



KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service



2022/2023 TRAINING CALENDAR

TRANSFORMING THE PUBLIC SERVICE THROUGH COMPETENCY DEVELOPMENT

- I. The Kenya School of Government is responsible for the transformation of the Public Service through development of knowledge and competencies among public servants, leading to continuous improvement in the quality of services offered to citizens. The School offers capacity building programs on leadership and management related issues through:
 - a. Training that is designed to promote professional expertise and public service values;
 - b. Research to improve Institutional problem-solving ability
 - c. Consultancy services to support organizational re-engineering of public institutions; and
 - d. Advisory services for policy reform

- II. The capacity development programs and services that the School offers are geared to meet expectations of citizens in institutional performance by enabling public officials to:
 - a. Efficiently and promptly respond to citizen needs;
 - b. Make services readily available and accessible;
 - c. Discharge duties professionally;
 - d. Embrace corruption-free behavior,
 - e. Accommodate views of citizens in decision making, and
 - f. Demonstrate patriotism by prioritizing public interest above personal interest.

- III. The School appreciates the important role that every public servant has to play in order to realize Government goals and therefore has placed on offer competency development programs for all levels and categories of public officials, from lowest ranking officers to the highest. The programs cater also for public servants in Government ministries, state corporations, constitutional commissions, the Judiciary, legislature and County Governments. Trainees from the private sector, non-Governmental organizations and foreign countries are also welcome at the School.

- IV. The trainees attend the programs in the five KSG campuses at Baringo, Embu, Lower Kabete, Matuga and Mombasa. Online programs that are coordinated by the e-Learning and Development Institute are also available to participants.

- V. Training activities may be conducted at the clients work station or any other preferred venue.

- VI. Public servants attending KSG programs are usually either newly appointed or serving officers with considerable experience in their fields of professional practice. The caliber of faculty and trainers at the School are therefore distinguished professionals with appropriate knowledge, training, and above all, rich practical experience in Public sector leadership and management. Trainees graduating from KSG are sufficiently prepared to serve consistent with established professional standards.

- VII. The School has reviewed some of the old programs and introduced new syllabi intended to address existing shortfalls in competency of public servants and in service delivery. Training programs may also be tailor-made upon request to meet specialized requirements of individual public institutions.
- VIII. Admission into some programs is subject to fulfilment of course prerequisites.
- IX. The COVID-19 pandemic in Kenya and around the world has challenged the School into placing more and more programs on the e-learning platform, including programs that focus on the competency of health workers engaged in the fight against the pandemic and frontline officers in other professions.
- X. Consultations with the Ministry of Health has resulted in establishment of measures that enhance health and safety of course participants.
- XI. Training dates for all programs may be as far as possible scheduled to suit client convenience.
- XII. Enrolment in all training programs is open. More information may be obtained at www.ksg.ac.ke

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
EXECUTIVE LEADERSHIP PROGRAMS					
AOP	Accounting Officers Program	1 Week	Accounting Officers in Ministries, County Governments, State Corporations, Constitutional Commissions, Legislature, Judiciary, Independent offices and private sector corporates.	Matuga	<u>2022</u> Oct 3-7 <u>2023</u> Mar 6-10 Apr 17-21 June 5-9
				Baringo	<u>2022</u> Aug 22-26 Oct 3-7 <u>2023</u> Jan 9-13 March 6-10 May 8-12
				Embu	<u>2022</u> Aug 22-26 Oct 3-7 Dec 12-16 <u>2023</u> Apr 3-7 Jun 5-9
				Lower Kabete	<u>2022</u> Sept 5-9 Nov 21-25 <u>2023</u> Feb 20-24 April 3-7 June 19-23
				Mombasa	<u>2022</u> Aug 22-26 Dec 5-9 <u>2023</u> Feb 20 – 24

					May 8-12
IPCS	Induction Program for Cabinet Secretaries/Ministers	4 Days	Prepares Cabinet Secretaries to appreciate their responsibilities within Cabinet and Ministries, and their obligation to citizens.	Baringo, Embu, Lower Kabete, Matuga, Mombasa,	On request
IPPS	Induction Program for Principal Secretaries	1 Week	Prepares Principal Secretaries to appreciate their responsibilities within Ministries, and their obligation to citizens.	Baringo, Embu, Lower Kabete, Matuga, Mombasa	On request
LCNT	Leadership Program for National Transformation	7 Weeks	Public officials and other individuals poised to take up responsibilities in formulation and stewardship of strategies for national transformation in whichever role.	Lower Kabete	2022 Sept 5-Oct 21 Oct 31-Dec 16 2023 Mar 6-Apr 21 May 1-June 16
CMP	Coaching and Mentoring in the Public Service	1 Week	Equips heads of departments with competencies to institutionalize coaching and mentorship strategies that ensure improvement of service delivery and continuous learning on the job, whilst promoting succession management.	Lower Kabete	2022 Sept 5-9 Nov 21-25 2023 Feb 20-24 May 15-19
				Matuga	2022 August 22- 26 October 17 – 21 2023 Feb 20-24 May 15-19
IPSB	Induction Program for Public Sector Boards	3 days	Newly appointed or reconstituted Public Sector Boards 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.	Baringo, Lower Kabete, Embu, Matuga, Mombasa	On request
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.	Baringo	2022 Oct 10-14 2023 Jan 9-13

			The program helps institutions to mainstream access to information consistent with requirements for disclosure and exceptions procedure.		April 3-7
				Embu	<u>2022</u> Oct 10-14 <u>2023</u> Feb 13 – 17 May 8 – 12
				Lower Kabete	<u>2022</u> Sept 4-8 Nov 6-10 <u>2023</u> Jan 15-19 April 15-19 June 17-21
				Matuga	<u>2022</u> Sep 5-9 <u>2023</u> Jan 9-13 April 3-7
				Mombasa	<u>2022</u> Jan 23 – 27 March 20 – 24
TLC	Transformative Leadership Course	1 Week	Public officials and other individuals responsible for institutional and business re-engineering in their organizations.	Lower Kabete	<u>2022</u> July 25-29 Oct 17-21 <u>2023</u> Jan 16-20 March 13-17 May 15-19
				Matuga	<u>2022</u> Oct 17-21 Nov 14-18 <u>2023</u> April 17-21 June 17-21

				Embu	<u>2022</u> Nov 7 - 11 <u>2023</u> Feb 13-17 May 22 - 26
				Mombasa	<u>2022</u> Nov 7-11 <u>2023</u> Feb 20-24
CED	Capacity Enhancement for Public Sector Directors	2 Weeks	Directors and Deputy Directors in Public Sector	Mombasa	On Request
SLDP	Strategic Leadership Development Program	6 Weeks 10 Weeks (Online)	Officers in leadership and policy making roles, typically in Job Grades N and above, and their equivalent.	Baringo	<u>2022</u> July 18-Aug 26 Sep 5-Oct 14 Nov 7-Dec 16 <u>2023</u> Jan 9- Feb 17 Feb 20- March 31 April 3-May 12 May 15- June 23
				Embu	<u>2022</u> June 27-Aug 5 Aug 15-Sept 23 Oct 3-Nov 11 Nov 7-Dec 16 <u>2023</u> Jan 16-Feb 24 Mar 6-Apr 14 Apr 24-June 2 June 12-July 21 <u>ONLINE</u> July 25-Sept 16, 2022 Aug 15-Oct 7, 2022

