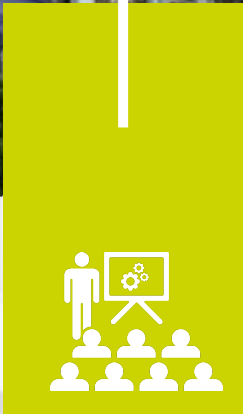




**KENYA SCHOOL OF GOVERNMENT  
EMBU CAMPUS**  
*Empowering the Public Service*

**2026  
2027**



2026 - 2027 FY

# **TRAINING** Calendar





# Training Calendar

2026 - 2027 FY

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 2026/2027

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
<b>EXECUTIVE LEADERSHIP PROGRAMS</b>					
<b>TLC</b>	<b>Transformative Leadership Course</b>	1 Week	Public officials and other individuals responsible for institutional and business re-engineering in their organizations.	Mar 1-5, 2027 Jun 7-11, 2027	117,000(Residential) 87,000(Non-Residential)
<b>SLDP</b>	<b>Strategic Leadership Development Program</b>	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 6– Aug 14 2026 Aug 17– Sept 25 2026 Sept 28– Nov 6 2026 Nov 9– Dec 18 2026 Jan 11 – Feb 19 2027 Feb 22 – Apr 2, 2027 April 5 - May 14 2027 May 17 - June 25 2027 June 28 – Aug 6,2027	266,815 (Residential) 189,200 (Non-Residential)
<b>SLDP-O</b>	<b>Strategic Leadership Development Program Online</b>	10 weeks (Blended online and physical)		July 6 – Sept 11, 2026 Sept 14 – Nov 20, 2026 Jan 11 - Mar 19, 2027 Mar 22 – May 28, 2027 May 31 – Aug 6, 2027	149,280 (9weeks Online + 1 on campus training in Embu campus)
<b>CGC</b>	<b>Corporate Governance</b>	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>	July6 – 10, 2026 Sept. 21 - 25, 2026 Mar 22 - 26, 2027	117,000(Residential) 87,000(Non-Residential)
<b>PDSA</b>	<b>Prevention of Alcohol, Drug and Substance Abuse</b>	5 Days	Staff of all cadres including but not limited to: Executives, General Managers, Heads of Departments, Senior Managers, Drugs and Substance Abuse Committee Members, Peer Counsellors, Human Resource Staff, Chiefs and Sub-chiefs.	May 3 - 7, 2027	79,576 (Residential) 44,774 (Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
<b>MANAGEMENT DEVELOPMENT PROGRAMS</b>					
<b>SMC</b>	<b>Senior Management Course</b>	4 Weeks	Managers who are responsible for managing resources in their organizations and are in 'JG' K and above or its equivalent.	July 6 – 31, 2026 Aug 3 – 28, 2026 Aug 31 – Sept 25, 2026 Sept 28 – Oct 23, 2026 Oct 26 – Nov 20, 2026 Nov 23 - Dec 18, 2026 Jan 11 – Feb 5, 2027 Feb 8 – Mar 5, 2027 Mar 8 – April 2, 2027 April 5 – 30, 2027 May 3 – 28, 2027 May 31 – June 25, 2027	197,618(Residential) 114,989(Non-Residential)
<b>SMC-O</b>	<b>Senior Management Course Online</b>	8weeks		July 6 – Aug 28, 2026 31 Aug – Oct 23, 2026 Oct 26 – Dec 18, 2026 Jan 11 – Mar 5, 2027 Mar 8 – Apr 30, 2027 May 3-Jun 25, 2027	92,800 (Online) <i>Charges not inclusive of accommodation during the exam period</i>
<b>MSA</b>	<b>Management of Student Affairs in Universities and Tertiary Institutions</b>	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 3 -14, 2027	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 17 - 28, 2026 Apr 5 - 16, 2027	113,666(Residential) 68,586(Non-Residential)
ECIPS	Essentials of Counseling in the Public Service	10 Days	All public officers	On request	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.	On request	113,666(Residential) 68,586(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	On request	79,576(Residential) 44,774(Non-Residential)
<b>PUBLIC SERVICE INDUCTION PROGRAMS</b>					
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	79,576 (Residential) 44,774 (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	1 Week	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</i>	On request	79,576(Residential) 44,774(Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
			<i>requirements, organizational/ work environment and public service culture.</i>		
<b>PUBLIC SERVICE ETHICS AND INTEGRITY PROGRAMS</b>					
EVIM	<b>Ethics, Values and Integrity Development Program for Managers</b>	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	<b>Ethics, Values and Integrity Development Program for Technical Officers</b>	3 Weeks	Public Officers from 'JG' A-K or its equivalent	On request	156,507(Residential) 86,547 (Non-Residential)
PVS	<b>Public Service Values and Ethics for Managerial Officers</b>	1 Week	Middle-level managers in the national and county governments.	On request	60,649(Residential) 38,821(Non-Residential)
GEIT	<b>Public Service Governance, Ethics and Integrity Transformation Program</b>	1 Week	This Program is intended for Executive, Top Management, middle level,  <b>Entry Requirements</b>  work experience and job level as may be appropriate	On request	60,649(Residential) 38,821(Non-Residential)
<b>COMMUNICATION DEVELOPMENT PROGRAMS</b>					
CMM	<b>Conduct of Meetings and Minute Writing Course</b>	1 Week	Managers/officers whose portfolios entail chairing or taking minutes in meetings	Nov 2 -6, 2026 Apr 12-16, 2027	60,649(Residential) 38,821(Non-Residential)
PEEM	<b>Government Protocol, Etiquette and Events Management.</b>	1 Week	Senior officers, protocol officers, event managers, Front office staff, and other interested persons	Jul 6-10, 2026 Nov 2-6, 2026 Feb 8-12 ,2027	79,576(Residential) 44,774(Non-Residential)
RWC	<b>Report Writing Course</b>	1 Week	Managers/officers involved in report production.	Sept 7-11 2026 Feb 1-5, 2027	60,649(Residential) 38,821(Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
