



KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service

EMBU CAMPUS

TRAINING CALENDAR 2024/2025



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 2024/2025

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
EXECUTIVE LEADERSHIP PROGRAMS					
TLC	Transformative Leadership Course	1 Week	Public officials and other individuals responsible for institutional and business re-engineering in their organizations.	Nov 4-8, 2024 Mar 3-7, 2025 Jun 9-13, 2025	79,576(Residential) 44,774 (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 8-Aug 16, 2024 Aug 26- Oct 4,2024 Oct 7- Nov 15, 2024 Jan 20 –Feb 28, 2024 Mar 31 – May 9 2025 May12 –Jun 20, 2025	266,815 (Residential) 189,200 (Non-Residential)
SLDP-O	Strategic Leadership Development Program-Online	10 Weeks (Last week takes place on campus)		July 1-Sept. 6, 2024 Aug 5-Oct.11, 2024 Sept. 9-Nov 15, 2024 Oct. 7-Dec. 8, 2024 Jan 20-March 28, 2025 Feb. 10-Apr.18, 2025 March 31-June 6, 2025 April 21-27 Jun 2025	125,280 (Tuition including LMS & outward bound)
IRCM	Institutional Re-engineering and Change Management Course	1 Week	Senior officers in organizations responsible for processes and systems. <i>Participants will acquire knowledge on how to maintain a goal-oriented approach by instituting clear, non-negotiable objectives and designing incentives to ensure these goals are achieved. Basically, preparing for change, introducing change and making the change stick.</i>	Sept. 16 - 20, 2024 Mar 24 - 28, 2025	79,576(Residential) 44,774(Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
CGC	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>	July 8 – 12, 2024 Sept. 23 - 27, 2024 Mar 24 - 28, 2025	79,576(Residential) 44,774(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 1 - 26, 2022 Jul 29- Aug 23, 2024 Aug 26- Sept. 20, 2024 Sep 9 – Oct 4, 2024 Oct 7 – Nov 1, 2024 Nov 4 – 29, 2024 Jan 6 – 31, 2025 Feb 3 – 28, 2025 Mar 3 – 28, 2025 Apr 7 – May 2, 2025 May 5 – 30, 2025 June 2 – 27, 2025	197,618(Residential) 114,989(Non-Residential)
SMC-O	Senior Management Course-Online	8 Weeks (Exams to be done on campus for 2 days)		July 8-Aug30, 2024 Aug 26-Oct 18, 2024 Oct 21-Dec 13, 2024 Jan 20-Mar 14, 2025 Feb 3-Mar 28, 2025 Mar 17-May 9, 2025 Apr 7-May 30, 2025 May 5-June 27, 2025	92,800 (Tuition including LMS & Exam)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
TOT	Training of Trainers	2 Weeks	Trainers, training managers, members of training committees, human resource officers and community officers.	Aug 19-30, 20224 Nov 18-29, 2024 Apr 7—18, 2025	113,666(Residential) 68,586(Non-Residential)
YLD	Young Leaders Development Program	1 week	Leaders from across universities & middle-level colleges including elected, nominated & aspiring young leaders.	On request	60,649(Residential) 38,821(Non-Residential)
YEA	Youth Entrepreneurship in Agriculture	2 Weeks	Youth interested in agribusiness such as crop and animal husbandry, agro-processing, manufacturing of inputs and animal feeds etc	Nov 11-22, 2024	113,666(Residential) 68,586(Non-Residential)
EYSE	Entrepreneurship for Youth engaged in SMEs	1 week	Youth from various sectors within the economy.	March 3-7 2025	60,649(Residential) 38,821(Non-Residential)
ADR	Alternative Dispute Resolution and Restoration Program	1 Week	Officer who play mediation and conflict resolutions in National and County Government, State Corporations, Development Agencies Water bodies providers, NGOs and private sectors	Sept 23-27, 2024 May 19-23, 2025	79,576(Residential) 44,774(Non-Residential)
PUBLIC SERVICE INDUCTION PROGRAMS					
IPS	Induction Program for the Public Service	2 Weeks	Newly appointed, redeployed, re-designated or promoted officers at all levels	On request	113,666(Residential) 68,586(Non-Residential)
ITCS	Induction Program in Public Service Excellence	1 Week	Newly employed officers and other interested persons.	On request	60,649(Residential) 38,821(Non-Residential)
IPSA	Induction Program for Special Advisors	1 Week	Officials engaged to provide specialized policy or strategic support.	On request	79,576 (Residential) 44,774 (Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
