



KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service

EMBU CAMPUS

TRAINING CALENDAR 2023/2024



EMBU CAMPUS TRAINING CALENDAR

FY 2023/2024

The Kenya School of Government is an ISO 9001:2015 certified institution that provides capacity-building programs to the Public Service through training, research, consultancy, and advisory services. The School seeks to facilitate the acquisition of wider and deeper knowledge about social and economic issues of national, regional, and global concern beyond the development of skills and competencies in the respective courses and areas of specialization. This goal is achievable through seminars, public lectures, and, conferences services to both National and County governments, private sector players as well as those from Non-Governmental Organizations (NGOs). To deliver on the mandate, the School has strategically located campuses across the country including at Lower Kabete, Baringo, Embu, Matuga, and Mombasa. The School boasts of experienced, cultured, and well trained dons, researchers, and consultants in various disciplines in tandem with programs.

KSG Embu Campus is located in Embu town which is approximately 130km from Nairobi. The Campus is along the busy Nairobi-Meru highway and lies on the Eastern slopes of Mt. Kenya. From the administration block, rooftop one enjoys a beautiful view of the mountain slope with the serene and captivating peaks standing out as an awesome scene. It is the only mountain peak along the equator covered by snow and ice, a sure attraction for nature lovers and students keen on tourism.

The Campus has modernized facilities for training; executive conferencing facilities; computer-aided learning workshops which include two ultra-modern auditoriums with a cumulative capacity of up to 300 participants. At Embu Campus, participants are at home away from home with befitting accommodation and quality meals in attractively set up restaurants.

The Campus also has sporting grounds and facilities and an equipped gym. Besides, Embu Campus offers a unique bouquet of refreshing activities such as mountain-climbing, nature walks, student picnics, and jogging terrain where participants get an opportunity to share tracks with renowned Kenya's world-class athletic champions. Equally, on a need basis, the Campus organizes visits to the nearby Mwea National Reserve, and the undulating valleys and hills of the Mt. Kenya slopes to the West with the Mbeere Hills and plains of Ukambani to the East as well as seven forks hydro-electric project.

Embu Campus takes cognizance of the diversity of the training needs of clientele and has a holistic offer of programs as indicated below:

TRAINING CALENDAR FOR FY 2023/2024

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
EXECUTIVE LEADERSHIP PROGRAMMES					
AOP	Accounting Officers Program	1 Week	Accounting Officers in Ministries, County Governments, State Corporations, Constitutional Commissions, Legislature, Judiciary, Independent offices and private sector corporates.	On request	175,000
TLC	Transformative Leadership Course	1 Week	Officers in the Public Service and Private Sector responsible for strategic direction and policy related decisions, mainly in Job Group P and above or equivalent.	Nov 6 - 10, 2023 Feb 19 - 23, 2024 May 20 - 24, 2024	36,680 (Residential) 26,500 (Non-Residential)
SLDP	Strategic Leadership Development Program	6 Weeks	Officers in Job Group N and above or equivalent who are in policy making and leadership roles and have undertaken the Senior Management Course.	July 24 - Sep 1, 2023 Sep 11 - Oct 20, 2023 Oct 30 - Dec 8, 2023 Jan 22 - Mar 1, 2024 Mar 11 - Apr 19, 2024 Apr 29 - June 7, 2024 June 17 - July 26, 2024	152,000(Residential) 92,220(Non-Residential)
CGC	Corporate Governance Course	1 Week	Members of boards and councils of state corporations, constitutional commissions, and semi-autonomous government agencies.	Sept. 11 - 15, 2023 Nov 20 - 24, 2023 Feb 19 - 23 Feb, 2024 May 22 - May 26, 2024	36,680 (Residential) 26,500 (Non-Residential)
EWLP	Executive Women Leadership Program	1 Week	Women Officers in the Public Service and Private Sector who are responsible for strategic direction, and policy related decisions, mainly in Job Group P and above or equivalent.	Sep 18 - Sep 22, 2023 Nov 20 - Nov 24, 2023 Feb 19 - Feb 23, 2024 May 13 - May 17, 2024	36,680 (Residential) 26,500 (Non-Residential)
WPLP	Women in Political Leadership Program	1 Week	Women who hold or are aspiring to hold political leadership at various	Sep 11 - Sep 15, 2023	36,680 (Residential) 26,500 (Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
			levels including those in County Governments, National Government, NGOs, Maendeleo ya Wanawake and other women bodies.	Nov 13 - Nov 17, 2023 Mar 18 - Mar 22, 2024 May 20 - May 24, 2024	
TLWE	Transformative Leadership Program for County Women Executives	1 Week	Women who hold executive positions in County Governments, National government, NGOs, Maendeleo ya Wanawake and other women bodies.	Nov 6 - 10, 2023 Feb. 12- 16, 2024 May 13 - 17, 2024	36,680 (Residential) 26,500 (Non-Residential)
MSAP	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.	Nov 13- 24, 2023 Mar 18 - 29, 2024 June 17 - 28, 2024	53,000 (Residential) 77,540 (Non-Residential)
CLG	Corporate Governance	1 Week	Officers in leadership positions or those preparing to take up such positions in the public and private sector. <i>Prepares leaders to constitute organizations suitably, whilst operating the appropriate governance practices.</i>	June 20 – 24, 2023 Sept. 4 - 8, 2023 Mar 22 - 26, 2024 June 17 - 21, 2024	36,680 (Residential) 26,500 (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. The program helps institutions to mainstream access to information consistent with requirements for disclosure and exceptions procedures.	Oct. 16 -20, 2023 Feb. 12 – 16, 2024 May 13 – 17, 2024	36,680 (Residential) 26,500 (Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
GDP	Gender & Development Course	1 Week	All public officers in the National and County Government responsible for gender and social development and participants from the Private sector.	Nov 13 - 17, 2023 Feb. 19 - 23, 2024 May 20 - 24, 2024	36,680 (Residential) 26,500 (Non-Residential)
IPSB	Induction Program for Public Sector Boards	3 days	Newly appointed or reconstituted Public Sector Boards	On request	23,680 (Residential) 15,900 (Non-Residential)
MANAGEMENT DEVELOPMENT PROGRAMS					
SMC	Senior Management Course	4 Weeks	Managers who are responsible for managing resources in their organizations and are in 'JG' K and above or its equivalent.	July 3- 28, 2023 July 31 - Aug. 25, 2023 Aug 27 - Sept. 22, 2023 Sept. 25 - Oct. 20, 2023 Oct. 23 - Nov. 17, 2023 Nov 20 - Dec 15, 2023 Jan 15 - Feb 9, 2024 Feb 12 - Mar 8, 2024 Mar 11 - Apr 5, 2024 Apr 8 - May 3, 2024 May 6 - 31, 2024 Jun 3 - 28, 2024	116,400 (Residential) 74,240 (Non-Residential)