				<p>Oct 3-Nov 25, 2022</p> <p>Oct 24-Dec 16, 2022</p> <p>Jan 16-Mar 10, 2023</p> <p>Mar 6-Apr 28, 2023</p> <p>Apr 24-June 16, 2023</p> <p>June 12-Aug 4, 2023</p>
				<p>Lower Kabete</p> <p><u>2022</u></p> <p>Jul 11-Aug 19</p> <p>July 25-Sept 2</p> <p>Aug 22-Sep 30</p> <p>Sept 5-Oct 14</p> <p>Sept 19-Oct 28</p> <p>Oct 3-Nov 11</p> <p>Oct 17-Nov 25</p> <p><u>2023</u></p> <p>Jan 9- Feb 17</p> <p>Jan 23-Mar 3</p> <p>Feb 13-Mar 24</p> <p>Feb 27-Apr 5</p> <p>Mar 13-Apr 21</p> <p>Mar 27-May 5</p> <p>Apr 10-May 19</p> <p>Apr 24-June 2</p> <p>May 8-Jun 16</p> <p>May 22-Jun 30</p> <p>Jun 5-July 14</p> <p>June 19-July 28</p> <p><u>ONLINE</u></p> <p>July 18-Aug 26, 2022</p> <p>Sept 5-Nov 25, 2022</p> <p>Feb 20-Apr 29,</p>

					2023 Apr 24-June 10,2023
				Mombasa	<u>2022</u> July 11 – Aug 26 July 25- Sep 2 Aug 15- Sept 23 Aug 29 – Oct 7 Sept 26 – Nov 4 Oct 10 - Nov 18 Nov 7 – Dec 16 <u>2023</u> Jan 9 – Feb 17 Jan 23 – Mar 3 Feb 20 – Mar 30 Mar 6- Apr 14 20 Mar- Apr 28 Apr 17 – May 26 1 May- Jun 9 May 29 – Jul 7 Jul 10 – Aug 18
				Matuga	<u>2022</u> Sep 26-Nov 4 Nov 7 –Dec 16 <u>2023</u> Jan 16-24 Feb Mar 6-Apr 14 Apr 24-June 2 June 12-July 21
CGC	Corporate Governance	1 Week	Officers in leadership positions or those preparing to take up such positions in public and private sector.	Lower Kabete	<u>2022</u> July 25-29 Oct 24-28 <u>2023</u> Jan 16-20

			Prepares leaders to constitute organizations suitably, whilst operating the appropriate governance practices.		April 17-21 June 26-30
				Matuga	<u>2023</u> Feb 13-17 April 17-21 May 22-26 June 12-16
				Mombasa	<u>2022</u> Jul 11-15 Oct 24-28 Dec 5-9 <u>2023</u> Mar 6 – 10 May 1-5
				Embu	<u>2022</u> Sept 12 – 16 Nov 14 – 18 <u>2023</u> Mar 13 – 17 June 20 – 24
				Baringo	<u>2022</u> Aug 8-12 Oct 3-7 <u>2023</u> Feb 6-10 May 1-5
CGPB	Corporate Governance for Public Sector Boards	1 Week	Members of constitutional commissions and boards or councils of state corporations and other semi-autonomous government agencies. Participants learn the critical legal, regulatory, and operating knowledge needed to serve on boards	Lower Kabete	<u>2022</u> Sept 5-9 Nov 21-25 <u>2023</u> Feb 20-24 April 3-7 June 19-23

			whilst developing a profound understanding of the roles and responsibilities of an effective board member.	Matuga	<u>2022</u> Nov 21-25 <u>2023</u> Jan 9-13
				Matuga	<u>2022</u> Oct 10-14
				Mombasa	<u>2022</u> Oct 17-21 Dec 5-9 <u>2023</u> Mar 6- 10 May 1-5
WLP	Women Leadership Development Program	1 Week	Women leaders and women preparing for leadership positions in public service or private sector and men interested in this field. Prepares women leaders with the tools to traverse challenges and gender prejudices within the organization, and sharpen the critical governance skills.	Lower Kabete	<u>2022</u> July 11-15 Oct 3-7 <u>2023</u> Jan 9-13 May 8-12 June 19-23
				Mombasa	<u>2022</u> Oct 3-7 <u>2023</u> Mar 6-10 Jun 5-9
				Matuga	<u>2022</u> Nov 21-25 <u>2023</u> Jan 16-20 April 17-21
EWL	Executive Women Leadership Program	1 Week	Women in executive positions in public service or private sector.	Embu	<u>2022</u> Nov 14 -18 <u>2023</u> Feb 20-24 May 22-26

				Lower Kabete	<u>2022</u> July 18-22 Oct 3- 7 <u>2023</u> Jan 16-20 April 17-21 June 19-23
				Baringo	<u>2022</u> Sep 5 – 9 Nov 21 - 25 <u>2023</u> May 15 – 19
				Matuga	<u>2022</u> June 13 – 17 Aug 8 -10 Nov 14 – 16 <u>2023</u> Jan 9-14 Feb 13 – 17 May 15 – 19
				Mombasa	<u>2022</u> Sept 19 – 23 Dec 5 - 9
WPL	Women in Political Leadership Course	1 Week	Women political leaders and women preparing for political leadership. Participants will be enriched with skills and abilities to communicate and advocate on issues of inclusive governance while being prepared into agents of change in their elected positions.	Embu	<u>2022</u> Nov 14-18 <u>2023</u> Feb 20-24 May 22-26
				Lower Kabete	<u>2022</u> Sept 19-23 Nov 21-25 <u>2023</u> Feb 20-24 April 17-21
TLCW	Transformative Leadership Program for County Women	1 Week	Women executives in county governments.	Embu	<u>2022</u> Nov 14-18 <u>2023</u> Feb 20-24

	Executives				May 22-26
				Mombasa	<u>2022</u> Sept 19-23 Dec 5-9 <u>2023</u> May 8-12
				Baringo	<u>2022</u> Oct 10-14 <u>2023</u> Feb 20-24 May 20-26
				Lower Kabete	<u>2022</u> July 18-22 Oct 3-7 <u>2023</u> Jan 16-20 April 17-21 June 19-23
				Matuga	<u>2022</u> Oct 3-7 <u>2023</u> Jun 6-10
VESO	Public Service Values and Ethics Program for Senior Officers.	3 Days	Senior officials in public and private sector organizations. The program equips senior officers with the knowledge to model and positively reinforce integrity for all staff in their organizations.	Lower Kabete	<u>2022</u> Aug 22-24 Oct 3-5 <u>2023</u> Jan 9-11 April 17-19 June 26-28
				Mombasa	<u>2022</u> Nov 28 – 30 <u>2023</u> Feb 13- 15 Mar 20- 22 Apr 10- 12

				Matuga	<u>2022</u> Nov 14-16 <u>2023</u> Jan 9-11 April 17-19 June 26-28
IDS	Induction Program for Diplomatic Service Officers	1 Week	Officers in diplomatic service in national, regional and international organizations.	Lower Kabete	<u>2022</u> July 18-22 Oct 3-7 <u>2023</u> Jan 16-20 April 17-21 June 19-23
MSA	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.	Lower Kabete	<u>2022</u> July 11-22 Oct 17-28 <u>2023</u> Jan 16-27 April 17-28 June 19-30
				Matuga	<u>2022</u> Sep 12-23 <u>2023</u> Jan 16-27 April 17-28 June 19-30
				Embu	<u>2022</u> Nov 21-25 <u>2023</u> May 8-12 June 13-17
CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS	DATES
MANAGEMENT DEVELOPMENT PROGRAMS					
SMC	Senior Management Course	4 Weeks 8 Weeks	Middle level managers in the public service typically in Job Grades K and their equivalent in private sector.	Baringo	<u>2022</u> Aug 1-26 Sep 5-30

