



KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service

LOWER KABETE TRAINING CALENDAR

2023/2024

TRANSFORMING THE PUBLIC SERVICE THROUGH COMPETENCY DEVELOPMENT

I. Mission and Objectives The Kenya School of Government (KSG) is dedicated to driving the transformation of the Public Service by enhancing the knowledge and competencies of public servants. This commitment leads to continuous advancements in the quality of services delivered to citizens. The School achieves its mission through:

- Training programs designed to foster professional expertise and uphold public service values.
- Research initiatives aimed at enhancing institutional problem-solving capabilities.
- Consultancy services supporting the organizational re-engineering of public institutions.
- Advisory services contributing to policy reform.

II. Program Focus and Goals The capacity development programs and services offered by KSG are tailored to meet citizens' expectations regarding institutional performance. These programs empower public officials to:

- Responsively address citizen needs in an efficient and timely manner.
- Ensure the availability and accessibility of services to the public.
- Execute duties professionally and ethically.
- Foster a culture of integrity, free from corruption.
- Incorporate citizen perspectives into decision-making processes.
- Prioritize public interest over personal gain, exemplifying patriotism.

III. Inclusive Training Approach KSG recognizes the pivotal role of every public servant in achieving Government objectives. As such, the School provides competency development programs catering to all levels and categories of public officials, spanning from entry-level positions to top leadership roles. This inclusive approach extends to public servants across Government ministries, state corporations, constitutional commissions, the Judiciary, legislature, and County Governments. Additionally, participants from the private sector, non-Governmental organizations, and foreign entities are warmly welcomed.

IV. Training Locations and Modalities Training programs are conducted across KSG campuses located in Baringo, Embu, Lower Kabete, Matuga, and Mombasa. For added flexibility, the School offers online programs coordinated by the e-Learning and Development Institute. Moreover, training activities can be arranged at clients' workstations or other preferred venues to accommodate diverse needs.

V. Distinguished Faculty and Trainers KSG boasts faculty and trainers comprised of distinguished professionals with extensive knowledge, training, and practical experience in public sector leadership and management. Participants benefit from the expertise of seasoned professionals, ensuring they are adequately equipped to uphold established professional standards upon graduation.

VI. New Pricing Structure Effective February 19, 2024, KSG introduces a new pricing structure for its various courses, aligning with its commitment to excellence and accessibility.