IRC	Institutional Re-engineering and Change Management Course	1 Week	Senior officers in organizations responsible for processes and systems.	Sept. 18 - 22, 2023 Dec. 4 - 8, 2023 Mar 25 - 29, 2024 June 17 - 21, 2024	36,680 (Residential) 26,500 (Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
GAC	Government Advisors Course	2 weeks	Officers in the National and County Government who are charged with the responsibility of advising the Government.	Sep. 18– 29, 2023 Apr. 15 – 26, 2024	55,700 (Residential) 37,120 (Non-Residential)
MSPS	Management of Social Protection Services	2 Weeks	Social protection practitioners in national and county governments, NGOs, and civil society organizations	Nov. 13 - 24, 2023 Apr. 8 - 12, 2024	55,700 (Residential) 37,120 (Non-Residential)
MSD	Management Course for Social Development Workers	4 Weeks	Chiefs, Assistant Chiefs, Ward Administrators, and other officers involved in social development work in national and county governments, NGOs and CBOs.	Oct. 2– 27, 2023 May 6 – 31, 2024	116,400 (Residential) 74,240 (Non-Residential)
MCS	Management of Child Protection Services	2 Weeks	Children Officers.	Oct. 16 - 27, 2023 Apr. 15 - 26, 2024	77,540 (Residential) 53,000 (Non-Residential)
MOA	Management Course for Office Administrators	4 Weeks	Office administrators working for middle-level managers	May 2 – 26, 2023 Sep. 4 - 29, 2023 Nov 6 - Dec 1, 2023 Jan. 22 – Feb 16, 2024 Mar 4 - 29, 2024 May 6 - 31, 2024	116,400 (Residential) 74,240 (Non-Residential)
TOT	Training of Trainers	2 Weeks	Trainers, training managers, members of training committees, human resource officers and community officers.	Aug. 14 – 25, 2023 Nov. 13 – 24, 2023 Apr. 15 – 26, 2024	55,700 (Residential) 37,120 (Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
PSP	Pedagogy for Senior Programs	2 Weeks	Training practitioners, managers, public officials, and private sector practitioners who are responsible for the facilitation of programs.	July 10 - 21, 2023 Oct. 16 - 27, 2023 Apr. 8 - 19, 2024	55,700 (Residential) 37,120 (Non-Residential)
AEYE	Agricultural Entrepreneurship for Youth Empowerment	2 Weeks	Youth with an interest in agricultural entrepreneurship	Aug. 14 – 25, 2023 Nov. 13 – 24, 2023 March 11 – 22, 2024 May 20 –31, 2024	65,200 (Residential) 46,620 (Non-Residential)
CSPS	County Social Protection Services	1 week	Officers responsible for social protection services in Counties.	Sep. 18– 22, 2023 Nov. 13 – 17, 2023 March 11 - 15, 2024 June 17 – 21, 2024	26,600 (Residential) 18,560 (Non-Residential)
ESCD	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.	Sept. 18 - 22, 2023 Nov. 13 - 17, 2023 May 13 -17, 2024	36,680 (Residential) 26,500 (Non-Residential)
ECPS	Essentials of Counseling in the Public Service	2 Weeks	HRM officers, counselors, and Heads of Departments will benefit from this program <i>On completion of the program, participants are able to understand and help individuals who have technical, personal and emotional adjustment problems interfering with their work performance.</i>	Oct. 16 -27, 2023 March 4 -15, 2024	55,700 (Residential) 37,120 (Non-Residential)
CRC	Conflict Prevention Management and Resolution	1 Week	County commissioners, deputy county commissioners, assistant county commissioners, chiefs and assistant	Sept. 18- 22, 2023 Nov. 20 – 24, 2023	36,680 (Residential) 26,500 (Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
			chiefs, sub-county administrators, senior police officers, and ward administrators.	Apr. 15 - 19, 2024	
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.	Oct. 16 - 27, 2023 Nov. 13 - 24, 2023 March 4 – 15, 2024	55,700 (Residential) 37,120 (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 Governments.	Oct. 2 - 13, 2023 Nov. 6 - 17, 2023 March 11– 22, 2024	55,700 (Residential) 37,120 (Non-Residential)
EYSE	Entrepreneurship for Youth engaged in SMEs	1 week	Youth from various sectors within the economy.	Sept. 11 – 15, 2023 Nov. 20 – 24, 2023 March 4 - 8, 2024 June 17 – 21, 2024	26,600 (Residential) 18,560 (Non-Residential)
EVIM	Ethics, Values and Integrity Development Program for Managers	3 Weeks	Officers who are responsible for managing resources in their organizations and are in 'JG' L-P or its equivalent.	Sept. 11 – 29, 2023 Mar 11 - 22, 2024	84,800 (Residential) 55,680 (Non-Residential)
