



KENYA SCHOOL OF GOVERNMENT
Empowering the Public Service



EMBU CAMPUS PROSPECTUS 2020/2021

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 acquisition of wider and deeper knowledge about social and economic issues of national, regional and global concern beyond 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 the 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 a 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 the 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 projects.

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

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TRAINING CALEDAR FOR 2020/2021

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
EXECUTIVE LEADERSHIP PROGRAMMES					
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 9 - 13, 2020 Feb 8 - 12, 2021 May 17 - 21, 2021	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.	June 8 - July 17, 2020 July 27 - Sept 4, 2020 Aug 10 - Sept 18, 2020 Sept 14 - Oct 23, 2020 Nov 2 - Dec 11, 2020 Jan 11 - Feb 19, 2021 Mar 1 - Apr 9, 2021 Apr 19 - May 28, 2021 June 7 - July 16, 2021	152,000(Residential) 92,220(Non-Residential)
CLG	Corporate Leadership and Governance Course	1 Week	Members of boards and councils of state corporations, constitutional commissions and semi-autonomous government agencies.	Sept 14 - 18, 2020 Nov 16 - 20, 2020 Mar 8 - 12, 2021 June 21 - 25, 2021	36,680 (Residential) 26,500 (Non-Residential)
MANAGEMENT DEVELOPMENT PROGRAMS					
SMC	Senior Management Course	4 Weeks	Managers responsible for managing resources in their organizations' and are in 'JG' K and above or its equivalent.	July 13- Aug 7, 2020 Aug 10 - Sept 4, 2020 Sept 7 - Oct 2, 2020 Oct 5 - 30, 2020 Nov 2 - 27, 2020 Nov 16 - Dec 11, 2020 Jan 11 - Feb 5, 2021 Feb 8 - Mar 5, 2021 Mar 8 - Apr 2, 2021 April 5 - 30, 2021 May 3 - 28, 2021 May 31 - June 25, 2021 June 28 - July 23, 2021	116,400(Residential) 74,240(Non-Residential)

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SPM	Strategic Planning and Management	1 Week	Officers who require knowledge and skills in envisioning the “big picture” in the organization	Aug 3 - 7, 2020 Nov 16 - 20, 2020 Mar 1 - 5, 2021 June 7 - 11, 2021	26,600 (Residential) 18,560 (Non-Residential)
GAC	Government Advisors Course	2 weeks	Officers in the National and County Government charged with responsibility of advising the Government	Nov 9 - 20, 2020 Apr 12 - 23, 2021	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 5 - 30, 2020 Apr 26 - May 21, 2021	116,400 (Residential) 74,240 (Non-Residential)
SMT	Secretarial Management Training Course	4 Weeks	Office administrators working for middle-level managers	Aug 10 - Sept 4, 2020 Oct 5 - 30, 2020 Jan 18 - Feb 12, 2021 Apr 26 - May 21, 2021	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 3 - 14, 2020 Aug 17 - 28, 2020 Nov 23 - Dec, 2020 Apr 12 - 23, 2021	55,700 (Residential) 37,120 (Non-Residential)
AEYE	Agricultural Entrepreneurship for Youth Empowerment	2 Weeks	Youth with an interest in agricultural entrepreneurship	Aug 10 - 21, 2020 Nov 16 - 27, 2020 Mar 8 - 19, 2021 May 17 - 28, 2021	65,200 (Residential) 46,620 (Non-Residential)
EVIM	Ethics, Values and Integrity Development Program for Managers	3 Weeks	Officers responsible for managing resources in their organizations’ and are in ‘JG’ L-P or its equivalent	Aug 10 - 28, 2020 Mar 8 - 26, 2021	84,800 (Residential) 55,680 (Non-Residential)