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
EXECUTIVE LEADERSHIP PROGRAMS					
CMP	Coaching and Mentoring in the Public Service	1 Week	Equips heads of departments with competencies to institutionalize coaching and mentorship strategies that ensure improvement of service delivery and continuous learning on the job, whilst promoting succession management.	May 15-19,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential)
ATI	Access to Information in the Public Service Course	1 Week	Heads of Departments who bear the responsibility of coordination and release of Information within the law.	April 15-19,2024 June 17-21,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential)
TLC	Transformative Leadership Course	1 Week	Public officials and other individuals responsible for institutional and business re-engineering in their organizations.	March 17-21,2024 May 12-16,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential)
SLDP	Strategic Leadership Development Program	6 Weeks	Officers in leadership and policy making roles, typically in Job Grades N and above, and their equivalent.	Mar 11-April 19,2024 April 8- May 17,2024 May 20- June 28, 2024 June 3-July 12,2024	266,815(Exec. Residential) 240,357(Std. Residential) 152,640(Non-Residential)
SLDP	Strategic Leadership Development Program - Online	10 Weeks (Blended Online/Physical)	Officers in leadership and policy making roles, typically in Job Grades N and above, and their equivalent.	May 6-July 12,2024	114,601 (With one Week Accommodation) 90,601 (Online Excluding Accommodation)
CGC	Corporate Governance	1 Week	Officers in leadership positions or those preparing to take up such positions in the public and private sectors.	April 15-19,2024 June 24-28,2024	79,576(Exec. Residential) 44,774(Non-Residential)
WLP	Women Leadership Development Program	1 Week	Women leaders and women preparing for leadership positions in public service or private sector and men interested in this field.	May 20-24,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
EWL	Executive Women Leadership Program	1 Week	Women in executive positions in public service or private sector.	June 10-14,223	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
WPL	Women in Political Leadership Course	1 Week	Women political leaders and women preparing for political leadership.	Mar 11-15,2024 June 3-7,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
TLCW	Transformative Leadership Program for County Women Executives	1 Week	Women executives in county governments.	May 20-24,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
VESO	Public Service Values and Ethics Program for Senior Officers.	3 Days	Senior officials in public and private sector organizations.	April 15-16,2024 June 24-26,2024	47,746 (Exec. Residential) 36,389 (Std.Residential) 26,846 (Non-Residential)
MSA	Management of Student Affairs in Universities and Tertiary Institutions	2 Weeks	Prepares officers in charge of student affairs, University heads of departments, deans, deans of students and Deputy Vice Chancellors to manage student relations amidst expanding enrollments; changing demographics; and increased expectations from the greater campus community, parents, and external constituents.	April 15-26,2024 June 17-28,2024	154,675(Exec. Residential) 113,666(Std.Residential) 68,586(Non-Residential)
MANAGEMENT DEVELOPMENT PROGRAMS					
SMC	Senior Management Course	4 Weeks	Middle level managers in the public service typically in Job Grades K and their equivalent in private sector.	March 4-29, 2024 April 1-26,2024 May 6-31, 2024 June 3-28, 2024	255,316 (Exec. Residential) 197,618(Std.Residential) 132,288(Non-residential) 114,989(Std. non residential)
SMC	Senior Management Course	8 Weeks (Blended Online/Physical)	Middle level managers in the public service typically in Job Grades K and their equivalent in private sector	April 24-June 16,2024	93,204 (With Three days Std. Accommodation) 101,204 (With Three day's exec. Accommodation) 81,204 (Online Excluding Accommodation)
GUAC	Governance and Management of Urban Areas and Cities	2 Weeks	Public officers handling management affairs of decentralized units in County Governments (HoDs in municipalities and city authorities)	Mar. 11-22,2024 May 13-24,2024	154,675(Exec. Residential) 113,666(Std.Residential) 77,236(Non-Residential) 68,586(Std. Non-Residential)
PPFI	Public Policy Formulation and Implementation	1 Week	Manager responsible for developing policies. Prepares participants with the knowledge and skill to Impact, influence and evaluate policy	Mar. 11-15,2024 May 13-17,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
NSC	Negotiation Skills Course	1 Week	Officers responsible for stakeholder negotiations.	Feb. 12-16,2024 June 3-7,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
VEMO	Public Service Values and Ethics for Managerial Officers	1 Week	Middle Level managers in the national and county governments.	Feb. 12-16,2024 June 3-7,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
SPI	Strategic Planning and Implementation	1 Week	Senior officers responsible for planning in national government ministries, county governments and private sector.	Mar. 11-15,2024 May 13-17,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