		(Online)			<p>Oct 3-28 Nov 7-Dec 2 Nov 21- Dec <u>2023</u> Jan 9- Feb 3 Feb 6- March 3 March 6-31 April 3-28 May 1 -26 June 5-30</p>
				Embu	<p><u>2022</u> July 11– Aug 5 Aug 15 – Sept 9 Sept 12 – Oct 7 Oct 11 – Nov 4 Oct 31 – Nov 25 Nov 7 – Dec 2 Nov 21 – Dec 16 <u>2023</u> Jan 16 – Feb 10 Feb 13 – Mar 10 Mar 13 – Apr 7 April 10 – May 5 May 8 – June 2 June 5 – 30</p> <p><u>ONLINE</u> July 11 – Sept 2, 2022 Aug 15 – Oct 7, 2022 Sept 5 – Oct 28, 2022 Oct 3 – Nov 25, 2022 Oct 24 - Dec 16, 2022 Jan 16 – Mar 9, 2023</p>

					<p>Feb 13 – Apr 7, 2023</p> <p>Mar 13 – May 5, 2023</p> <p>April 10 – June 2, 2023</p> <p>May 8 – June 30, 2023</p> <p>June 5 – July 28, 2023</p>
				Lower Kabete	<p><u>2022</u></p> <p>July 4-29</p> <p>Aug 15-Sept 9</p> <p>Sept 5-30</p> <p>Oct 3-28</p> <p>Nov 7-Dec 2</p> <p><u>2023</u></p> <p>Jan 9 - Feb 3</p> <p>Feb 6 - Mar 3</p> <p>Mar 6-31</p> <p>Apr 3-28</p> <p>May 1-26</p> <p>May 29-Jun 23</p> <p>Jun 26-Jul 21</p> <p><u>ONLINE</u></p> <p>Aug 8-Sept 30,2022</p> <p>Oct 3-Nov 25,2022</p> <p>Jan 16 - Mar 10, 2023</p> <p>April 24-Jun 16,2023</p>

				Matuga	<u>2022</u> Sep 5-Sep 30 Oct 10-Nov 4 Nov 7 - Dec 2 <u>2023</u> Jan 16- Feb 10 Feb13-Mar 10 Mar 20-Apr 14 Apr 17-May 12 May 15- June 9 June 12-July 7
				Mombasa	<u>2022</u> Jul 4 - Jul 29 Aug 1 -26 Aug 29 -Sep 23 Sep 26-Oct 21 Oct 24 -Nov 18 Nov 21-Dec 16 <u>2023</u> Jan 9- Feb 3 Feb 6- Mar 3 Mar 6 – 31 Apr 3-Apr 28 May 1-28 Jun 5-30 Jul 3-28
GUAC	Governance and Management of Urban Areas and Cities	2 Weeks	Public officers handling management affairs of decentralized units in County Governments (HoDs in municipalities and city authorities)	Mombasa	<u>2022</u> Oct 3-14 <u>2023</u> June 12-23
				Lower Kabete	<u>2022</u> July 11-22 Oct 3-14 <u>2023</u> Feb 6-17 May 8-19

SDGP	Sustainable Development Goals Program	1 Week	Officers responsible for planning, implementation, monitoring and evaluation of development programs.	Lower Kabete	<u>2022</u> Oct 18-22 <u>2023</u> Jan 16-20 April 17-21 June 19-23
				Mombasa	<u>2022</u> Oct 24-28 <u>2023</u> Mar 13-17
PPFI	Public Policy Formulation and Implementation	2 Weeks	Manager responsible for developing policies. Prepares participants with the knowledge and skill to Impact, influence and evaluate policy	Lower Kabete	<u>2022</u> July 11-22 Oct 3-14 <u>2023</u> Jan 16-28 April 17-29
				Mombasa	<u>2022</u> Nov 7-18 <u>2023</u> Apr 24-May 5
				Matuga	<u>2022</u> Nov 14-25 <u>2023</u> Jan 16-27 April 17-28
NSC	Negotiation Skills Course	1 Week	Officers responsible for stakeholder negotiations. Prepares participants to drive success as a negotiator and create self and organizational value through skillful, strategic and systematic negotiation.	eLDi	<u>2022</u> Sept 12-16 Nov 7-11
				Matuga	<u>2022</u> Sep 19-23 <u>2023</u> Jan 10-14 April 3-7
				Lower Kabete	<u>2022</u> Aug 22-26

					Nov 21-25 2023 Jan 10-14 April 3-7 June 5-9
VEMO	Public Service Values and Ethics for Managerial Officers	1 Week	Middle Level managers in the national and county governments.	Baringo	2022 Feb 13-Mar 3 2023 May 8-26
				Embu	2022 Aug 15-19 2023 Feb 13-17 May 15-19
				Lower Kabete	2022 Aug 22-26 Oct 3-7 2023 Feb 20-24 May 22-26
				Matuga	2022 Nov 21 – 25 2023 Feb 20-24 May 22-26
				Mombasa	2022 Aug 15-19 Nov 7-11 2023 May 8-12
SPI	Strategic Planning and Implementation	2 Weeks	Senior officers responsible for planning in national government ministries, county governments and private sector.	Embu	2022 Aug 1-12 Nov 14-25 2023 Mar 6-17 June 12-22
			Participants gain the skills and insights into crucial decisions that an organization must get	Lower Kabete	2022 Sept 12-23 Dec 5-16 2023 March 13-24

			right in order to thrive in their respective industry.		May 15-26 June 26-July 8
				Matuga	<u>2022</u> Sep 19-30 Nov 14- 25
IRCM	Institutional Re-engineering and Change Management Course	1 Week	Senior officers in organizations responsible for processes and systems. 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.	Lower Kabete	<u>2022</u> Sept 12-16 Nov 21-25 <u>2023</u> Feb 6-10 April 17-21 June 26-30
				Matuga	<u>2022</u> Sep 19-23 Nov 21-25 <u>2023</u> Feb 6-10 April 17-21 June 26-30
PDPS	Public Service Doctrines and Professional Standards	1 Week	Open to all public servants	Lower Kabete	<u>2022</u> Aug 22-26 Nov 7-11 <u>2023</u> Jan 16-20 April 17-21
				Matuga	<u>2022</u> Nov 7-11 <u>2023</u> Jan 16-20 April 17-21
IPSA	Induction Program for Special Advisors	1 Week	Officials engaged to provide specialized policy or strategic support.	Matuga	<u>2022</u> Nov 14 – 18
				Lower Kabete	<u>2022</u> Aug 22-26 Nov 7-11 <u>2023</u> Jan 16-20