YLD	Young Leaders Development Program	1 week	Leaders from across universities & middle-level colleges including elected, nominated & aspiring young leaders.	Oct. 2– 6, 2023 May 27– 31, 2024	26,600 (Residential) 18,560 (Non-Residential)
GDP	Gender in Development Planning Course	1 Week	All public officers in the National, and County Governments who are responsible for gender and social development and participants from the private sector.	Aug. 21 - 25, 2023 Nov. 13 - 17, 2023 March 18 – 22, 2024 May 27 – 31, 2024	26,600 (Residential) 18,560 (Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
PVM	Public Service Values and Ethics for Managerial Officers	1 Week	Middle-level managers in the national and county governments.	Aug. 14 - 18,,2023 Nov 20 - 24, 2023 Feb. 12 - 16, 2024 May 20 - 24, 2024	26,600 (Residential) 18,560 (Non-Residential)
SPM	Strategic Planning and Implementation	2 Weeks	Senior officers responsible for planning in national government ministries, county governments, and private sector. <i>Participants gain the skills and insights into crucial decisions that an organization must get right in order to thrive in their respective industries.</i>	Aug. 7 - 18, 2023 Nov. 6 - 17, 2023 March 18 - 29, 2024 June 10 - 21, 2024	53,000 (Residential) 77,540 (Non-Residential)
COMMUNICATION MANAGEMENT PROGRAMS					
CMW	Conduct of Meetings and Minute Writing Course	1 Week	Managers/officers whose portfolios entail chairing or taking minutes in meetings	Nov. 6-10, 2023 Apr. 8 – 12, 2024	26,600 (Residential) 18,560 (Non-Residential)
RWC	Report Writing Course	1 Week	Managers/officers involved in report production.	Sept. 4 – 8, 2023 Feb. 5 – 9, 2024 May 20 - 24, 2024	26,600 (Residential) 18,560 (Non-Residential)
PSV	Professional Standards & Values in the Public Service	1 Week	Officers managing QMS in Ministries, Departments, Agencies, and Counties.	March 13 – 17, 2023 May 20 – 24, 2024	26,600 (Residential) 18,560 (Non-Residential)
MPCH	Management of Parliamentary Committee Hearings	1 Week	Officers working in County Assemblies' Committees and in Parliamentary Committees.	Sep. 18 – 22, 2023 March 4 – 8, 2024	26,600 (Residential) 18,560 (Non-Residential)
PEEM	Protocol, Etiquette and Event Management Course	1 Week	Officers involved in handling local and international events and Programs.	Sept. 4 – 8, 2023 Feb. 12– 16, 2024	36,680 (Residential) 26,500 (Non-Residential)
CMC	Preparation of Cabinet Memoranda	1 Week	Senior officers in the public service responsible for production of Cabinet Memos.	Nov. 6 - 10, 2023 Feb. 19 - 23, 2024	26,600 (Residential) 18,560 (Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
QMCS	Service Quality Audit	1 Week	Customer Service Excellence Quality Standard Assessors/auditors in the Public Service, Private Sector and NGOs.	July 10-14, 2023 Sept. 4-8, 2023 Apr. 1– 5, 2024	26,600 (Residential) 18,560 (Non-Residential)
EBP	Executive Board Paper Writing Course	1 Week	Officers in the public service and private organizations directly involved in production of Board papers	Sept. 4 – 8, 2023 Apr. 22 –26, 2024	26,600 (Residential) 18,560 (Non-Residential)
PRC	Public Relations & Customer Care Course	2 Weeks	Public relations practitioners including front office staff, secretaries and personal assistants in the Public Service, private sector and Non-governmental Organizations (NGOs)	July 3 – 14, 2023 Sept. 4 – 15, 2023 Oct. 2– 13, 2023 Nov. 20 – Dec. 1, 2023 Jan. 15 – Feb. 26, 2024 March 11 – 22, 2024 Apr. 15 – 26, 2024 June 10- 21, 2024	55,700 (Residential) 37,120 (Non-Residential)
ITCS	Induction Program in Public Service Excellence	1 Week	Newly employed officers and other interested persons.	Sept. 11-15, 2023 Feb. 5 – 9, 2024 May 6-10, 2024	26,600 (Residential) 18,560 (Non-Residential)
CCS	Customer Care Course	1 Week	Front office staff, secretaries and personal assistants in the Public Service, private sector and Non-governmental Organizations (NGOs)	Nov. 13 – 17, 2023 Feb. 12 – 16, 2024 Apr. 8– 12, 2024 June 17 - 21, 2024	26,600 (Residential) 18,560 (Non-Residential)
PSP	Public Speaking and Presentation Skills Course	1 Week	Officers in the Public Service who are required to prepare and deliver government information: Heads of Departments, Managers, Assistant Commissioners, Sub-County and Ward Administrators.	Nov. 6– 10, 2023 Apr. 11 – 15, 2024	26,600 (Residential) 18,560 (Non-Residential)