IRCM	Institutional Re-engineering and Change Management Course (Business Process Reengineering)	1 Week	Senior officers in organizations responsible for processes and systems.	Mar. 11-15,2024 May 13-17,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
PDPS	Public Service Doctrines and Professional Standards	1 Week	Open to all public servants	Jan. 22-26,2024 May 6-10,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)
YLP	Young Leaders Development Program	1 Week	Student leaders from universities & middle level colleges. Young adults will develop new understandings of how to self-lead and lead others	Mar. 11-15,2024 May 13-17,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)
MCPS	Management of Child Protection Services	1 Week	Children Officers <i>Participants will be exposed to managerial skills and attributes that safeguard practices to improve the protection of vulnerable children.</i>	Mar. 11-15,2024 May 13-17,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)
MCPS	Management of Child Protection Services	4 Weeks-Online	Children Officers	April 24-June 16,2024	81,204 (Online Excluding Accommodation)
CCCM	Community-based Climate Change Management	3 Days	Stakeholders at community and local levels.	May 6-8,2024	47,746 (Exec. Residential) 36,389 (Std.Residential) 26,846 (Non-Residential)
ECPS	Essentials of Counselling in the Public Service	2 Weeks	HRM officers, counselors, and Heads of Departments will benefit from this program	April 8-19,2024	154,675(Exec. Residential) 113,666(Std.Residential) 77,236(Non-Residential)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
					68,586(Std. Non-Residential)
ESCR	Mainstreaming Economic Social and Cultural Rights in Development	1 Week	County executive committee members, Chief officers, County Attorneys, Officers responsible for planning, County administrators, Directors and other senior officers of ministries, departments and agencies and Council of Governors.	Mar. 18-22,2024 June 24-28,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
CMR	Conflict Prevention Management and Resolution	1 Week	County commissioners, deputy county commissioners, assistant county commissioners, chiefs and assistant chiefs, sub county administrators, senior police officers and ward administrators.	May 6-10,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
TOT	Training of Trainers	2 Weeks	Experts and Community leaders responsible for Knowledge sharing.	May 13-24,2024	154,675(Exec. Residential) 113,666(Std.Residential) 77,236(Non-Residential) 68,586(Std. Non-Residential)
PSP	Pedagogy for Senior Programs	2 Weeks	Training practitioners, training managers, public officials, and private sector practitioners responsible for facilitation of programs-	April 15-26, 2024 June 10-21,2024	154,675(Exec. Residential) 113,666(Std.Residential) 77,236(Non-Residential) 68,586(Std. Non-Residential)
ICPS	Innovation and Creativity in Public Service	2 Weeks	Administrators, Human resource and Human development officers, Innovation and Business development officers, Marketing managers, and Senior ICT officers.	Feb. 12-23, 2024 May 6-17,2024	154,675(Exec. Residential) 113,666(Std.Residential) 77,236(Non-Residential) 68,586(Std. Non-Residential)
GIB	Government Identity and Branding	2 Weeks	Administration officers, corporate communication officers, speech writers, personal assistants, office administration officers, and managers at both national and county level Government.	April 17-28,2024 June 19-30,2024	154,675(Exec. Residential) 113,666(Std.Residential) 77,236(Non-Residential) 68,586(Std. Non-Residential)
COMMUNICATION MANAGEMENT PROGRAMS					
CMM	Conduct of Meetings and Minute Writing	1 Week	Officers in public and private sector organizations responsible for chairing or taking minutes in meetings.	April 22-26,2024 June 24-28,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
LMIS	Integrated Library Management Information System	2 Weeks	Officers responsible for provision of Library services.	June 10-21,2024	154,675(Exec. Residential) 113,666(Std.Residential) 77,236(Non-Residential) 68,586(Std. Non-Residential)
RWC	Report Writing Course	1 Week	Officers responsible for preparation of reports	May 13-17, 2024 June 24-28,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)
PBC	Personal Branding	1 Week	All Public Officers	May 20-24,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)
PEEM	Government Protocol, Etiquette and Events Management	1 Week	Senior officers, protocol officers, event managers, Front office staff, and other interested persons.	April 15-19,2024 June 3-7,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
CMEM	Preparation of Cabinet Memoranda	1 Week	Senior officers in the public service responsible for production of Cabinet Memos	May 20-24,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
PBP	Preparation of Board Papers	1 Week	Senior officers in the public service and private organizations responsible for preparation of Board Papers.	May 6-10,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
PRCC	Public Relations & Customer Care	2 Weeks	Officers responsible for customer engagement in National and County government, as well as Non – government.	March 18-29, 2024 April 15-26,2024 May 20-31,2024 June 17-28,2024	154,675(Exec. Residential) 113,666(Std.Residential) 77,236(Non-Residential) 68,586(Std. Non-Residential)