IPSB	Induction Program for Public Sector Boards	5 days	Newly appointed or reconstituted Public Sector Boards. <i>The purpose of induction is to enable an officer adapt and acquaint self with the position/job requirements, organizational/work environment and public service culture.</i>	On request	79,576(Residential) 44,774(Non-Residential)
PUBLIC SERVICE ETHICS AND INTEGRITY PROGRAMS					
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.	On request	156,507 (Residential) 86,547 (Non-Residential)
EVIT	Ethics, Values and Integrity Development Program for Technical Officers	3 Weeks	Public Officers from 'JG' A-K or its equivalent	On request	156,507(Residential) 86,547 (Non-Residential)
PVS	Public Service Values and Ethics for Managerial Officers	1 Week	Middle-level managers in the national and county governments.	On request	60,649(Residential) 38,821(Non-Residential)
PSV	Professional Standards & Values in the Public Service	1Week	Officers managing QMS in Ministries, Departments, Agencies and Counties	On request	79,576(Residential) 44,774(Non-Residential)
COMMUNICATION DEVELOPMENT PROGRAMS					
CMM	Conduct of Meetings and Minute Writing Course	1 Week	Managers/officers whose portfolios entail chairing or taking minutes in meetings	Nov 4 -8, 2024 Apr 14-18, 2025	60,649(Residential) 38,821(Non-Residential)
PEEM	Government Protocol, Etiquette and Events Management.	1 Week	Senior officers, protocol officers, event managers, Front office staff, and other interested persons	July1-5, 2024 Nov4-8, 2024 Feb10-14 ,2025	79,576(Residential) 44,774(Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
RWC	Report Writing Course	1 Week	Managers/officers involved in report production.	Sept 9-13, 2024 Feb 3-7, 2025	60,649(Residential) 38,821(Non-Residential)
PRCC	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 1-12, 2024 Sept 9-20, 2024 Nov 11-22, 2024 Jan 13-24,2025 Mar 17-28, 2025 June 2- 13, 2025	113,666(Residential) 68,586(Non-Residential)
CCT	Customer Care Course	1 Week	Front office staff, secretaries and personal assistants in the Public Service, private sector and Non-governmental Organizations (NGOs)	Aug 19-23,2024 Mar 10-14,2025	60,649(Residential) 38,821(Non-Residential)
SUPERVISORY SKILLS DEVELOPMENT PROGRAMS					
MOA	Management Course for Office Administrators	4 Weeks	Office administrators working for middle-level managers	Sep. 2 - 27, 2024 Nov 4- 29, 2024 Jan. 20 – Feb 14, 2025 May 5 - 30, 2025	197,618(Residential) 114,989(Non-Residential)
MOA-O	Management Course for Office Administrators-Online	8 Weeks		On request	92,800 (Tuition including LMS)
SSDC	Supervisory Skills Development Course	2 Weeks	Officers from National and County Government 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.	July1-12, 2024 Oct7-18, 2024 Nov4-15, 2024 Jan13-24,2025 Mar 17-28,2025 May 12-23,2025	113,666(Residential) 68,586(Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
SSDC-O	Supervisory Skills Development Course- Online	4 Weeks		On request	46,400 (Tuition including LMS)
Moa	Management Skills Course	4 Weeks	Supervisors in JG “G” and above or equivalent	July 8-Aug 2, 2024 Nov 4-29 2024 Mar3-28,2025	197,618(Residential) 114,989(Non-Residential)
MSC-O	Management Skills Course- Online	8 Weeks		On request	92,800 (Tuition including LMS)
PCC	Proficiency Course for Clerical Officers	2 Weeks	Officers intending to sit for Proficiency Examination for Clerical Officers	July 7 – 18, 2025 Jul 21– 8 Aug, 2025	113,666(Residential) 68,586(Non-Residential)
HSC	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.	July15-26,2024 Sep 16-27,2024 Nov 4-15,2024 Feb 3-14, 2025	113,666(Residential) 68,586(Non-Residential)
RMC	Records Management Course	4 weeks	Officers responsible for maintenance of records	Aug 5-30, 2024 April 7-May 2 2025	197,618(Residential) 114,989(Non-Residential)
RPP	Retirement Planning Program	1 Week	All employees with an interest in retirement planning and making informed decisions about it.	4July 22-26, 2024 Oct 14-17, 2024 Feb 10-14, 2025 June 9-13,2025	60,649(Residential) 38,821(Non-Residential)
ECSC	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)-Tuition only Essential Computer Skills Course	