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YLD	Young Leaders Development Program	6 days	Leaders from across universities & middle level colleges including elected, nominated & aspiring young leaders.	Oct 5 - 9, 2020 May 17 - 22, 2021	26,600 (Residential) 18,560 (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 9 - 13, 2020 April 12 - 16, 2021	26,600 (Residential) 18,560 (Non-Residential)
RWC	Report Writing Course	1 Week	Managers/officers involved in report production	Sept 7 - 11, 2020 Feb 1 - 5, 2021	26,600 (Residential) 18,560 (Non-Residential)
PEM	Protocol, Etiquette and Event Management Course	1 Week	Officers involved in handling local and international events and Programs	Sept 7 - 11, 2020 Feb 8 - 12, 2021	36,680 (Residential) 26,500 (Non-Residential)
CMC	Cabinet Memorandum Writing Course	1 Week	Officers in the public service and private organizations directly involved in production of Cabinet Memos	Nov 9 - 13, 2020 Feb 8 - 12, 2021	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 7 - 11, 2020 Apr 12 - 16, 2021	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 6 - 17, 2020 Sept 7 - 18, 2020 Oct 5 - 16, 2020 Nov 23 - Dec 4, 2020 Jan 18 - 29, 2021 Mar 8 - 19, 2021 Apr 12 - 23, 2021 June 7 - 18, 2021	55,700 (Residential) 37,120(Non-Residential)

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CCS	Customer Care Skills Development Course	1 Week	Front office staff, secretaries and personal assistants in the Public Service, private sector and Non-governmental Organizations (NGOs)	Nov 9 – 13, 2020 Apr 12 – 16, 2021	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 9 – 13, 2020 Apr 12 – 16, 2021	26,600 (Residential) 18,560 (Non-Residential)
CSD	Communication Skills Development Course	1 Week	Communication Officers in county and national governments involved in disseminating development information	Nov 16 – 27, 2020 Feb 8 – 12, 2021 Apr 5 – 9, 2021 June 14 – 18, 2021	26,600 (Residential) 18,560 (Non-Residential)
SUPERVISORY SKILLS DEVELOPMENT PROGRAMS					
SSD	Supervisory Skills Development Course	2 Weeks	Officers in supervisory roles who are accountable for performance	July 6 – 17, 2020 Aug 10 – 21, 2020 Sept 7 – 18, 2020 Oct 5 – 16, 2020 Nov 9 – 20, 2020 Nov 30 – Dec 11, 2020 Jan 11 – 22, 2021 Feb 8 – 19, 2021 Mar 8 – 19, 2021 Apr 5 – 16, 2021 May 3 – 14, 2021 June 7 – 18, 2021	55,700 (Residential) 37,120 (Non-Residential)

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SMS	Supervisory Management Skills Course	4 Weeks	Supervisors in JG "G" and above or equivalent	Aug 10 - Sept 4, 2020 Oct 5 - 30, 2020 Jan 18 - Feb 12, 2021 Apr 5 - 30, 2021	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 6- 17, 2020 July 20 - 31, 2020	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 Administrative Officer for a minimum of six (6) months	Oct 5 - 16, 2020 Oct 19 - 30, 2020	55,700 (Residential) 37,120 (Non-Residential)
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 5 - 16, 2020 Nov 2 - 13, 2020 May 3 - 14, 2021	65,200 (Residential) 46,620 (Non-Residential)
SEC	Skills Enhancement Course	4 Weeks	Officers in Job Group 'A' to 'G'	Oct 5 - 30, 2020 May 3 - 28, 2021	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 14 - 18, 2020 Nov 16 - 20, 2020 Feb 15 - 19, 2021 May 17 - 21, 2021	26,600 (Residential) 18,560 (Non-Residential)
EVIT	Ethics, Values and Integrity Development Program for Technical Officers	3 Weeks	Public Officers from 'JG' A-K or its equivalent	Oct 5 - 23, 2020 May 10 - 28, 2021	84,800 (Residential) 55,680 (Non-Residential)

HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMMES

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PMS	Performance Management Systems Course	2 Weeks	Managers in the public sector across all functions	Oct 5 - 16, 2020 Feb 8 - 19, 2021	55,700 (Residential) 37,120 (Non-Residential)
SPAS	Staff Performance Appraisal System (SPAS)	1 Week	Officers holding supervisory positions	Nov 2 - 6, 2020 Mar 1 - 5, 2021	26,600 (Residential) 18,560 (Non-Residential)
IPPD	Integrated Payroll and Personal Data Course (IPPD)	1 Week	Human Resource Officers and Payroll Management Officers in National and County Government entities	Sept 7 - 11, 2020 Nov 2 - 6, 2020 Feb 1 - 5, 2021 May 10 - 14, 2021	26,600 (Residential) 18,560 (Non-Residential)
FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS					
FDP	Fraud Detection & Prevention Course	1 Week	Law enforcement agents, internal auditors, treasurers, accountants and fund managers in all sectors of the economy	Sept 7 - 11, 2020 June 7 - 11, 2021	26,600 (residential) 18,560 (Non-Residential)
ARA	Audit and Risk Assurance Training	1 week	Heads of Audit and internal auditors	Nov 9 - 13, 2020 June 7 - 11, 2021	26,600 (Residential) 18,560 (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	Feb 22 - 26, 2021	26,600 (Residential) 18,560 (Non-Residential)
RES	Revenue Enhancement Skills Course	2 Weeks	Officers in the organizations charged with Revenue generation, collection, sourcing, and Negotiation	Sept 7 - 18, 2020 Nov 9 - 20, 2020 Feb 8 - 19, 2021 Apr 12 - 23, 2021	65,200 (Residential) 46,620 (Non-Residential)