					April 17-21
YLP	Young Leaders Development Program	1 Week	Student leaders from universities & middle level colleges. Young adults will develop new understandings of how to self-lead and lead others	Baringo	2022 Oct 3-7 2023 May 22 -26
				Embu	On Request
				Lower Kabete	2022 Oct 3-8 2023 Jan 9-13 March 27-31 June 19-23
				Matuga	2022 Nov 14-18 2023 March 6 – 10 May 8 -12 June 19-23
				Mombasa	2022 Sep 12-17 2023 Mar 6–10
MSD	Management Course for Social Development Practitioners	4 Weeks	Chiefs, Assistant Chiefs, Ward Administrators and social development officers in national and county governments, local level NGOs and CBOs.	Embu	2022 Oct 3-28 2023 May 2-26
MSPS	Management of Social Protection Services	2 Weeks	Social protection practitioners in national and county governments, NGOs, civil society organizations Participants acquire managerial skills on implementation of social protection rights, including the right to health, human dignity, reasonable working conditions and access to justice for the vulnerable members of the	Baringo	2022 May 16-27 July 4-15 Sep 12-23 Nov 14-25
				Matuga	2022 Sep 19-30 2023 May 2-26

			communities they serve.	Embu	<u>2022</u> Nov 21-Dec 2 <u>2023</u> Apr 10-21
				Mombasa	<u>2022</u> Sep 12-23 Nov 14-25 <u>2023</u> May 15-26
MCPS	Management of Child Protection Services	2 Weeks	Children Officers Participants will be exposed to managerial skills and attributes that safeguard practices to improve the protection of vulnerable children.	Matuga	<u>2022</u> Aug 1-12 Oct 17-28 <u>2023</u> Apr 10-21 June 5-16
				Embu	<u>2022</u> Aug 15-26 Oct 17-28 <u>2023</u> Apr 10-21 June 5-16
		4 Weeks- Online		Lower Kabete	<u>2022</u> Aug 15-26 Nov 7-18 <u>2023</u> Feb 6-17 May 8-19
				Mombasa	<u>2023</u> Feb 6 – Mar 3 Apr 3 – 28 Jun 5 – Jun 30
CCCM	Community-based Climate Change Management	3 Days	Stakeholders at community and local levels.	Baringo	<u>2022</u> Sep 12-14 <u>2023</u> March 6-8 May 1-3

				Lower Kabete	<u>2022</u> Aug 1-3 Nov 7-9 <u>2023</u> Feb 20-22 May 15-17
				Matuga	<u>2022</u> Nov 7-9 Dec 5-7 <u>2023</u> March 6-8 May 1-3
				Mombasa	<u>2022</u> Sep 12-14 Nov 14-16 <u>2023</u> Feb 6-10 May 1-5
ECPS	Essentials of Counselling in the Public Service	2 Weeks	HRM officers, counselors, and Heads of Departments will benefit from this program 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.	Baringo	<u>2022</u> Sep 12-23 <u>2023</u> March 13-24 May 8 -12
				Embu	<u>2022</u> Oct 10-21 <u>2023</u> Mar 6-17
				Lower Kabete	<u>2022</u> Aug 22-Sept 2 Nov 14-25 <u>2023</u> Feb 6-17 May 15-26
				Matuga	<u>2022</u> July 11-22 Sept 12 -23 Nov 7 – 18

					<u>2023</u> Feb 6-17 May 15-26
				Mombasa	<u>2022</u> July 11 – 22 Nov 14 – 25 <u>2023</u> Feb 6 – 17 May 15 – 26
ESCR	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.	Baringo	<u>2022</u> Sept 12 – 16 <u>2023</u> March 6-10 May 8 -12
				Embu	<u>2022</u> October 10 – 14 Nov 14-18 <u>2023</u> May 15-19
				Lower Kabete	<u>2022</u> Aug 22-26 Nov 21-25 <u>2023</u> Feb 13-17 May 15-19
				Matuga	<u>2022</u> Oct 10-14 <u>2023</u> March 6-10, May 8 -12
				Mombasa	<u>2022</u> Sep 11-15 Nov 14-18 <u>2023</u> May 15-19

CMR	Conflict Prevention Management and Resolution	1 Week	County commissioners, deputy county commissioners, assistant county commissioners, chiefs and assistant chiefs, sub county administrators, senior police officers and ward administrators.	Baringo	<u>2023</u> March 6-10 May 8 -12
				Embu	<u>2022</u> Aug 22-26 Sep 19 – 23 Nov 21 – 25 <u>2023</u> Apr 3-7
				Lower Kabete	<u>2022</u> Oct 3-7 <u>2023</u> Feb 6-10 May 8-12
				Matuga	<u>2022</u> October 10-14 Nov 14-18
					<u>2023</u> March 6-10 May 8 -12
Mombasa	<u>2022</u> Oct 3-7 <u>2023</u> Feb 6-10 June 12-16				
TOT	Training of Trainers	2 Weeks	Experts and Community leaders responsible for Knowledge sharing.	Baringo	<u>2023</u> March 20-31
				Embu	<u>2022</u> Aug 15-26 Aug 29-Sept 9 Nov 21-Dec 2 <u>2023</u> Apr 17-28
		4 Weeks- online		Lower Kabete	<u>2022</u> Oct 3-14 <u>2023</u> Feb 6-17 May 8-19
				Matuga	<u>2022</u> Sept 5-16 <u>2023</u>

					Feb 20-Mar 3 May 22-June 2
				Mombasa	<u>2022</u> Sep 12-23 Nov 14-25 <u>2023</u> Mar 20-31 May 1-12
PSP	Pedagogy for Senior Programs	2 Weeks	Training practitioners, training managers, public officials, and private sector practitioners responsible for facilitation of programs-	Baringo	<u>2023</u> March 13- 24 May 8 -19
				Embu	<u>2022</u> Oct 24-Nov 4 <u>2023</u> Feb 20-Mar 3 Apr 17-28
				Lower Kabete	<u>2022</u> Aug 1-26 Nov 7-Dec 2 <u>2023</u> March 6-31 June 5-30
				Matuga	<u>2022</u> Sep 12-23 Nov 7-18
				Mombasa	<u>2022</u> Oct 3-14 Nov 14-25 <u>2023</u> Feb 6-17 May 8-19
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.	Baringo	<u>2022</u> Aug 8-19 <u>2023</u> March 13- 24 May 8 -12
				Embu	<u>2022</u>

					<p>Oct 10-21 Nov 14-25 <u>2023</u> March 6-17</p>
				Lower Kabete	<p><u>2022</u> Oct 10-21 Nov 7-18 <u>2023</u> Feb 6-13 May 8-19</p>
				Matuga	<p><u>2022</u> Sep 12-23 Nov 7-18 <u>2023</u> March 13- 24 May 8 -12</p>
				Mombasa	<p><u>2022</u> Nov 14-25 <u>2023</u> Feb 6-17 May 15-26</p>
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 level Government.	Baringo	<p><u>2022</u> Oct 17-28 <u>2023</u> March 13-24 May 8 -12</p>
				Embu	<p><u>2022</u> Oct 10-21 Nov 14-25 <u>2023</u> March 6– 17</p>
				Lower Kabete	<p><u>2022</u> July 11-22 Oct 17-28 <u>2023</u> Jan 16-27 April 17-28 June 19-30</p>

				Matuga	<u>2022</u> Feb 7 – 18 May 9 – 20 Sep 5-16 Nov 7-18 <u>2023</u> Jan 16-27 April 17-28 June 19-30
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	Embu	<u>2022</u> Nov 14-25 <u>2023</u> Mar 6-17 May 15-26
IPS	Induction Program for the Public Service	2 Weeks	Newly appointed, redeployed, re-designated or promoted officers at all levels	Baringo, Mombasa, Embu, Matuga, Lower Kabete	On request
PIPI	Public Service Induction Program for Interns	1 Week	Persons interested in joining the public service on internship program from training institutions.	Embu, Lower Kabete, Matuga, Mombasa, Baringo	On request
CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS	DATES
COMMUNICATION MANAGEMENT PROGRAMS					
CMM	Conduct of Meetings and Minute Writing	1 Week	Officers in public and private sector organizations responsible for chairing or taking minutes in meetings.	Baringo	<u>2022</u> Nov 14-18 <u>2023</u> March 6-10 May 1-12
				Embu	<u>2022</u> Nov 7-11 <u>2023</u> April 3 – 7