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS					
FNF	Finance for Non-Finance Managers Course	1 Week	Officers in organizations, who handle financial responsibilities but have no formal training in finance	Sep23-27, 2024 Mar 10-14 ,2025	79,576(Residential) 44,774(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)	On request	79,576(Residential) 44,774(Non-Residential)
PIM	Productivity Measurement and Improvement	1 Week	Human resource directors and managers, development officers and quality assurance officers.	Aug 19-23, 2024 May 5-9,2025	79,576(Residential) 44,774(Non-Residential)
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.	On request	79,576(Residential) 44,774(Non-Residential)
PROJECT MANAGEMENT AND ENVIRONMENTAL PROGRAMS					
PMER	Project Monitoring, Evaluation & Reporting	2 weeks	All public officers responsible for project management	Feb 3-14,2025	113,666(Residential) 68,586(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.	Sep 2-27, 2024 Feb 3-28, 2025 May 12-Jun 6,2025	197,618(Residential) 114,989(Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
PDM	Project Development & Management Course	4 Weeks	Project managers, engineers, architects, surveyors, and other professionals who are involved in developing and managing projects.	Sep. 2 - 27, 2024 Nov. 4 - 29, 2024 Feb 3 – 28 , 2025 June 2 - 27, 2025	197,618(Residential) 114,989(Non-Residential)
CAMPUS SPECIFIC COURSES					
RES	Revenue Enhancement Skills Course	2 Weeks	Officers in the organizations charged with Revenue generation, collection, sourcing, and Negotiation	July 29-9 Aug. 2024 Feb 17-28, 2025	113,666(Residential) 68,586(Non-Residential)
CSW	Certificate in Social Work	12 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.		75,000 (Non-Residential)
DSW	Diploma in Social Work	24 months	Officers involved in social development work in National and County Governments: Chiefs, Assistant Chiefs, Village Administrators, NGOs, and CBOs and school leavers' holding KCSE minimum grade C- (minus) or its equivalent.		148,000 (Non-Residential)
PPD	Project proposal Development	1 Week	Managers /officers responsible for planning and managing projects in both national and county governments as well as the private sector.	Dec 2-6, 2024	60,649(Residential) 38,821(Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
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.	On request	79,576(Residential) 44,774(Non-Residential)
RPW	Research Proposal Writing	1 Week	Officers with research responsibilities or enrolled in postgraduate programs	On request	79,576(Residential) 44,774(Non-Residential)

NOTES:

A. TRAINING CONSULTANCIES

1. Kshs. **118,042** (VAT Inclusive) per day for facilitation if the participants are less than 25 in number.
2. Kshs. 4,722 (VAT Inclusive) 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: 0792718171 Email: admissions.embu@ksg.ac.ke / info.embu@ksg.ac.ke Website: www.embu.ksg.ac.ke.</p>
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