CCS	Communication Skills for Public Service Officers	2 Weeks	Communication Officers in the county and national governments involved in	Nov. 4– 15, 2023 Apr. 15 – 26, 2024	55,700 (Residential) 37,120 (Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
			disseminating development information		
SUPERVISORY SKILLS DEVELOPMENT PROGRAMS					
SSD	Supervisory Skills Development Course	2 Weeks	Officers in supervisory roles who are accountable for performance	July 3 – 14, 2023 Aug. 14 – 25, 2023 Sept. 4 – 15, 2023 Oct. 2 - 13, 2023 Nov. 6 – 17, 2023 Nov. 27 – Dec. 8, 2023 Jan. 15 – 26, 2024 Feb. 12 - 23, 2024 March 11 - 22, 2024 Apr. 8 - 19, 2024 May 6 – 17, 2024 June 17- 28, 2024	55,700 (Residential) 37,120 (Non-Residential)
SMS	Management Skills Course (Supervisory Management Skills Course)	4 Weeks	Supervisors in JG “G” and above or equivalent	Aug. 14– Sept 8, 2023 Oct. 2– 27, 2023 Jan. 22 – Feb 16,2024 Apr. 8–May 3, 2024	116,400 (Residential) 74,240 (Non-Residential)
PCC	Proficiency Course for Clerical Officers	2 Weeks	Officers intending to sit for Proficiency Examination for Clerical Officers	July 3 – 14, 2023 July 17 – 28, 2023 July 1– 12, 2024 July 15 – 26, 2024	55,700 (Residential) 37,120 (Non-Residential)
AOT	Administration Officers Training	2 Weeks	Administrative Officers who are holders of a Bachelor’s Degree in Social Sciences from a recognized university and preparing to sit for Administration Officers Examinations. They have completed the induction course and have served as	Oct. 2 - 13, 2023 Oct. 16 – 27, 2023	55,700 (Residential) 37,120 (Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
			Administrative Officers for a minimum of six (6) months.		
HSD	Hospitality Skills Development Course	2 Weeks	Officers working in housekeeping; front office; food and beverage production and service; event management, and tour and travel operators, among other areas in the hospitality industry.	Oct. 2 - 13, 2023 Feb. 12 - 23, 2024 May 6 – 17, 2023	65,200 (Residential) 46,620 (Non-Residential)
SEC	Skills Enhancement Course	4 Weeks	Officers in Job Group ‘A’ to ‘G’	Oct. 2– 27, 2023 May 6 – 31, 2024	116,400 (Residential) 74,240 (Non-Residential)
RPC	Retirement Planning	1 Week	All employees with an interest in retirement planning and making informed decisions about it.	Sept. 11 – 15, 2023 Nov. 13 – 17, 2023 Feb. 12 – 16, 2024 May 20 - 24, 2024	26,600 (Residential) 18,560 (Non-Residential)
PMI	Productivity Measurement and Improvement	1 Week	Human resource directors and managers, development officers and quality assurance officers.	June 5-9, 2023 Aug. 7-11, 2023 Oct. 9-13, 2023 Apr. 8-12, 2024 June 3-7, 2024	36,680 (Residential) 26,500 (Non-Residential)
EVIT	Ethics, Values and Integrity Development Program for Technical Officers	3 Weeks	Public Officers from ‘JG’ A-K or its equivalent	Oct. 2 - 20, 2023 May 13 – May 31, 2024	84,800(Residential) 55,680(Non-Residential)
HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMMES					
PMS	Performance Management Systems Course	2 Weeks	Managers in the public sector across all functions	Oct. 2 - 13, 2023 Feb. 12 – 23, 2024	55,700 (Residential) 37,120 (Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
CBPS	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)	July 17 -21, 2023 March 18 - 22, 2024 May 6 -10, 2024 June 17 -21, 2024	36,680 (Residential) 26,500 (Non-Residential)
SPAS	Staff Performance Appraisal System	1 Week	Officers holding supervisory positions.	Nov. 6 – 10, 2023 March 11 - 15, 2024	26,600 (Residential) 18,560 (Non-Residential)
IPPD	Integrated Payroll and Personnel Data Course	1 Week	Human Resource Officers and Payroll Management Officers in National and County Government entities	on Request	
JEPS	Job Evaluation in the Public Service	1 Week	Heads of HR function/ HR managers, members of public service boards, line managers, supervisors/ heads of departments, job analysts, members of job description analysis committees.	Sept. 11-15, 2023 Nov. 13-17, 2023 Feb. 12 – 16, 2024 May 13-17, 2024	36,680 (Residential) 26,500 (Non-Residential)
MDPS	Dispute Mediation in the Public Service	1 Week	Middle and senior level managers.	June 12-16, 2023 Sept. 4-8, 2023 Oct. 9-13, 2023 March 4 - 8, 2024 May 13-17, 2024 June 10-14, 2024	36,680 (Residential) 26,500 (Non-Residential)