SCG	<b>Strategic Communication in Government</b>	1 Week	This Program is specifically designed for leaders in the national and county governments, and the Judiciary in Kenya. Public communication and information officers (Civil Service Grade 6 (or its equivalent) and above.	Feb 1-5, 2026	79,576(Residential) 44,774(Non-Residential)
CCT	<b>Customer Care Course</b>	1 Week	Front office staff, secretaries and personal assistants in the Public Service, private sector and Non-governmental Organizations (NGOs)	Aug 17-21,2026 Mar 8-12,2027	60,649(Residential) 38,821(Non-Residential)
CSPS	<b>Communication Skills for Public Service Officers</b>	5 Days	Officers in the County and National Government responsible for packaging and disseminating information.	Feb 1-5, 2027	60,649(Residential) 38,821(Non-Residential)
<b>SUPERVISORY SKILLS DEVELOPMENT PROGRAMS</b>					
MOA	<b>Management Course for Office Administrators</b>	4 Weeks	Senior office administrators in ministries, county Governments and state corporations	Aug 31- Sept 25, 2026 Nov 2- 27, 2026 Jan. 18 – Feb 12, 2027 May 3 - 28, 2027	197,618(Residential) 114,989(Non-Residential)
MSC	<b>Management Skills Course</b>	4 Weeks	Supervisors in JG “G” and above or equivalent	July 6-31, 2026 Nov 2-27 2026 Mar 1-26,2027	197,618(Residential) 114,989(Non-Residential)
HSC	<b>Hospitality Skills Development Course</b>	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 2-13,2026 Jun 7-18, 2027	113,666(Residential) 68,586(Non-Residential)
RMC	<b>Records Management Course</b>	4 weeks	Officers responsible for maintenance of records	April 5-30 2027	197,618(Residential) 114,989(Non-Residential)
PCC	<b>Proficiency Course for Clerical Officers</b>	2 Weeks	Officers intending to sit for Proficiency Examination for Clerical Officers	Aug 17-28, 2026 July 5 – 16, 2027 Jul 19 – 30 2027	113,666(Residential) 68,586(Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
RPP	Retirement Planning Program	1 Week	All employees with an interest in retirement planning and making informed decisions about it.	July 20-24, 2026 Oct 12-16, 2026 Feb 8-12, 2027 June 7-18,2027	79,576 (Residential) 44,774 (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.	<b>9,500</b> (Non-Residential)-Tuition only <b>Essential Computer Skills Course</b>	
<b>FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS</b>					
FNF	Finance for Non-Finance Managers Course	1 Week	Officers in organizations, who handle financial responsibilities but have no formal training in finance	Sep21-25, 2026 Mar 8-12,2027	79,576(Residential) 44,774(Non-Residential)
FMSB	Financial Management for Small Scale Business Owners	5 Days	The Financial Management for Small Businesses Program targets small business owners who have already started and running their businesses.	Jan 26 – 30, 2026	79,576(Residential) 44,774(Non-Residential)
<b>HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMS</b>					
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 22 - 26,2027	79,576(Residential) 44,774(Non-Residential)
PIM	Productivity Improvement and Measurement	1 Week	Human resource directors and managers, development officers and quality assurance officers.	Aug 17-21, 2026 May 3-7,2027	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	Feb 8-12, 2027	79,576(Residential) 44,774(Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
			job description analysis committees.		
<b>PROJECT MANAGEMENT AND ENVIRONMENTAL PROGRAMS</b>					
<b>RPW</b>	<b>Research Proposal Writing</b>	1 Week	Officers with research responsibilities or enrolled in postgraduate programs	Sep21-25, 2026 Mar 8-12,2027	79,576(Residential) 44,774(Non-Residential)
<b>PMER</b>	<b>Project Monitoring, Evaluation &amp; Reporting</b>	2 weeks	All public officers responsible for project management	Feb 1-12,2027	113,666(Residential) 68,586(Non-Residential)
<b>PPM</b>	<b>Project Planning &amp; Management Course</b>	4 Weeks	Project managers, planners, agricultural officers, economists, human resource managers, and other professionals involved in project planning and management.	Nov 2-27,2026 May 9-28, 2027	197,618(Residential) 114,989(Non-Residential)
<b>PPD</b>	<b>Project proposal Development</b>	1 Week	Managers /officers responsible for planning and managing projects in both national and county governments as well as the private sector.	May 24-28,2027	79,576(Residential) 44,774(Non-Residential)
<b>PDM</b>	<b>Project Development &amp; Management Course</b>	4 Weeks	Project managers, engineers, architects, surveyors, and other professionals who are involved in developing and managing projects.	May 3-28, 2027	197,618(Residential) 114,989(Non-Residential)
<b>CAMPUS SPECIFIC COURSES</b>					
<b>CSW</b>	<b>Certificate in Social Work</b>	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)



<b>CODE</b>	<b>PROGRAMME</b>	<b>DURATION</b>	<b>TARGET GROUP</b>	<b>DATES</b>	<b>COSTS (KSH)</b>
<b>DSW</b>	<b>Diploma in Social Work</b>	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](http://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](http://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](mailto:admissions.embu@ksg.ac.ke) /[info.embu@ksg.ac.ke](mailto:info.embu@ksg.ac.ke)**  
**Website: [www.embu.ksg.ac.ke](http://www.embu.ksg.ac.ke).**