				Lower Kabete	<u>2022</u> Sept 12-16 Nov 7-11 <u>2023</u> Jan 16-20 March 13-17 May 22-26 June 19-23
				Matuga	<u>2022</u> Sep 19-23 <u>2023</u> Jan 16-20 March 13-17 May 22-26 June 19-23
				Mombasa	<u>2022</u> Sep 26-30 Dec 5-9 <u>2023</u> Mar 6– 10 Jun 6-10
LMIS	Integrated Library Management Information System	2 Weeks	Officers responsible for provision of Library services.	Embu	<u>2022</u> Sept 5-16 <u>2023</u> Feb 6 – 17
				Lower Kabete	<u>2022</u> Sept 12-23 <u>2023</u> Feb 6-17 April 3-14
				Matuga	<u>2022</u> Sep 19-30 Dec 5-16 <u>2023</u> Jan 16-27 March 20-31 May 2-12 June 26-Jul 7

				Mombasa	<u>2022</u> Aug 15-26 Nov 14-25 <u>2023</u> Feb 20 –Mar 3 Apr 24-May 5 Jun 5-16
RWC	Report Writing Course	1 Week	Officers responsible for preparation of reports	Baringo	<u>2022</u> Jun 6-10 Aug 15-19 Oct 10-14 <u>2023</u> March 6-10 May 1-12
				Embu	<u>2022</u> Jan 31 – Feb 4 Sept 5-9 <u>2023</u> Feb 6 – 10
				Lower Kabete	<u>2022</u> July 4-8 Oct 31-Nov 4 <u>2023</u> Jan 16-20 March 20-24 May 8-12 June 26-30
				Matuga	<u>2022</u> July 4-8 Sep 19-23 Dec 5-9 <u>2023</u> Jan 16-20 March 20-24 May 2-June 2 June 26-30
				Mombasa	<u>2022</u> Aug 15-19 Nov 14-18 <u>2023</u> Feb 20 – 24 Apr 24-28 Jun 5-9

PBC	Personal Branding	1 Week	All Public Officers	Lower Kabete	<u>2022</u> Aug 22-26 Nov 7-11 <u>2023</u> Jan 16-20 April 17-21
				Matuga	<u>2022</u> Sep 5-9 Nov 21-25 <u>2023</u> Jan 16-20 April 17-21
				Mombasa	<u>2022</u> Jul 25 – 29 Dec 5 – 19 <u>2023</u> Apr 10-14
PEEM	Government Protocol, Etiquette and Events Management	1 Week	Senior officers, protocol officers, event managers, Front office staff, and other interested persons.	Baringo	<u>2022</u> Nov 7-11 <u>2023</u> March 6-10 May 1-12
				Embu	<u>2022</u> Sept 5-9 <u>2023</u> Feb 13-17
				Lower Kabete	<u>2022</u> Sept 5-9 Nov 21-25 <u>2023</u> Jan 16-20 April 17-21
				Matuga	<u>2022</u> Aug 8-12 Nov 21-25 <u>2023</u> Jan 16-20 April 17-21
				Mombasa	<u>2022</u> July 11-15 Oct 10-14 <u>2023</u> Feb 6-10 May 22-26

CMEM	Preparation of Cabinet Memoranda	1 Week	Senior officers in the public service responsible for production of Cabinet Memos	Embu	<u>2022</u> Nov 7-11 <u>2023</u> Feb 6-10
				Lower Kabete	<u>2022</u> Aug 22-26 Nov 14-18 <u>2023</u> Jan 23-27 April 24-28
				Matuga	<u>2022</u> Aug 22-26 Nov 14-18 <u>2023</u> Jan 16-20 April 17-21
				Mombasa	<u>2022</u> Jul 11 – 15 Sep 5-9 Nov 7-11 <u>2023</u> 13 – 17 Mar
PBP	Preparation of Board Papers	1 Week	Senior officers in the public service and private organizations responsible for preparation of Board Papers.	Baringo	<u>2022</u> Nov 21-25 <u>2023</u> March 6-10 May 1-12
				Embu	<u>2022</u> Sept 5-9 <u>2023</u> Apr 24-28
				Lower Kabete	<u>2022</u> Sept 19-23 Nov 14-18 <u>2023</u> Feb 13-17 April 3-7
				Matuga	<u>2022</u> Nov 28 - Dec 3 <u>2023</u> Feb 20-24 April 3-7 June 19-23

				Mombasa	<u>2022</u> Jul 18-22 Nov 7-11 <u>2023</u> Feb 6 – 10 Jun 12 – 16
PRCC	Public Relations & Customer Care	2 Weeks	Officers responsible for customer engagement in National and County government, as well as Non – government.	Baringo	<u>2022</u> Sep 5-16 Dec 5-16 <u>2023</u> Feb 6-17 April 3-17
				Embu	<u>2022</u> Sept 5 – 16 Oct 3 - 14 Nov 21 – Dec 2 <u>2023</u> Jan 23 – Feb 3 Mar 13 – 24 Apr 17 - 28 June 12 - 23
				Lower Kabete	<u>2022</u> Aug 22-Sep 2 Oct 3-14 Nov 28-Dec 9 <u>2023</u> Jan 9-20 Feb 6-17 March 6-17 Apr 3-14 May 8-19 June 5-16 June 26-July 7
				Lower Kabete- ONLINE(4 weeks)	<u>2022</u> Aug 8-Sept 2 Nov 7-Dec 2 <u>2023</u> Jan 23-Feb 17

					May 8-Jun 2
				Matuga	<u>2022</u> Aug 15-26 Oct 17-28 Nov 28-Dec 9 <u>2023</u> Feb 6-17 March 13-24 Apr 17-28
				Mombasa	<u>2022</u> Sep 5-16 Oct 10-21 Nov 14-25 Dec 5-16 <u>2023</u> Feb 6 – 17 Mar 13 – 24 May 1 – 12 Jun12 - 23
SWC	Speech Writing	1 Week	Speech writers, communication officers, personal assistants, and advisors to senior officers.	Lower Kabete	<u>2022</u> July 11-15 Oct 31-Nov 4 <u>2023</u> Jan 16-20 March 20-24 May 2-June 2 June 26-30
				Mombasa	<u>2022</u> July 11-15 Oct 31-Nov 4 <u>2023</u> Jan 23-27 March 6-10 May 8-12 June 26-30
				Matuga	<u>2022</u> Sep 5-9 <u>2023</u>

					Jan 16-20 March 20-24 May 2-June 2 June 26-30
PSPS	Public Speaking and-Presentation Skills	1 Week	Heads of Departments, Commissioners, County Administrators, advisors to senior officers, and other senior public officers responsible for presenting reports and speeches.	Embu	2022 Nov 7-11 2023 Apr 17 – 21
				Lower Kabete	2022 July 4-29 Sept 12-16 Nov 14-18 2023 Feb 6-10 May 15-19
				Matuga	2022 July 18-22 Sep 5-9 2023 Feb 6-Mar 3 May 8-June 2
				Mombasa	2022 Sep 26-30 Nov 14-18 2023 Mar 13-17 Jun5- 9
CSPS	Communication Skills for Public Service Officers	2 Weeks	Officers in County and National governments responsible for packaging and disseminating information	Embu	2022 Sep 19-30 Nov 14-25 2023 Feb 6– 17 Apr 3 – 14 June 12 – 23
				Matuga	2022 Sep 12-23 Nov 7-18 2023