PMS	Performance Management Systems	2 Weeks	Managers in the public and private sectors across all functions	Oct. 2-13, 2023 Feb. 5-16, 2024 May 13-24, 2024	77,540 (Residential) 53,000 (Non-Residential)
FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS					
FIDAP	Fraud Investigation, Detection & Prevention Course	1 Week	Law enforcement agents, internal auditors, treasurers, accountants and fund managers in all sectors of the economy.	Sept. 4 – 8, 2023 Nov. 6 – 10, 2023 June 10 – 14, 2024	36,680 (Residential) 26,500 (Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
ARA	Audit and Risk Assurance Training	1 week	Heads of Audit and internal auditors	Aug. 21- 25, 2023 Nov. 20- 24, 2023 June 3 -7, 2024	36,680 (Residential) 26,500 (Non-Residential)
FNF	Finance for Non-Finance Managers Course	1 Week	Officers in organizations, who handle financial responsibilities but have no formal training in finance	Sept. 4 -8, 2023 Nov. 13 -17, 2023 Feb. 19– 23, 2024 May 6 -10, 2024	36,680 (Residential) 26,500 (Non-Residential)
IPSAS	International Public Sector Accounting Standards	3 Weeks	Public Sector Accountants, Public sector auditors & Public sector finance officers	Nov. 6 -24, 2023 Mar 4 - 22, 2024	104,400 (Residential) 84,400 (Non-Residential)
RES	Revenue Enhancement Skills Course	2 Weeks	Officers in the organizations charged with Revenue generation, collection, sourcing, and Negotiation	Sept. 4 – 15, 2023 Nov. 6 – 17, 2023 Feb. 12 - 23, 2024 Apr. 15 - 26, 2024	65,200 (Residential) 46,620 (Non-Residential)
PPCM	Public Procurement Contract Management Course	1 Week	Officers in organizations charged with Procurement and Asset Disposal responsibilities.	Sept. 18 – 22, 2023 Feb. 19 – 1 March, 2024 May 13– 24, 2024	36,680 (Residential) 26,500 (Non-Residential)
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	Sept. 18-29, 2023 Nov. 13-24, 2023 Jan. 29 – Feb. 9, 2024 March 18 – 29, 2024 May 6 – 17, 2024	77,540 (Residential) 53,000 (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.	Aug. 14-Sept. 25, 2023 Oct. 16- Nov. 3, 2023 Feb. 19- March 8, 2024 Apr. 8- 26, 2024	104,400 (Residential) 84,400 (Non-Residential)
SRM	Social Risk Management in Development	2 Weeks	Engineers, social specialists, environmental specialists, legal officers, and decision makers who are responsible for project implementation.	Sept. 18 - 29, 2023 March 4 -15, 2024 June 10 - 21, 2024	77,540 (Residential) 53,000 (Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
LEDP	Local Economic Development	2 Weeks	Engineers, social specialists, environmental specialists, legal officers, and decision-makers are responsible for project implementation.	Oct. 16 - 27, 2023 Feb. 12 – 23, 2024 Apr. 15 -26, 2024 June 10 - 21, 2024	77,540 (Residential) 53,000 (Non-Residential)
IEIA	Integrated Environmental Impact Assessment and Audit in Development	3 Weeks	Project managers/planners/decision-makers and specialists at environmental authorities, lead agencies, industry and environmental organizations using EIA to identify and monitor environmental impact of policies, plans, programmes and projects.	July 10 – 28, 2023 Nov. 6 - 24, 2023 March 4 - 22, 2024 June 10 - 28, 2024	104,400 (Residential) 84,400 (Non-Residential)
BEC	Basic Enforcement Course (KSG and NEMA)	2 Weeks	National and County officers responsible for enforcement of environmental law, M & E officers	Nov. 6 - 17, 2023 March 4 - 15, 2024	104,400(Residential) 84,400 (Non-Residential) The cost is exclusive of <ul style="list-style-type: none"> ● NEMA charges ● Externally sourced training materials pegged on the number of participants.
PCM	Project Cycle Management	1 Week	Officers with an interest in projects in National and County Governments, NGOs and Private sectors.	Sept. 4 - 8. 2023 Nov. 13 - 17, 2023 Jan. 29 - Feb 2, 2024 May 13 – 17, 2024	36,680 (Residential) 26,500 (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.	Sept. 11-15, 2023 Nov. 13 – 17, 2023 March 25 - 29, 2024 June 3 – 7, 2024	36,680 (Residential) 26,500 (Non-Residential)
RPW	Research Proposal Writing	1 Week	Officers with research responsibilities or enrolled in postgraduate programs	Aug. 21 - 25, 2023 Nov. 20 - 24, 2023 Feb. 5 - 9, 2024	36,680 (Residential) 26,500 (Non-Residential)

