



KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service

EMBU CAMPUS

TRAINING CALENDAR 2025/2026



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 2025/2026

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
EXECUTIVE LEADERSHIP PROGRAMS					
AOP	Accounting Officers Program	5 Days	Accounting Officers in Ministries, County Governments, State Corporations, Constitutional Commissions, Legislature, Judiciary, Independent offices, and private sector corporate.	Mar 9-13, 2026	175,000 (Non-Residential)
TLC	Transformative Leadership Course	1 Week	Public officials and other individuals responsible for institutional and business re-engineering in their organizations.	Mar 2-6, 2026 Jun 8-12, 2026	117,000(Residential) 87,000(Non-Residential)
SLDP	Strategic Leadership Development Program	6 Weeks	Officers in Job Group N ('CSG 8') and above or equivalent who are in policy making and leadership roles and have undertaken the Senior Management Course.	July 21 – Aug 29, 2025 Aug 18 – Sept 26, 2025 Sept 29 – Nov 7, 2025 Oct 27 – Dec 5, 2025 Jan 19 – Feb 27, 2026 Feb 16 – Mar 27, 2026 March 30 – May 8, 2026 April 13 – May 22, 2026 May 11 – June 19, 2026	266,815 (Residential) 189,200 (Non-Residential)
SLDP-O	Strategic Leadership Development Program Online	10 weeks (Blended online and physical)		July 21 – Sept 26, 2025 Sept 29 – Dec 5, 2025 Jan 19 - Mar 27, 2026 Mar 16 – May 22, 2026	125,280 (Online)
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 7 – 11, 2025 Sept. 22 - 26, 2025 Mar 23 - 27, 2026	117,000(Residential) 87,000(Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
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 7 – Aug 1, 2025 Aug 4 – 29, 2025 Sep 8 – Oct 3, 2025 Oct 6 – 31, 2025 Nov 3 – 28, 2025 Nov 17 - Dec 12, 2025 Jan 12 – Feb 6, 2026 Feb 9 – March 6, 2026 March 9 – April 3, 2026 April 6 – May 1, 2026 May 11 – June 5, 2026 June 8 – July 3, 2026	197,618(Residential) 114,989(Non-Residential)
SMC-O	Senior Management Course Online	8weeks		July 7 – Aug 29, 2025 Sep 8 – Oct 31, 2025 Oct 13 – Dec 5, 2025 Jan 12 – Mar 6, 2026 April 6 – June 5, 2026	92,800 (Online) <i>Charges not inclusive of accommodation during the exam period</i>
MSA	Management of Student Affairs in Universities and Tertiary Institutions	10 Days	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.	May 4 -15, 2026	113,666(Residential) 68,586(Non-Residential)

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 18 - 29, 2025 Apr 6 - 17, 2026	113,666(Residential) 68,586(Non-Residential)
ECIPS	Essentials of Counseling in the Public Service	10 Days	All public officers	May 4 - 15, 2026	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 10-21, 2025	113,666(Residential) 68,586(Non-Residential)
EYSE	Entrepreneurship for Youth engaged in SMEs	1 week	Youth from various sectors within the economy.	March 2-6 2026	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 22-26, 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	1 Week	Newly employed officers and other interested persons.	On request	60,649 (Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
	Excellence				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)
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)
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 3 -7, 2025 Apr 13-17, 2026	60,649 (Residential) 38,821 (Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
PEEM	Government Protocol, Etiquette and Events Management.	1 Week	Senior officers, protocol officers, event managers, Front office staff, and other interested persons	July7-11, 2025 Nov3-7, 2025 Feb9-13 ,2026	79,576(Residential) 44,774(Non-Residential)
RWC	Report Writing Course	1 Week	Managers/officers involved in report production.	Sept 8-12 2025 Feb 2-6, 2026	60,649(Residential) 38,821(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 18-22,2025 Mar 9-13,2026	60,649(Residential) 38,821(Non-Residential)
CSPS	Communication Skills for Public Service Officers	5 Days	Officers in the County and National Government responsible for packaging and disseminating information.	Feb 2-6, 2026	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. 1 - 26, 2025 Nov 3- 28, 2025 Jan. 19 – Feb 13, 2026 May 4 - 29, 2026	197,618(Residential) 114,989(Non-Residential)
MSC	Management Skills Course	4 Weeks	Supervisors in JG “G” and above or equivalent	July 7-Aug 1, 2025 Nov 3-28 2025 Mar2-27,2026	197,618(Residential) 114,989(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.	Nov 3-14,2025 Jun8-19, 2026	113,666(Residential) 68,586(Non-Residential)
RMC	Records Management Course	4 weeks	Officers responsible for maintenance of records	April 6-May 1 2026	197,618(Residential) 114,989(Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
PCC	Proficiency Course for Clerical Officers	2 Weeks	Officers intending to sit for Proficiency Examination for Clerical Officers	Aug 18-29, 2025 July 6 – 17, 2026 Jul 20 – 31 2026	113,666(Residential) 68,586(Non-Residential)
RPP	Retirement Planning Program	1 Week	All employees with an interest in retirement planning and making informed decisions about it.	July 21-25, 2025 Oct 13-17, 2025 Feb 9-13, 2026 June 8-12,2026	60,649(Residential) 38,821(Non-Residential)
ECS	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	
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	Sep22-26, 2025 Mar 9-13,2026	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)	Mar 23 - 27,2026	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 18-22, 2025 May 4-8,2026	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	Feb 9-13, 2026	79,576(Residential) 44,774(Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
			departments, job analysts, members of job description analysis committees.		
PROJECT MANAGEMENT AND ENVIRONMENTAL PROGRAMS					
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.	May25-29,2026	79,576(Residential) 44,774(Non-Residential)
RPW	Research Proposal Writing	1 Week	Officers with research responsibilities or enrolled in postgraduate programs	May25-29,2026	79,576(Residential) 44,774(Non-Residential)
PMER	Project Monitoring, Evaluation & Reporting	2 weeks	All public officers responsible for project management	Feb 2-13,2026	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.	Nov 3-28,2025 May 4-29, 2026	197,618(Residential) 114,989(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.	May 4-29, 2026	197,618(Residential) 114,989(Non-Residential)
CAMPUS SPECIFIC COURSES					
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		75,000 (Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
			KCSE minimum grade D (plain) or its equivalent.		
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)

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:**

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.
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