					Feb 6– 17 Apr 3 – 14 June 12 – 23
				Mombasa	2022 Oct 3-14 Nov 14-25 2023 Mar 6-16 May 15- 26
CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS	DATES
SUPERVISORY SKILLS DEVELOPMENT PROGRAMS					
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.	Baringo	2022 Aug 1-12 Sep 5-16 Oct 3-14 Nov 7-18 Dec 5-16 2023 Jan 9-20 Feb 6-17 March 6-17 April 3-14 May 1-12 June 5-16

				Embu	<p><u>2022</u> Aug 15 -26 Sept 5-16 Oct 3-14 Nov 7-18 Nov 18-Dec 9</p> <p><u>2023</u> Jan 16 – 27 Feb 13 - 24 Mar 13 - 24 Apr 11 - 21 May 8 – 19 June 12 – 23</p> <p><u>ONLINE</u> Sept 5-30, 2022 Nov 7-Dec 2,2022 Feb 13-Mar 10, 2023 May 8-June 2, 2023</p>
				Lower Kabete	<p><u>2022</u> July 11-22 Aug 22-Sep 2 Sept 5-16 Oct 10-21 Nov 7-18</p> <p><u>2023</u> Jan 9-20 Jan 30 - Feb 3 Feb 6 - 17 Mar 6-17 Apr 3-14 May 8-19 Jun 5-16 Jun 26-July 7</p>

					<u>ONLINE</u> Aug 1-26,2022 Oct 3-28,2022 Jan 16 – Feb 10, 2023 May 8-June 2,2023
				Matuga	<u>2022</u> Oct 3-14 Nov 7-18 <u>2023</u> Jan 9-20 Feb 6-17 March 6-17 April 3-14 May 1-12 June 5-16
				Mombasa	<u>2022</u> Jul 4 – 15 Aug 15-26 Sep 5-16 Nov 14-25 Dec 5-16 <u>2023</u> Jan 16 – 27 Feb 13 – 24 Mar 13 – 24 Apr 17-28 May 1-12 Jun 12 – 23
MSC	Management Skills Course	4 Weeks	Officers in JG “G” and above or equivalent	Baringo	<u>2023</u> Feb13 - 10 Mar May 1-26

				Embu	<u>2022</u> Aug15 – Sept 9 Oct 4 – 28 <u>2023</u> Jan 23 – Feb 17 Apr 10– May 5
				Lower Kabete	<u>2022</u> Sept 5-30 <u>2023</u> Feb 6 - Mar 3 June 5-30
				Matuga	<u>2022</u> Sep 5-30 <u>2023</u> Feb13 - 10 Mar May 1-26
				Mombasa	<u>2022</u> Sep 5-30 Oct 31-Nov 25 <u>2023</u> 6 Feb- 3 Mar Apr 3 – 28 Jun 5 - 30
EOAC	Executive Office Administrators Course	3 Weeks	Office administrators deployed in executive offices in MDACs and private organizations.	Lower Kabete	<u>2022</u> Jun 13-Jul 1 Oct 10-28 <u>2023</u> Jan 16-Feb 3 April 10-28 June 12-30
				Matuga	<u>2022</u> Oct 24-Nov 11 <u>2023</u> Jan 16-Feb 3 April 10-28 June 12-30

MOA	Management Course for Office Administrators	4 Weeks	Senior office administrators in ministries, county Governments and state corporations.	Baringo	<u>2022</u> Sep 5-30 Nov 7-Dec 2 <u>2023</u> Feb 13 -10 May 1-26
				Embu	<u>2022</u> Aug 15– Sept 9 Oct 3– 28 <u>2023</u> Jan 23 -Feb 17 May 2 –26
				Lower Kabete	<u>2022</u> July 4-29 Sept 12-Oct 7 <u>2023</u> Feb 6-Mar 3 May 8-June 2
				Matuga	<u>2022</u> Sept 26-Nov 4 <u>2023</u> Feb 13 -10 Apr 17-May 12 June 12-July 7
				Mombasa	<u>2022</u> Sep 5-30 Oct 31-Nov 25 <u>2023</u> 6 Feb- 3 Mar Apr 3 – 28
PPC	Public Prosecution Course	4 Weeks	Officers responsible for enforcement of various laws and regulations	Lower Kabete	<u>2022</u> July 11-Aug 5 Oct 3-28 <u>2023</u> Jan 16-Feb 10 May 1-26

				Matuga	<u>2022</u> Oct 3-28 <u>2023</u> Jan 16-Feb 10 May 1-26
PRA	Policy Research and Analysis	3 Weeks	Officers with research responsibilities or enrolled in postgraduate programs	Lower Kabete	<u>2022</u> July 18-Aug 5 Oct 3-21 <u>2023</u> Jan 16-Feb 3 April 3-21 June 5-23
				Matuga	<u>2022</u> Aug 1-12 Nov 7-18 <u>2023</u> Jan 16-27 April 3-28 June 5-30
HSC	Hospitality Skills Development Course	2 Weeks	Officers working in housekeeping, front office, food and beverage production and service, event management, tour and travel operators among other areas in the hospitality industry.	Embu	<u>2022</u> Oct 3-14 <u>2023</u> Feb 13 - 24 May 8 – 19
				Matuga	<u>2022</u> Sep 19-30 Dec 12-23 <u>2023</u> Feb 6-1 May 8-19
				Lower Kabete	<u>2022</u> Sept 5-16 Nov 21-Dec 2 <u>2023</u> Jan 9-20 April 17-28 June 19-30
				Baringo	<u>2023</u> Jan 16-27

					May 1-12
RMC	Records Management Course	4 Weeks	Officers responsible for maintenance of records	Baringo	<u>2022</u> Oct 10-Nov 4 <u>2023</u> Feb 13-Mar 10 May 1-12
				Lower Kabete	<u>2022</u> Jul 4-29 Oct 10-28 <u>2023</u> Jan 16 – Feb 3 April 3-21 June 5-23
				Matuga	<u>2022</u> Nov 7 – Dec 2 <u>2023</u> Jan 16 - Feb 10
				Mombasa	<u>2022</u> Sep 5-30 Nov 7- Dec 2 <u>2023</u> Mar 6 – 31 Jun 12 – Jul 7
PCC	Proficiency Course for Clerical Officers	2 Weeks	Officers preparing to sit proficiency examination	Baringo	On Request
				Matuga	<u>2023</u> Feb 6-17 April 17-28 May 29-Jun 9
				Mombasa	<u>2022</u> Jul 18 – 29 Oct 17-28 <u>2023</u> Apr 3- 14
				Embu	<u>2022</u> July 4 – 15

					July 18 – 29 2023 July 3 – 14 July 17 – 28
RPP	Retirement Planning Program	1 Week	All employees in the public service.	Baringo	2022 Jul 4-8 Oct 10-14 2023 March 6 – 10 May 1-5
				Embu	2022 Sep 12-16 Nov 14-18 2023 Feb 13 – 17 May 23 - 27
				Lower Kabete	2022 Aug 22-26 Oct 17-21 Dec 5-9 2023 Feb 20-24 April 10-14 June 12-16
				Matuga	2022 Jun 13-17 Sep 5-9 Oct 10-14 2023 Feb 20-24 April 10-14 June 12-16
				Mombasa	2022 Jul 4 - 8 Sep 12-16 Oct 24-28 Nov 14-18

