Practical Taxation Training Course

Professional Development Training Course Outline

Category	ACCOUNTING & FINANCE	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Practical Taxation Training Course provides participants with comprehensive knowledge and hands-on skills in modern taxation systems, tax compliance, tax planning, tax reporting, and regulatory frameworks affecting businesses and individuals. The course focuses on practical tax applications, including corporate taxation, value added tax (VAT), payroll taxation, withholding tax, capital gains tax, and digital tax compliance. Participants will gain practical expertise in preparing tax computations, filing tax returns, interpreting tax legislation, and managing tax obligations effectively within changing regulatory environments. The course also integrates trending taxation concepts such as electronic tax systems, tax analytics, digital transformation in taxation, and risk-based tax compliance strategies.

In today’s dynamic financial and regulatory environment, organizations require professionals with practical taxation competencies capable of minimizing compliance risks, optimizing tax efficiency, and ensuring accurate reporting. This course equips learners with practical tools, case studies, and compliance methodologies necessary to manage tax operations effectively across different sectors. Through practical exercises, tax simulations, and real-world scenarios, participants will strengthen their ability to handle tax audits, implement internal tax controls, improve reporting accuracy, and support strategic financial decision-making while ensuring full compliance with applicable tax laws and international best practices.

Programme Curriculum

Practical Taxation Training Course

Introduction

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Course Objectives

1. Understand the principles and foundations of modern taxation systems.
2. Apply practical approaches to corporate and individual tax computation.
3. Strengthen tax compliance and regulatory reporting skills.
4. Interpret tax laws, regulations, and revenue authority requirements effectively.
5. Prepare and file accurate tax returns using electronic tax systems.
6. Analyze VAT, withholding tax, PAYE, and capital gains tax obligations.
7. Improve tax planning and tax risk management capabilities.
8. Implement internal tax controls and compliance monitoring systems.
9. Utilize digital taxation tools and automated tax reporting platforms.
10. Conduct practical tax reconciliations and audit preparations.
11. Address tax disputes, penalties, and compliance challenges efficiently.
12. Apply ethical standards and governance principles in tax management.
13. Develop practical taxation strategies that support organizational sustainability.

Organizational Benefits

- Improved tax compliance and reduced regulatory penalties
- Enhanced accuracy in tax reporting and filing processes
- Strengthened tax risk management and audit preparedness
- Increased efficiency in handling tax computations and reconciliations
- Better understanding of changing tax laws and regulations
- Improved internal tax governance and accountability
- Reduced exposure to tax disputes and financial liabilities
- Enhanced staff competency in practical taxation applications
- Increased operational efficiency through digital tax systems
- Better financial planning and strategic decision-making support

Target Audiences

- Tax officers and tax practitioners

- Accountants and finance professionals
- Internal auditors and compliance officers
- Revenue authority personnel
- Financial controllers and finance managers
- Payroll and HR officers handling statutory deductions
- Business consultants and tax advisors
- Entrepreneurs and business owners

Course Duration: 5 days

Course Modules

Module 1: Fundamentals of Taxation

- Overview of taxation principles and concepts
- Types of taxes and their applications
- Tax administration systems and frameworks
- Roles of tax authorities and taxpayers
- Legal and ethical considerations in taxation
- Case Study: Understanding tax obligations for a growing business

Module 2: Corporate Income Tax

- Corporate tax computation techniques
- Deductible and non-deductible expenses
- Capital allowances and depreciation rules
- Loss relief and tax adjustments
- Corporate tax return preparation procedures
- Case Study: Preparing corporate tax computations for a medium-sized company

Module 3: Value Added Tax (VAT) Management

- VAT principles and registration requirements
- VAT calculation and invoice management
- Input VAT and output VAT reconciliation
- VAT filing and compliance procedures
- Managing VAT audits and assessments
- Case Study: Resolving VAT discrepancies in retail operations

Module 4: Payroll Taxes and PAYE Administration

- PAYE calculation and payroll compliance
- Statutory deductions and employee taxation

- Tax treatment of employee benefits and allowances
- Payroll tax reporting requirements
- Managing payroll tax reconciliations
- Case Study: PAYE compliance review for an organization

Module 5: Withholding Tax and Capital Gains Tax

- Withholding tax principles and applications
- Capital gains tax calculations and reporting
- Cross-border withholding tax obligations
- Exemptions and tax treaty considerations
- Compliance procedures for withholding taxes
- Case Study: Managing withholding tax for supplier payments

Module 6: Tax Planning and Risk Management

- Principles of tax planning and optimization
- Identifying and mitigating tax risks
- Tax compliance monitoring frameworks
- Internal controls for tax management
- Managing tax exposure and contingencies
- Case Study: Developing a tax risk mitigation strategy

Module 7: Tax Audits, Investigations and Dispute Resolution

- Tax audit preparation and documentation
- Handling tax investigations and assessments
- Responding to audit queries and notices
- Managing tax disputes and appeals
- Negotiation strategies with tax authorities
- Case Study: Resolving a tax audit dispute successfully

Module 8: Digital Tax Systems and Emerging Tax Trends

- Electronic tax filing and digital compliance systems
- Tax automation and digital reporting tools
- Introduction to digital services taxation
- Data analytics in taxation management
- Emerging global taxation trends and reforms
- Case Study: Implementing digital tax reporting systems in an organization

Training Methodology

- Instructor-led presentations and interactive discussions
- Practical taxation exercises and tax computation workshops
- Group activities and collaborative problem-solving sessions
- Real-world taxation case studies and simulations
- Demonstrations of electronic tax filing systems and tools
- Continuous assessment, feedback, and knowledge-sharing sessions

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.
f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

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