved by **NITA**

Course Code and Course Description		Target Audience	Period	Objective
Effective Driving Course			Days	
IDDC2	Intermediate Defensive Driving Course: with driving Practical	Company Employees/Drivers, Sales Persons and all Motorist in General	2	To equip motorist with safe driving skills, attitude and behaviour. To provide Drivers with updated Highway code, Traffic Rules and regulations
IDDC3	Intermediate Defensive Driving Course: with Basic Mechanics and Driving Practical		3	
DRC2	Defensive Riders Course: Motorcycle competence		2	
ADDC5	Intensive Defensive Driving Course: with First Aid, Fire Control, Car Attention and Customer Care <i>(NB:- Pre-requisite – Must have undergone ADDC3)</i>		5	To increase the knowledge of Drivers with First Aid Customer Care and Automobile Fire control Skills
PDC6	Professional Driving Course: with intense Mechanics and Practical and First Aid <i>(NB:- Pre-requisite – Must have undergone ADDC3)</i>		6	Improve Drivers skill with trouble shooting analysis of motor vehicle basic operation. Advance Drivers with Safety First Aid knowledge and basic mechanical breakdown scrutiny
EDC5	Executive Drivers Course: with Basic Mechanics and Driving Practical		COE, Diplomatic and Dignitaries Chauffeurs	5
SBSP3	School Bus Drivers Safety Program: with Essential Mechanics Skills, First Aid and Customer Attention	Institutions of learning and students handling drivers	3	To offer Drivers with highly regarded contact skills to regulars
EVOCS	Emergency Vehicle Operation Course: Handling and working with emergency Response Vehicles <i>(NB:- Pre-requisite – Must have undergone ADDC3)</i>	Emergency Response Operators (Institutions) drivers (Ambulance, Fire Brigade, National Police Service...KDF, Search and Rescue, Alarm response crew)	5	To have Drivers offer contact with effective efficient to task
VCM2	Vehicle Care and Maintenance: explore of emerging vehicle technology	Drivers and Vehicle Managing Persons	2	To update participants of the new technologies and operations
CCPE3	Customer Care & Professional Etiquette: better interaction among contact and interactions	Drivers, supervisor and Persons engaging in day to day communication	3	Participants to improve the approach to business with focus aimed towards continues improvement
Motor Fleet Management				
EFM3	Effective Fleet Management Course: with valuable cost of fleet and its management	Transport & Fleet Managers/ Supervisors / Administrators and Senior Drivers	3	- To provide participants with effective fleet management operational skills
AFM5	Advanced Fleet Management: with vehicle, Journey and Personnel management		5	- Detail participants with skills in both vehicle and human operations on fleet
MTM5	Motor Transport Management Course: managing transport cost effectively		5	- To equip participants with cost control and efficient operations in fleet management



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Open Courses Schedule 2019

Month	Date	Course	Venue	Month	Date	Course	Venue
January	08 th – 09 th	Intermediate Defensive Driving (IDDC2)	Embakasi	August	01 st – 02 nd	Intermediate Defensive Driving (IDDC2)	Ongata Rongai
	23 rd – 25 th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		06 th – 08 th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Meru
February	12 th – 14 th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa		05 th – 09 th	Executive Driving Course (EDC5)	Mombasa
	13 th – 15 th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		12 th –16 th	Intensive Defensive Driving (IDDC5)	Embakasi
	26 th – 28 th	Effective Fleet Management (EFM3)	Embakasi		21 st – 23 rd	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Kitale
March	05 th – 07 th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi		26 th – 30 th	Motor Transport Management (MTM5)	Embakasi
		Intermediate Defensive (with basic mechanics) (IDDC2/3)	Kisumu		03 rd – 05 th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi
	11 th – 16 th	Professional Driver Certification (PDC6)	Embakasi		04 th – 06 th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embu
	18 th – 19 th	Vehicle Care and Maintenance (VCM2)	Embakasi	04 th – 06 th	Effective Fleet Management (EFM3)	Upper Hill	
	20 th – 22 nd	Customer Care and Professional Etiquette (CCPE3)	Embakasi	09 th – 10 th	Vehicle care and Maintenance (VCM2)	Embakasi	
April	25 th – 29 th	Intensive Defensive Driving (IDDC5)	Embakasi	10 th – 12 th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Karatina	
	02 nd – 03 rd	Intermediate Defensive (IDDC2)	Sarit/V. Mkt	11 th - 13 th	Customer care and professional etiquette (CCPE3)	Hurlingham	
	08 th – 12 th	Motor Transport Management (MTM5)	Embakasi	16 th – 20 th	Emergency Vehicle Operations Course (EVOCS)	Embakasi	
	09 th –11 th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Eldoret	25 th – 27 th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Kericho	
	16 th – 18 th	School Bus Safety Program (SBSP3)	Embakasi	23 rd – 28 th	Professional Driver Certification (PDC6)	Embakasi	
May	24 th – 26 th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Machakos	October	08 th – 09 th	Intermediate Defensive Driving (IDD2)	Naivasha
	02 nd – 03 rd	Intermediate Defensive (with basic mechanics) (IDDC2)	Kiambu		14 th – 18 th	Advanced Effective Fleet Management (AEFM5)	Embakasi
	08 th – 10 th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Nyeri		23 rd – 25 th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Kisii
	08 th – 10 th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi			Intermediate Defensive (with basic mechanics) (IDDC2/3)	Kakamega
	14 th – 16 th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Hurlingham		31 st .Oct – 07 th Dec	School Bus Safety Program (SBSP3)	Regional Based Rot
29 th – 31 st	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Nakuru	November	04 th – 06 th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi	
June	06 th – 07 th	Vehicle care and Maintenance (VCM2)		Embakasi		Intermediate Defensive (with basic mechanics) (IDDC2/3)	Mombasa
	10 th – 14 th	Intensive Defensive Driving (IDDC5)		Embakasi	11 th – 15 th	Motor Transport Management (MTM5)	Embakasi
	11 th – 13 th	Intermediate Defensive (with basic mechanics) (IDDC2/3)		Kitui	25 th – 29 th	Intensive Defensive Driving (IDDC5)	Embakasi
	19 th – 21 st	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Buruburu	December	02 nd – 06 th	Executive Driving Course (EDC5)	Nairobi
	26 th – 28 th	Effective Fleet Management (EFM3)	Embakasi		09 th – 11 th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Kisumu
July	01 st – 03 rd	Customer Care and Professional Etiquette (CCPE3)	Embakasi		09 th – 11 th	Customer Care and Professional Etiquette (CCPE3)	Hurlingham
	03 rd – 05 th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Kahawa		16 th – 18 th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Hurlingham
	08 th – 12 th	Emergency Vehicle Operations Course (EVOCS)	Embakasi		16 th – 17 th	Vehicle care and Maintenance (VCM2)	Embakasi
	15 th – 17 th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Embakasi	<p align="center">Enquiries and Bookings to: Head, Technical and Commercial Services Automobile Association Kenya – Training Department P.O Box 40087 – 00100, Nairobi Tel: 0709 933 000 / 0733 620 966 E-mail: training@aakenya.co.ke web: www.aakenya.co.ke</p>			
	17 th – 19 th	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Nanyuki				
	18 th – 19 th	Defensive Riding (DRC2)	Hurlingham				
	22 nd – 27 th	Professional Driver Certification (PDC6)	Embakasi				
29 th – 31 st	Intermediate Defensive (with basic mechanics) (IDDC2/3)	Nanyuki					