PRC	Public Relations & Customer Care- Online	4 Weeks	Officers responsible for customer engagement in National and County government, as well as Non – government.	May 20-Jun 14, 2024	
SWC	Speech Writing	1 Week	Speech writers, communication officers, personal assistants, and advisors to senior officers.	April 15-19,2024 June 20-24,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
PSPS	Public Speaking and Presentation Skills	1 Week	Heads of Departments, Commissioners, County Administrators, advisors to senior officers, and other senior public officers responsible for presenting reports and speeches.	Mar. 11-15,2024 May 13-17,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)
SUPERVISORY SKILLS DEVELOPMENT PROGRAMS					
SSDC	Supervisory Skills Development Course	2 Weeks	Officers from the National and County Governments responsible for sections and service delivery units. They include officers in charge of front office, office administrative services, public communication, human resource sections, records management, accounts, finance, supply chain management, and any other first line supervisors and team leaders.	Mar 11-22, 2024 April 22-May 3,2024 May 20-31,2023 June 17-28,2024	154,675(Exec. Residential) 113,666(Std.Residential) 77,236(Non-Residential) 68,586(Std. Non-Residential)
SSDC	Supervisory Skills Development Course- Online	4 Weeks	Officers from National and County Government responsible for sections and service delivery units.	Jun 10-July 5, 2024	31,322 (Online)
MSC	Management Skills Course	4 Weeks	Officers in JG “G” and above or equivalent	June 3-28,2024	255,316 (Exec. Residential) 197,618(Std.Residential) 132,288(Non-residential) 114,989(Std. non residential)
EOAC	Executive Office Administrators Course	3 Weeks	Office administrators deployed in executive offices in MDACs and private organizations.	May 20-Jun 1, 2024	215,800(Exec. Residential) 156,507(Std.Residential) 97,800(Non-Residential) 86,547(Std. Non-Residential)
MOA	Management Course for Office Administrators	4 Weeks	Senior office administrators in ministries, county Governments and state corporations.	June 3-28,2024	255,316 (Exec. Residential) 197,618(Std.Residential) 132,288(Non-residential) 114,989(Std. non residential)
PPC	Public Prosecution Course	4 Weeks	Officers responsible for enforcement of various laws and regulations	June 3-28,2023	255,316 (Exec. Residential) 197,618(Std.Residential) 132,288(Non-residential) 114,989(Std. non residential)
PRA	Policy Research and Analysis	3 Weeks	Officers with research responsibilities or enrolled in postgraduate programs	May 20-Jun 1, 2024	215,800(Exec. Residential) 156,507(Std.Residential)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
					97,800(Non-Residential) 86,547(Std. Non-Residential)
HSC	Hospitality Skills Development Course	2 Weeks	Officers working in housekeeping, front office, food and beverage production and service, event management, tour and travel operators among other areas in the hospitality industry.	June 10-21,2024	154,675(Exec. Residential) 113,666(Std.Residential) 77,236(Non-Residential) 68,586(Std. Non-Residential)
RMC	Records Management Course	3 Weeks	Officers responsible for maintenance of records	Mar 11-29, 2024 May 13-31,2024	215,800(Exec. Residential) 156,507(Std.Residential) 97,800(Non-Residential) 86,547(Std. Non-Residential)
RPP	Retirement Planning Program	1 Week	All employees in the public service.	April 15-19,2024 June 24-28,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
PIM	Productivity Improvement and Measurement	1 Week	Human resource directors and managers, development officers and quality assurance officers.	Mar. 11-15,2024 May 13-17,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
LAR	Land Acquisition and Resettlement in Development	2 Weeks	Lands officers, surveyors, valuers, and project officers.	June 10-21,2024	154,675(Exec. Residential) 113,666(Std.Residential) 77,236(Non-Residential) 68,586(Std. Non-Residential)
HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMS					
CBN	Collective Bargaining in the Public Service	1 Week	Employers and workers representatives, industrial relations practitioners (trade unions, HR and line managers, senior managers, mediators, conflict management specialists, labor inspection team and public service boards)	May 20-24,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
PCP	Performance Contracting in the Public Service	1 Week	All managers in the public sector.	May 6-10,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)
JEP	Job Evaluation in the Public Service	1 Week	Heads of HR function/ HR managers, line managers, supervisors/ heads of departments, job analysts, members of job description analysis committees.	May 27-31,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)
DMP	Dispute Mediation in	1 Week	Middle and senior level managers.	May 6-10,2024	79,576(Exec. Residential)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
	the Public Service				60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)
SHRM	Strategic Human Resource Management	1 Week	Directors, deputy directors and senior managers across all functions	May 13-17,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential)