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PCM	Public Procurement Contract Management Course	1 Week	Officers in organizations charged with Procurement and Asset Disposal responsibilities.	Feb 15 - 19, 2021	26,600 (Residential) 18,560 (Non-Residential)
PROJECT MANAGEMENT AND ENVIRONMENTAL PROGRAMS					
EIA	Environmental Impact Assessment (EIA) & Audit Course (NEMA)	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 13 - 31, 2020 Nov 2 - 20, 2020 Mar 1 - 19, 2021 June 7 - 25, 2021	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 2 - 20, 2020 Mar 1 - 12, 2021	55,700 (Residential) 37,120 (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.
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 2 - 27, 2020 Mar 1 - 26, 2021	84,800 (Residential) 55,680 (Non-Residential)

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PDM	Project Development & Management Course	4 Weeks	Project managers, engineers, architects, surveyors, and other professionals involved in developing and managing projects	Nov 2 - 27, 2020 Mar 1 - 26, 2021	84,800 (Residential) 55,680 (Non-Residential)
LONG 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' holders of KCSE minimum grade D (plain) or its equivalent.	July 6, 2020 - Feb 5, 2021 Jan 18, 2021 - July 16, 2021	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 Administrators, NGOs, and CBOs. School leavers' holders of KCSE minimum grade C- (minus) or its equivalent.	July 6, 2020 - Nov 5, 2021 Jan 18, 2021- Apr 22, 2022	287,620 (Residential) 155,620 (Non-Residential)

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)
ICEC	Induction Program for County Executive Committee Members (CECs)	1 Week	Newly employed County Executive Committee Members	As per client request	36,680 (Residential) 26,500 (Non-Residential)
ICCO	Induction Program for County Chief Officers	1 Week	Newly employed Chief Officers	As per client request	36,680 (Residential) 26,500 (Non-Residential)
IMCA	Induction Program for Members of County Assembly (MCAs)	1 Week	Elected or Nominated Members of County Assembly and County Assembly Clerks	As per client request	36,680 (Residential) 26,500 (Non-Residential)

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ICD	Induction Program for County Directors	1 Week	Newly employed Directors	As per client request	36,680 (Residential) 26,500 (Non-Residential)
ICA	Induction Program for County Administrators	2 Weeks	Newly employed Ward Administrators	As per client request	55,700 (Residential) 37,120 (Non-Residential)
ICPS	Induction Program for County Public Service Boards (CPSB)	1 Week	Newly employed CPSB Members	As per client request	36,680 (Residential) 26,500 (Non-Residential)
ICAC	Induction Program for County Assembly Committees	1 Week	Newly Appointed Committee Members	As per client 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	As per client request	26,600 (Residential) 18,560 (Non-Residential)
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	As per client request	26,600 (Residential) 18,560 (Non-Residential)
CLC	County Leadership Course	1 Week	Senior officers in the county government	As per client request	26,600 (Residential) 18,560 (Non-Residential)
CHR	County Human Resource Management and Development Course	1 Week	Senior officers in the county government	As per client request	26,600 (Residential) 18,560 (Non-Residential)
CPM	County Performance Management Course	1 Week	Heads of Departments and Heads of Sections	As per client request	26,600 (Residential) 18,560 (Non-Residential)

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COURSES HELD ON DEMAND AT KSG EMBU CAMPUS			
PROGRAMME	DURATION	TARGET GROUP	COSTS (KSH)
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	2 Weeks	School Leavers, 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 in 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** into 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 the 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/ 0792718171/ 0733900035
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