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Fees Summary per Participant

Open Training Fees as organized by AA Kenya in Kshs, (inclusive:- VAT, Meals and Venue Charges) – Accommodation and Transport **NOT** inclusive

	Product Code	Course Name (Description)	Duration (Days)	Pricing/ Participant
1	DDC2	Intermediate Defensive Driving Course	2	22,000.00
2	DDC3	Intermediate Defensive Driving with basic mechanics	3	29,150.00
3	DDC5	Intensive Defensive Driving Course– Road Safety	5	44,000.00
4	DRC2	Defensive Riders Course	2	15,000.00
5	PDC6	Professional Drivers Certification	6	50,000.00
6	EDC5	Executive Driving Course	5	65,000.00
7	S BSP3	School Bus Drivers safety Program	3	30,000.00
8	EVOC5	Emergency Vehicles Operations Course	5	46,000.00
9	EFM3	Effective Fleet Management	3	32,000.00
10	AFM5	Advanced Effective Fleet Management	5	60,000.00
11	MTM5	Motor Transport Management	5	49,900.00
12	VCM2	Vehicle Care and Maintenance	2	22,000.00
13	MPAE3	Mobile Plant and Agricultural Equipments	3	35,000.00
14	CFOP3	Cranes and Forklift Operations Program	3	35,000.00
15	BSSP1	Banksman Signals and Signs Program	1	15,000.00
16	ARSNA1	Autonomous Road Safety Course Need Assessment	1	25,000.00
17	RSA	Road Safety Awareness (intense)	1	10,000.00
18	TBP3	Trucks and Bowser Program (OGP Truck Drivers)	3	35,000.00
19	LDSC	Lady Drivers Safety Course	1	12,000.00
20	CCPE3	Customer Care & Professional Etiquette	3	31,500.00
21	RTIP	Road Traffic Injury Prevention	1	12,000.00
22	RSM	Road Security Management (Anti-Hijack)	2	22,000.00
23	BVL1	Basic Vehicle Layout (Know the Car)	1	10,000.00
24	VMT	Vehicle Manoeuvring Techniques (4WD and off-Road)	1	15,000.00
25	RDR	Refresher Defensive Driving	1	6,000.00
26	DWC	Driving at Work Course	1	22,000.00

NB:

1. Trainings classes consist a group of up to **25pax participants** maximum
2. **In-house courses (organized by Client)** are structured in collaboration with the Client and where applicable customiz meet Clients need at convenient time to both parties at a rate of **Kshs. 80,000.00 + VAT per group per day**. Client will provide Projector, Venue and Training Logistics. in-house courses wh applicable may attract additional charges on other Logistics (
 - a. Trainings Outside Kenya will be charged separately.
 - b. Training for groups such as PSV drivers will be priced as the numbers.
3. Road Safety Team building activities can be facilitated as per clients need at a rate of **Kshs.75,000.00 + VAT** per group per to a maximum of **50pax**

Payments Term

Cheque deposit to account (Provided on request) or pay using M-Pesa paybill No. **376850** account name **DDC**

Enquiries and Booking to: Head, Technical and Commercial Services:

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