HRAC	Human Resource Advisory Committees Course	1 Week	Members of ministerial, county and HR advisory committees, staff advisory committees, human resource committees of public sector agencies and Members of Training Committees	May 13-17,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)
PMS	Performance Management Systems	2 Weeks	Managers in the public and private sectors across all functions	June 10-21,2024	154,675(Exec. Residential) 113,666(Std.Residential) 77,236(Non-Residential) 68,586(Std. Non-Residential)
BSC	Balanced Score Card Course	1 Week	Officers responsible for performance management.	May 6-10,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS					
IPSAS	International Public Sector Accounting Standards	2 Weeks	Accountants, finance officers, asset managers and auditors.	June 10-21,2024	154,675(Exec. Residential) 113,666(Std.Residential) 77,236(Non-Residential) 68,586(Std. Non-Residential)
FARA	Financial Accounting, Reporting and Analysis	1 Week	Accounts, finance and treasury officers in the public sector.	April 15-19,2024 June 24-28,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
FDN	Fiscal Decentralization	1 Week	Parliamentary committee clerks, county assembly committee clerks, senior staff in county Governments, and Institutions responsible for inter-governmental fiscal relations.	Mar. 11-15,2024 May 13-17,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
PSFM	Public Sector Finance Management	4 Weeks	Officers responsible for public finance management	June 3-28,2024	255,316 (Exec. Residential) 197,618(Std.Residential) 132,288(Non-residential) 114,989(Std. non residential)
FIDP	Fraud Investigation, Detection and Prevention	1 Week	Law enforcement agents, internal auditors, treasurers, accountants and fund managers in all sectors.	April 8-12,2024 June 17-21,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
ARA	Audit and Risk Assurance	1 week	Heads of Audit and internal auditors.	May 6-10,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)
FNF	Finance for Non Finance Managers	1 Week	Directors and managers in the public and private sectors.	Mar. 11-15,2024 May 13-17,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
RES	Revenue Enhancements Skills Course	2 Weeks	Officers in MDACs responsible for revenue generation, collection and control.	April 8-12,2024 June 17-21,2024	154,675(Exec. Residential) 113,666(Std.Residential) 77,236(Non-Residential) 68,586(Std. Non-Residential)
PBB	Program Based Budgeting	1 Week	Heads of Departments, County Chief officers, Finance officers, Economists, and Budget officers of National and County Governments.	May 6-10,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)
PPCM	Public Procurement & Contract Management	1 Week	Senior managers and Accounting officers responsible for providing general oversight of the procurement process.	May 13-17,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
PFM	Public Finance Management Course	1 Week	Officers responsible for budgeting, revenue policy, financial reporting and the financial advisory functions in the national and county governments, private sector and NGOs.	May 27-31,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)
ACC	Audit Committee Course	3 Days	Members of audit committees, ministries and public sector agencies.	May 6-8,2024	47,746 (Exec. Residential) 36,389 (Std.Residential) 26,846 (Non-Residential)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
CTM	Cash and Treasury Management Training	1 Week	Accountants, Revenue officers, Budget officers, and Auditors.	April 8-12,2024 June 17-21,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)
PCMP	Public Procurement & Contract Management for Practitioners	1 Week	Officers responsible for procurement processes in government.	May 6-10,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)
PCMU	Public Procurement & Contract Management for Users	1 Week	Members of Tender opening and evaluation committees, procurement officers, finance auditors, probity/integrity advisors and civil societies.	May 27-31,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)
AMC	Asset Management Course	1 Week	Officers responsible for development and management of assets and liabilities, and maintenance of asset registers.	May 6-10,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)
PROJECT MANAGEMENT AND ENVIRONMENTAL PROGRAMS					
ESSD	Environmental and Social Safeguards in Development	2 Weeks	Political and community leaders, heads of MDAs, and project planners & managers in both public and private sector	June 10-21,2024	154,675(Exec. Residential) 113,666(Std.Residential) 77,236(Non-Residential) 68,586(Std. Non-Residential)
SIA	Social Impact Assessment in Project Management	3 Weeks	Engineers, social specialists and officers responsible for project implementation at national and county levels.	Mar 11-29, 2024 May 13-31,2024	215,800(Exec. Residential) 156,507(Std.Residential) 97,800(Non-Residential) 86,547(Std. Non-Residential)
SRM	Social Risk Management in Development	1 Week	Engineers, social specialists, environmental specialists, legal officers and decision makers responsible for project implementation.	April 15-19,2024 June 24-28,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