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				May 13 - 17, 2023	
DSD	Data Analysis Skills Development	3 Weeks	Officers responsible for research analysis and interpretation.	Sept. 11-15, 2023 Nov. 13 – 17, 2023 March 25 - 29, 2024 June 3 – 7, 2024	104,400 (Residential) 84,400 (Non-Residential)
CMEP	Crisis Management and Emergency Preparedness	1 Week	Disaster management officers, fire brigade officers, police officers, and rescue and recovery agencies.	Oct. 16 -20, 2023 Jan. 15 - 19, 2024 May 13 -17, 2024	36,680 (Residential) 26,500 (Non-Residential)
PPM	Project Planning & Management Course	4 Weeks	Project managers, planners, agricultural officers, economists, human resource managers, and other professionals involved in project planning and management.	Oct 2 - 27, 2023 March 4 – 29, 2024 Apr. 8– May 3, 2024 May 6 – 31, 2024	116,400 (Residential) 74,240 (Non-Residential)
PDM	Project Development & Management Course	4 Weeks	Project managers, engineers, architects, surveyors, and other professionals who are involved in developing and managing projects.	Sep. 4 - 29, 2023 Nov. 6 - Dec 1, 2023 Feb 5 - Mar 1, 2024 June 3 - 28, 2024	116,400 (Residential) 74,240 (Non-Residential)
LONG TERM PROGRAMMES (More than two months)					
CSW	Certificate in Social Work	7 Months	Officers involved in social development work in National and County Governments: Chiefs, Assistant Chiefs, Village Administrators, NGOs, and CBOs, School leavers and holders of KCSE minimum grade D (plain) or its equivalent.	July 3, 2023 – June 28, 2024 Jan. 23, 2024 – Jan 19, 2026	192,620 (Residential) 116,220 (Non-Residential)
DSW	Diploma in Social Work	16 months	Officers involved in social development work in National and County Governments: Chiefs, Assistant Chiefs, Village	July 4, 2022 – Nov. 3, 2023 Jan. 30, 2023– May 17, 2024	287,620 (Residential) 155,620 (Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
			Administrators, NGOs, and CBOs and school leavers' holding KCSE minimum grade C- (minus) or its equivalent.		
ONLINE COURSES					
SLDP-O	Strategic Leadership Development Program	8 Weeks online & 1 week oncampus	Officers in Job Group N and above or equivalent who are in policy making and leadership roles and have undertaken the Senior Management Course.	July 10 – Sept. 8, 2023 Aug. 7 – Oct. 6, 2023 Sept. 4 – Nov. 3, 2023 Oct. 9 – Dec. 8, 2023 Jan.22 – March 22, 2024 Feb. 19 –Apr.19, 2024 Mar. 18 – May 17, 2024 April 15 - Jun. 14, 2024 May 13 - July 12, 2024 June 10 – Aug. 9, 2024	89,034 (Tuition including LMS & outward bound)
SMC-O	Senior Management Course	8 Weeks	Managers who manage resources in their organizations and are in 'JG' K and above or its equivalent.	July 10 – Sept. 1, 2023 Aug. 14 – Oct. 6, 2023 Sept. 4 – Oct. 27, 2023 Oct. 2 – Nov. 24, 2023 Oct. 23 – Dec. 15, 2023 Jan. 15 – March 6, 2024 Feb. 12 – Apr. 8, 2024 March 11 – May 3, 2024 Apr. 8 – May 31, 2024 May 6 – June 28, 2024 June 3 – July 26, 2024	79,800 (Tuition including LMS & Exam)
SSDC-O	Supervisory Skills Development Course	4 Weeks	Officers in supervisory roles who are accountable for performance	Sept. 4 – 29, 2023 Nov. 6 – Dec. 1, 2023 Feb. 12 –March 8, 2024 May 6 – 31, 2024	30,780 (Tuition including LMS)
SMT-O	Secretarial Management Training Course	8 Weeks	Office administrators working for middle-level managers	Oct. 2 – Nov. 24, 2023 May. 6 – June 28, 2024	79,800 (Tuition including LMS)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
SMS-O	Supervisory Management Skills Course	8 Weeks	Supervisors in JG “G” and above or equivalent	Oct. 2 – Nov. 24, 2023 May 6 – June 21, 2024	79,800 (Tuition including LMS)
PRC-O	Public Relations & Customer Care Course	4 Weeks	Public relations practitioners including front office staff, secretaries and personal assistants in the Public Service, private sector and Non-governmental Organizations (NGOs)	Sept. 4 – 29, 2023 March 4 – 29, 2024	30,780 (Tuition including LMS)
JEP	Job Evaluation Program	2 Weeks	Human Resource Management Officers in National and County Government entities, and private organizations.	On request	17,680 (Tuition including LMS)
COUNTY-SPECIFIC CAPACITY DEVELOPMENT PROGRAMMES (All the other KSG Programmes are available for County Leaders and Staff)					
CODE	PROGRAMME	DURATION	TARGET GROUP	DATE	COSTS (KSH)
OSRM	Enhancement of County Own-Source Revenue	1 Week	County officers responsible for generation, and management of revenue from local resources	Sept. 4 - 8, 2023 Nov. 20 - 24, 2023 Jan. 29 – Feb. 2, 2024 Feb. 19 – 23, 2024 Apr. 22-26, 2024	36,680 (Residential) 26,500 (Non-Residential)
LPCA	Induction Program for Members of County Assembly	1 Week	Members of County Assembly, Speakers of County Assembly, and Assembly Clerks.	Sept. 18 - 22, 2023 Oct. 30 – Nov. 3, 2023 March 18 - 22, 2024 May 6 – 10, 2024	36,680 (Residential) 26,500 (Non-Residential)
MCAH	Management of County Assembly Committee Hearings	1 Week	Elected or nominated members of the county assembly.	Aug. 14 - 18, 2023 Nov. 13 - 17, 2023 Jan. 22 - 26, 2024 May 20 - 24, 2024	36,680 (Residential) 26,500 (Non-Residential)
ICEC	Induction Program for County Executive Committee Members (CECs)	1 Week	Newly employed County Executive Committee Members	Sept. 19 – 23, 2023 Oct. 23 – 27, 2023 Apr. 22-26, 2024	36,680 (Residential) 26,500 (Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
ICCO	Induction Program for County Chief Officers	1 Week	Newly employed Chief Officers	Sept. 4 – 8, 2023 Oct. 23-27, 2023 Apr. 15-19, 2024	36, 680 (Residential) 26,500 (Non–Residential)
ICA	Induction Program for Ward Administrators	2 Weeks	Newly employed Ward Administrators	Sept. 4-15, 2023 Nov. 27 – Dec. 8, 2023 March 11 -22, 2024 May 86– 17, 2024	55,700 (Residential) 37,120 (Non-Residential)
IMCA	Induction Program for Members of County Assembly (MCAs)	1 Week	Elected or Nominated Members of County Assembly and County Assembly Clerks	On request	36, 680 (Residential) 26,500 (Non–Residential)
MCAC	Management of County Assembly Committee Affairs	1 Week	Committee Members	Sept. 25-29, 2023 Dec. 4-8, 2023 Feb. 19 – 23 , 2024 June 3– 7, 2024	36,680 (Residential) 26,500 (Non–Residential)
ICD	Induction Program for County Directors	1 Week	Newly employed Directors	On request	36,680 (Residential) 26,500 (Non– Residential)
CCM	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	July 17-21, 2023 Nov. 6-10, 2023 Feb. 5 -9, 2024 Apr. 8 – 12, 2024	36,680 (Residential) 26,500 (Non–Residential)
ICPC	Induction Program for County Public Service Boards (CPSB)	1 Week	Newly employed CPSB Members	Sept. 18-22, 2023 Nov. 13-17, 2023 March 4 -8, 2024 May 6 – 10, 2024	36,680 (Residential) 26,500 (Non–Residential)
ICAC	Induction Program for County Assembly Committees	1 Week	Newly Appointed Committee Members	On request	36,680 (Residential) 26,500 (Non– Residential)
CPC	County Planning Course	1 Week	County Officers who play a leading role in the formulation, implementation, and evaluation of county development plans, Programs and projects	On request	36,680 (Residential) 26,500 (Non–Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
CRME	County Results Based Monitoring and Evaluation Course	1 Week	Officers involved in project development and management including: departmental heads, planners, project coordinators, and managers	On request	36,680 (Residential) 26,500 (Non-Residential)
LCD	County Leadership Course	1 Week	Newly Employed Directors	Oct. 23-27, 2023 Jan. 22-26, 2024 May 20-24, 2023	36, 680 (Residential) 26, 500 (Non-Residential)
CHR	County Human Resource Management and Development Course	1 Week	Senior officers in the county government	On request	36,680 (Residential) 26,500 (Non-Residential)
CPM	County Performance Management Course	1 Week	Heads of Departments and Heads of Sections	On request	36,680 (Residential) 26,500 (Non-Residential)
COURSES HELD ON DEMAND AT KSG EMBU CAMPUS					
Public Service Induction Program		4 weeks	Newly employed officers in the public service for National and County Governments, independent commissions and state corporations	116,400 (Residential) 74,240 (Non-Residential)	
Essential Computer Skills Course		4 Weeks	School Leavers, and Public and Private officers of institutions. These include middle-level Managers and officers working in Accounts, Stores, Registry, & Library.	9,500 (Non-Residential)	