					<u>2023</u> Feb 13 – 17 Mar 6 – 10 Apr 24 – 28 June 5 - 9 June 19 – 23
PIM	Productivity Improvement and Measurement	1 Week	Human resource directors and managers, development officers and quality assurance officers.	Embu	<u>2022</u> June 6-10 Aug 8-12 Oct 10-14 <u>2023</u> Apr 6-10 June 5-9
				Lower Kabete	<u>2022</u> Oct 24-28 <u>2023</u> Jan 23-28 May 8-12
				Matuga	<u>2022</u> Oct 10 – 14 Nov 14 - 18
				Mombasa	<u>2022</u> Aug 15-19 Nov 14-18 <u>2023</u> Feb 6 – 10 Mar 6 – 10 May 15- 19
LAR	Land Acquisition and Resettlement in Development	2 Weeks	Lands officers, surveyors, valuers, and project officers.	Lower Kabete	<u>2022</u> Aug 15-26 Nov 7-18 <u>2023</u> Jan 16-27 March 20-24 June 5-16
PSEC	Proficiency Skills	4 Weeks	Officers in Job Group “A” to “G”	Embu	<u>2022</u>

	Enhancement Course				Aug 1-26 Oct 3-28 2023 May 8-June 2
				Matuga	2022 Sep 5-30 2023 March 6 – 10 May 1-5
				Mombasa	2022 Oct 30 – Nov 25 2023 Feb 6 – 3 Mar Jun 5 –30
CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS	DATES
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)	Embu	2022 Jun 20 -24 2023 Mar 20-24 May 8 -12 Jun 19 -23
				Lower Kabete	2022 Aug 22-26 Nov 6-10 2023 Jan 9-13 April 17-21 June 19-23
				Matuga	2023 Mar 20-24 May 8 -12 Jun 19 -23

				Mombasa	2023 Feb 13-17 Jun 5-9
PCP	Performance Contracting in the Public Service	1 Week	All managers in the public sector.	Embu	2022 Sep 19-23 2023 Feb 6-10 May 15-19
				Lower Kabete	2022 Oct 24-28 2023 Jan 23-28 May 8-12
				Matuga	2022 Sep 5-9 2023 Jan 15-19 April 15-19 June 17-21
				Mombasa	2022 Jul 11 - 15 Nov 14-18 2023 May 1 –5
JEP	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.	Embu	2022 Sep 12-16 Nov 14-18 2023 Feb 13 – 17 May 15-19
				Lower Kabete	2022 Aug 22-26 2023 Feb 6-11 June 5-9
				Matuga	2022 Sep 5-9 Oct 10-14

					<u>2023</u> Feb 13 – 17 May 15-19
				Mombasa	<u>2022</u> Jul 4 - 8 Sep 19-23 Oct 24-28 Nov 14-18 Dec 5-9 <u>2023</u> Feb 13 – 17 Mar 6 – 10 Apr 24 – 28 June 5 – 9
DMP	Dispute Mediation in the Public Service	1 Week	Middle and senior level managers.	Embu	<u>2022</u> Sep 5-9 Oct 10-14 <u>2023</u> Mar 6-10 May 15-19 Jun 12-16
				Lower Kabete	<u>2022</u> Jul 11-15 Oct 24-28 <u>2023</u> Jan 23-28 May 8-12
				Matuga	<u>2022</u> Sep 12-16 Nov 14-18 <u>2023</u> Jan 23-28 May 8-13
				Mombasa	<u>2022</u> Jul 4 - 8 <u>2023</u> Mar 6 – 10

					Apr 24 – 28
SHRM	Strategic Human Resource Management	2 Weeks	Directors, deputy directors and senior managers across all functions	Baringo	<u>2022</u> July 18-29 Oct 10-21 <u>2023</u> Feb 3 –13 May 8-26
				Lower Kabete	<u>2022</u> Aug 15-26 Nov 14-25 <u>2023</u> Feb 6-17 April 17-28 June 19-30
HRAC	Human Resource Advisory Committees Course	1 Week	Members of ministerial, county and HR advisory committees, staff advisory committees, human resource committees of public sector agencies. Members of Training Committees	Baringo	<u>2022</u> Oct 10-14 <u>2023</u> Jan16 - 20 May 1-5
				Lower Kabete	<u>2022</u> July 18-22 Sept 12-16 Nov 7-11 <u>2023</u> Jan 16-21 April 3-7 June 19-23
				Mombasa	<u>2022</u> Sep 19-23 Dec 5 – 9 <u>2023</u> Mar 20 – 24 May 29 – Jun 2

HRMD	Human Resource Management & Development	1 Week	Managers across all functions in the National, County governments and state corporations.	Baringo	<u>2022</u> Oct 10-14 <u>2023</u> Jan 16 - 20 May 1-5
				Mombasa	<u>2022</u> Oct 3-7 Nov 7-11 <u>2023</u> May 1 – 5 Jun 19-23
				Matuga	<u>2022</u> Nov 7-11 <u>2023</u> Jan 16 - 20 May 1-5
PMS	Performance Management Systems	2 Weeks	Managers in the public and private sectors across all functions	Baringo	<u>2022</u> Oct 10-21 <u>2023</u> Jan 16 - 27 May 1-12
				Embu	<u>2022</u> Oct 3-14 <u>2023</u> Feb 13-17 May 15-26
				Lower Kabete	<u>2022</u> Aug 15-26 Nov 7-18 <u>2023</u> Jan 16 – 27 March 20-24 June 5-16
				Matuga	<u>2022</u> Sept. 5-16 Nov 7-18 <u>2023</u> Jan 16 - 27

				Mombasa	<u>2022</u> Jul 4 – 15 Oct 31- Nov 11 <u>2023</u> Apr 10 – 21
BSC	Balanced Score Card Course	1 Week	Officers responsible for performance management.	Lower Kabete	<u>2022</u> Sept 5-9 Nov 21-25 <u>2023</u> Mar 20-24 May 22-26
				Mombasa	<u>2022</u> Sep 12-16 Dec 5-9 <u>2023</u> Feb 6-10 May 1-5
CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS	DATES
FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS					
IPSAS	International Public Sector Accounting Standards	2 Weeks	Accountants, finance officers, asset managers and auditors.	Lower Kabete	<u>2022</u> Aug 1-12 Oct 3-14 <u>2023</u> Feb 6-17 April 17-28 June 19-30
				Mombasa	<u>2022</u> July 4-15 Oct 10-21 <u>2023</u> Feb 13 – 24 Apr 17- 28
FARA	Financial Accounting, Reporting and	1 Week	Accounts, finance and treasury officers in the public sector.	Lower Kabete	<u>2022</u> Aug 22-26 Nov 7-11

	Analysis				2023 Jan 9-13 April 17-21 June 19-23
FDN	Fiscal Decentralization	1 Week	Parliamentary committee clerks, county assembly committee clerks, senior staff in county Governments, and Institutions responsible for inter-governmental fiscal relations.	Lower Kabete	2022 Nov 21-25 2023 Jan 9-13 April 17-21 June 19-23
				Mombasa	2022 Aug 15-19 Nov 21-25 2023 Mar 8-12
PSFM	Public Sector Finance Management	4 Weeks	Officers responsible for public finance management	Lower Kabete	2022 Sept 5-30 2023 Feb 13 -Mar 10, May 1-26 Jun 5-30
				Mombasa	2022 Oct 17-Nov 11 2023 Jan 16 – 10 Feb
FIDP	Fraud Investigation, Detection and Prevention	1 Week	Law enforcement agents, internal auditors, treasurers, accountants and fund managers in all sectors.	Embu	2022 Sept 5-9 Nov 7-11 2023 June 12-16
				Lower Kabete	2022 Oct 17-21 2023 Jan 16-20 April 3-7 June 5-9