LED	Local Economic Development Strategy and Project Formulation	2 Weeks	Ward, Village and Sub county administrators, municipal boards, Agricultural and industrial officers, among other relevant Technical officers responsible for local economic development projects in county Governments.	Mar. 11-22,2024 May 13-24,2024	154,675(Exec. Residential) 113,666(Std.Residential) 77,236(Non-Residential) 68,586(Std. Non-Residential)
GGCE	Green Growth and Circular Economy	1 Week	Policy and senior managers at the national and county government, public sector agencies,	May 6-10,2024	79,576(Exec. Residential) 60,649(Std.Residential)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
			NGOs and private sector actors.		44,774(Non-Residential)
GCPM	Green Growth & Circular Economy for Policy Makers	3 Days	Technical officers both at the national and county governments, public sector agencies, NGOs and private sector actors	Mar. 11-13,2024 May 13-15,2024	47,746 (Exec. Residential) 36,389 (Std.Residential) 26,846 (Non-Residential)
CPPB	Climate Change Policy, Planning and Budgeting	2 Weeks	Officers in environment, agriculture, planning sectors and public agencies responsible for project management	Mar. 11-22,2024 May 13-24,2024	154,675(Exec. Residential) 113,666(Std.Residential) 77,236(Non-Residential) 68,586(Std. Non-Residential)
CFM	County Climate Change Funding Mechanism	1 Week	Policy and Senior Managers at the National and County Governments, State Corporations and Agencies, NGOs and Private Sector Actors	Feb. 19-23,2024 June 3-7,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
IEIA	Integrated Environmental Impact Assessment and Audit in Development	3 Weeks	Trainers, practitioners, managers, non-governmental organizations and other interest groups responsible for development projects.	May 20-Jun 1, 2024	215,800(Exec. Residential) 156,507(Std.Residential) 97,800(Non-Residential) 86,547(Std. Non-Residential)
PMER	Project Monitoring, Evaluation & Reporting	2 Weeks	All public officers responsible for project management	June 10-21,2024	154,675(Exec. Residential) 113,666(Std.Residential) 77,236(Non-Residential) 68,586(Std. Non-Residential)
PDM	Project Development & Management	4 Weeks	Project managers, engineers, architects, surveyors, and other professionals responsible for developing and managing projects	Mar 4-29,2024 June 3-28,2024	255,316 (Exec. Residential) 197,618(Std.Residential) 132,288(Non-residential) 114,989(Std. non residential)
PPW	Project Proposal Writing	1 Week	Managers /officers responsible for planning and managing projects in both national and county governments as well as the private sector.	April 8-12,2024 June 17-21,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
PPM	Project Planning and Management	4 Weeks	Project managers, planners, agricultural officers, economists, human resource managers and other professionals responsible for project planning and management	June 3-28,2024	255,316 (Exec. Residential) 197,618(Std.Residential) 132,288(Non-residential) 114,989(Std. non residential)
PCM	Project Cycle Management	1 Week	Officers with an interest in projects in National and County Governments, NGOs and Private sectors.	May 15-19,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
PPI	Project Planning & Implementation	4 Weeks	Project managers, planners, agricultural officers, economists, human resource managers and other professionals responsible for project planning and management	June 3-28,2023	255,316 (Exec. Residential) 197,618(Std.Residential) 132,288(Non-residential) 114,989(Std. non residential)
RBME	Results-Based Monitoring & Evaluation	2 Weeks	Officers responsible for project development and management from all sectors.	April 8-19,2024	154,675(Exec. Residential) 113,666(Std.Residential) 77,236(Non-Residential) 68,586(Std. Non-Residential)
GPW	Grant Proposal Writing	1 Week	Managers /officers responsible for resource mobilization, planning and managing projects in both national and county governments as well as the private sector.	Mar. 18-22,2024 June 24-28,2024	79,576(Exec. Residential) 60,649(Std.Residential) 44,774(Non-Residential)
RPW	Research Proposal Writing	1 Week	Officers with research responsibilities or enrolled in postgraduate programs	May 6-10,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)
DAS	Data Analysis Skills Development	3 Weeks	Officers responsible for research analysis and interpretation	Mar 11-29, 2024 May 13-31,2024	215,800(Exec. Residential) 156,507(Std.Residential) 97,800(Non-Residential) 86,547(Std. Non-Residential)
CMEP	Crisis Management and Emergency Preparedness	1 Week	Disaster management officers, fire brigade officers, police officers, and rescue and recovery agencies.	April 15-19,2024 June 24-28,2024	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential) 38,821 (Std. Non Resident)
ICT PROGRAMS					
SPSS	Statistical Package for Social Sciences	2 Weeks	Middle level managers in public, private & the NGO sectors and have basic computer skills	June 10-21,2024	154,675(Exec. Residential) 113,666(Std.Residential) 77,236(Non-Residential) 68,586(Std. Non-Residential)
LONG TERM TRAINING PROGRAMS (More than two months)					
CASP	Creative Arts Skills Development Program	9 Months	Talented youth aspiring to enhance their skills in creative arts.	To be confirmed	To be confirmed
CMPE	Management of Public Enterprises	4 Weeks	Senior Managers in Public Enterprises, Private and Civil Society Institutions, Policy Researchers	To be confirmed	To be confirmed