NOTES:

A. TRAINING CONSULTANCIES

1. Kshs. **90,000 - 120,000** (VAT Exclusive) per day for facilitation if the participants are less than 25 in number.
2. Kshs. **3,500 – 5,000** (VAT Exclusive) per person per day if the participants are more than 25 in number
3. If the training is at KSG, there will be extra charges for either:
 - Accommodation; or
 - Conference package
4. If the training is out of KSG, other training administrative charges will be included as per request.

B. IN-HOUSE PREFERRED COURSES

The charges for the In-House preferred courses will be dictated by:

- The number of days for training
- The number of participants to be trained
- The location for the training

C. APPLICATION PROCEDURE

All courses are open to participants from government, NGOs, and private organizations.

All applications will be conducted online through www.embu.ksg.ac.ke

D. PAYMENT DETAILS

The course fee should be paid **after obtaining the admission letter and Pro-forma invoice** to the following account:

Account Name: **Kenya School of Government, Embu**

Bank: **Kenya Commercial Bank**

Branch: **Embu**

A/C No.: **1146029837**

E. CONTACTS:

For more information on the courses visit our website through www.embu.ksg.ac.ke or **contact:**

<p>Admissions Office Kenya School of Government P.O Box 402-60100 Embu Tel: (068) 2231364/2231866/ 2231824/ Mobile: 0722297356/0792718171 Email: admissions.embu@ksg.ac.ke / info.embu@ksg.ac.ke Website: www.embu.ksg.ac.ke.</p>