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
DMPE	Diploma in Management of Public Enterprises	8 ¹ / ₂ Months	Senior and Middle Level Managers in Public Enterprises as well as Individuals who desire to take up management careers in the public enterprise sector.	To be confirmed	To be confirmed
DPA	Diploma in Public Administration	8 Months	Coordination of National Government officers and County administrators.	To be confirmed	To be confirmed
MPA	Masters in Public Administration	2 Years	Administrators in both private and public sectors who have attained a first degree in the relevant field.	To be confirmed	To be confirmed
COUNTY SPECIFIC CAPACITY DEVELOPMENT PROGRAMS These programs are available for County Leaders and Staff					
ECOR	Enhancement of County Own-Source Revenue	1 Week	County officers responsible for generation, and management of revenue from local resources	On request	
CRGE	County Revenue Generation Skills Enhancement Course	1 Week	County employees responsible for revenue generation, collection and control.	On request	
IMCA	Induction Program for Members of County Assembly	1 Week	Members of County Assembly, Speakers of County Assembly, and Assembly Clerks.	On request	
ICG	Induction Program for County Governors	3 Days	Newly elected Governors and Deputy Governors	On request	
ICS	Induction Program for County Secretaries	1 Week	Newly appointed County Secretaries	On request	
ICEC	Induction Program for County Executive Committee Members	1 Week	Newly appointed County Executive Committee Members	On request	
ICCO	Induction Program for County Chief Officers	1 Week	Newly appointed Chief Officers	On request	
MPCH	Management of Parliamentary Committee Hearings	1 Week	Members of National Assembly, Chairs of House Committees, Members of House Committees.	On request	
MCAH	Management of County Assembly Committee Hearings	1 Week	Elected or nominated members of the county assembly.	On request	
ICD	Induction Program	1 Week	Newly employed Directors	On request	

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
	for County Directors				
IWA	Induction Program for Ward Administrators	2 Weeks	Newly employed Ward Administrators	On request	
ISA	Induction Program for Sub-County Administrators	2 Weeks	Newly employed Sub County administrators	On request	
IVA	Induction Program for Village Administrators	2 Weeks	Newly appointed village administrators	On request	
ICPB	Induction Program for County Public Service Boards	1 Week	Newly employed CPSB Members	On request	
MCAC	Management of County Assembly Committee Affairs	1 Week	Committee Members	On request	
MNAC	Management of Senate/National Assembly Committee Affairs	1 Week	Committee Members	On request	

APPLICATION PROCEDURE

Once you identify a course convenient for you based on the pre-qualifications given, apply through the website.

The link to the application portal is: <http://41.89.60.10:7078/Account/Login>

Create an account and you shall immediately receive a link in your inbox, also check in your spam folder as the confirmation link is sometimes saved in the spam folder. Click the link sent to your email and apply for the course, Campus select Nairobi/Lower Kabete and select the dates convenient to you.

After a successful application, a proforma invoice is generated automatically from the system and saved on your portal, where you made the application. Print the proforma invoice from your participant portal, we shall then verify your details and then process your offer letter.

Customized Outreach Training Charges

To facilitate tailored Outreach trainings, charges are applicable as follows:

1. **Exclusive Class Option (Up to 25 participants):**

- Daily Rate: Kshs. 118,042

2. **Exclusive Class Option (More than 25 participants):**

- Per Person Daily Rate: Kshs. 4,722

3. **Training Outside KSG:**

For training sessions conducted outside the Kenya School of Government (KSG), the following additional administrative charges will be included:

- Transport costs for facilitators.
- Daily Subsistence Allowance (DSA) for facilitators and program assistant.

These charges are incorporated to facilitate a seamless and effective training experience. For further details or to discuss specific requirements, please contact us via email at info@ksg.ac.ke.

Consultancy Services

For our consultancy services, the charges are as follows:

- Daily Consultancy Rate: Kshs. 177,062

Additional administrative charges will be included as per the agreement.

In the event that the consultancy is conducted outside the Kenya School of Government (KSG), the client will be responsible for:

- Daily Subsistence Allowance (DSA) for consultants.
- Transport charges for the consultants.
- Administrative charges incurred during the consultancy.

These arrangements ensure transparency and efficiency in our consultancy services. For further details or to discuss specific requirements, please reach out to us.

For more information contact us:

KSG LOWER KABETE	KSG MOMBASA
<p>Admissions Office Kenya School of Government P.O BOX 23030-00604 Lower Kabete Tel: +254-20-4015000 Cell: 0727 496-698 Email: info@ksg.ac.ke</p>	<p>Admissions Office Kenya School of Government P.O. Box 84027 - 80100 Mombasa, KENYA. Tel: (041) 2312785/2227113/ 2228800 / 2226871 Email: admissions.mombasa@ksg.ac.ke</p>
KSG MATUGA	KSG BARINGO
<p>Admissions Office Kenya School of Government P.O Box 31-80406 MATUGA Tel: 0770770021 Email: admissions.matuga@ksg.ac.ke info.matuga@ksg.ac.ke</p>	<p>Admissions Office Kenya School of Government P.O Box 91 - 30400 Kabarnet Tel: 053-22056/22325/0733900019 Email: admission.baringo@ksg.ac.ke</p>
KSG EMBU	KSG eLDi
<p>Admissions Office Kenya School of Government P.O Box 402-60100 Embu Tel: (068) 2231824/ 2231364/ 0792718171 / 0733900035 Email: admissions.embu@ksg.ac.ke / info.embu@ksg.ac.ke</p>	<p>Admissions Office Kenya School of Government P.O. Box 30627 00100, Lower Kabete, Kenya Tel: 020-3535873 / 4 Mob: +254-728-606991 Email: info.eldi@ksg.ac.ke</p>