ARA	Audit and Risk Assurance	1 week	Heads of Audit and internal auditors.	Baringo	<u>2022</u> Oct 10-14 <u>2023</u> Jan 16 - 20 May 1-5
				Embu	<u>2022</u> Aug 22-26 Nov 21-25 <u>2023</u> Jun 5-9
				Lower Kabete	<u>2022</u> Aug 29-2 Sept Nov 21-25 <u>2023</u> March 20-24
				Mombasa	<u>2022</u> Oct 31-Nov 4 <u>2023</u> Apr 17 – 21
FNF	Finance for Non Finance Managers	1 Week	Board/Council members, directors and managers in the public and private sectors.	Baringo	<u>2022</u> Dec 5-9 <u>2023</u> March 20-24 May 8-12
				Embu	<u>2022</u> Sep 5-9 Nov 14-18 <u>2023</u> Feb 20 – 24 May 8-12
				Lower Kabete	<u>2022</u> Oct 10-14 <u>2023</u> Jan 16-20 Mar 13-17 May 22-26

				Matuga	<u>2022</u> Nov 14-18 <u>2023</u> Jan 16-20 Mar 13-17 May 22-26
				Mombasa	<u>2022</u> Sept 19- 23 Nov 21- 25 <u>2023</u> Jan 9- 13 Mar 20-24 May 8- 12
RES	Revenue Enhancements Skills Course	2 Weeks	Officers in MDACs responsible for revenue generation, collection and control.	Embu	<u>2022</u> Sept 5 – 16 Nov 7 – 18 <u>2023</u> Feb 13 - 24 Apr 17 – 28
PBB	Program Based Budgeting	1 Week	Heads of Departments, County Chief officers, Finance officers, Economists, and Budget officers of National and County Governments.	Lower Kabete	<u>2022</u> July 11-15 Oct 17-21 <u>2023</u> Feb 27 – Mar 3 May 15-19
				Matuga	<u>2022</u> Sep 5-9 Nov 14-18 <u>2023</u> Feb 13 - 24 Apr 17 – 28
				Mombasa	<u>2022</u> Aug 15- 19 Oct 17-21 <u>2023</u> May 8– 12

PPCM	Public Procurement & Contract Management	1 Week	Senior managers and Accounting officers responsible for providing general oversight of the procurement process.	Baringo	<u>2022</u> Oct 17-21 <u>2023</u> Jan 16 - 20 May 1-5
				Lower Kabete	<u>2022</u> Oct 10-14 <u>2023</u> Jan 16-20 Mar 13-17 May 22-26
				Matuga	<u>2022</u> Sep 19-30
				Mombasa	<u>2022</u> Sep 12-16 Oct 17-21 <u>2023</u> Mar 20-24 May 15-19
				Embu	<u>2022</u> Sep 19-30 <u>2023</u> Feb 20-Mar 3 May 15-26
PFM	Public Finance Management Course	1 Week	Officers responsible for budgeting, revenue policy, financial reporting and the financial advisory functions in the national and county governments, private sector and NGOs.	Baringo	<u>2022</u> Nov 14-18 <u>2023</u> March 13-17
				Lower Kabete	<u>2022</u> July 11-15 Oct 17-21 <u>2023</u> Jan 10-14 April 3-7 June 5-9
				Embu	<u>2022</u> Nov 21-25

					<u>2023</u> May 15-19
				Matuga	<u>2022</u> Sept 5 – 9 Nov 7 – 11
					<u>2023</u> May 15-19
				Mombasa	<u>2022</u> Sep 12-16 <u>2023</u> Mar 13-17 May 15 – 19 June12- 16
ACC	Audit Committee Course	3 Days	Members of audit committees, ministries and public sector agencies.	Lower Kabete	<u>2022</u> Aug 22-24 Oct 3-5 <u>2023</u> Jan 9-11 April 17-19 June 26-28
				Mombasa	<u>2022</u> Oct 3-5 <u>2023</u> Apr 17 - 20 June 5 – 7
				Matuga	<u>2022</u> Sept 12 - 14 Nov 14 – 16 <u>2023</u> Jan 9-11 April 17-19
CTM	Cash and Treasury Management Training	1 Week	Accountants, Revenue officers, Budget officers, and Auditors.	Lower Kabete	<u>2022</u> Oct 3-7 <u>2023</u> Jan 16-20

					April 17-21 June 19-23
PCMP	Public Procurement & Contract Management for Practitioners	2 Weeks	Officers responsible for procurement processes in government.	Baringo	<u>2022</u> Oct 17-28 <u>2023</u> Jan 24 – Feb 4 Mar 21 – Apr 1
				Embu	<u>2022</u> Sep 19-30 <u>2023</u> Feb 20-Mar 3 May 15-26
				Lower Kabete	<u>2022</u> Oct 10-14 <u>2023</u> Jan 16-20 Mar 13-17 May 22-26
				Matuga	<u>2022</u> Sep 5-9 <u>2023</u> Feb 20-24 May 15-19
				Mombasa	<u>2022</u> Oct 17-28 <u>2023</u> Jan 23 – Feb 3 March 20– 31
PCMU	Public Procurement & Contract Management for Users	1 Week	Members of Tender opening and evaluation committees, procurement officers, finance auditors, probity/integrity advisors and civil societies.	Baringo	<u>2022</u> Sep 12-16 <u>2023</u> Mar 13-17 June 12 – 16
				Lower Kabete	<u>2022</u> Sept 5-9 Nov 21-25

					<u>2023</u> Jan 9-13 April 17-21 June 19-23
				Embu	<u>2022</u> Nov 7-11 <u>2023</u> May 15-19 Jul 17-21
				Matuga	<u>2022</u> Sep 5-9 Nov 7-11 <u>2023</u> Jan 15-19 April 15-19 May 15-19
				Mombasa	<u>2022</u> Sep 12-16 <u>2023</u> Mar 13-17 June 12 – 16
AMC	Asset Management Course	1 Week	Officers responsible for development and management of assets and liabilities, and maintenance of asset registers.	Lower Kabete	<u>2022</u> Aug 22-26 Nov 7-11 <u>2023</u> Jan 9-13 April 17-21 June 19-23
				Matuga	<u>2022</u> Oct 10-14 <u>2023</u> Jan 16-20
				Mombasa	<u>2022</u> Aug 15-19 Oct 10-14

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS	DATES
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	Baringo	<u>2023</u> May 8– 12
					<u>2022</u> Sep 19-30 <u>2023</u> Jan 9-13 May 8-12
				Embu	<u>2022</u> Sep 19-30 Nov 14-25 <u>2023</u> Jan 30 - Feb 10 Mar 20 – 31 May 8– 19
				Lower Kabete	<u>2022</u> Sept 12-23, Nov 21-Dec 2 <u>2023</u> March 6-17 May 29-June 9
				Matuga	<u>2022</u> Nov 7-18 <u>2023</u> March 6-17 May 29-June 9
				Mombasa	<u>2022</u> Jul 18-29 Sep 19-30 <u>2023</u> Jan 16-27 May 8-19
SIA	Social Impact	3 Weeks	Engineers, social specialists and officers responsible	Baringo	<u>2022</u>

	Assessment in Project Management		for project implementation at national and county levels.		Sep 5-23 <u>2023</u> Mar 6 – 24 May 1-19
				Embu	<u>2022</u> Aug 15-Sept 2 Oct 17- Nov 4 <u>2023</u> Feb 20- Mar 10 Apr 17- May 5
				Lower Kabete	<u>2022</u> Sept 12-30 <u>2023</u> Jan 9-27 Mar 6-25 May 8-26
				Matuga	<u>2022</u> Oct 17-28 <u>2023</u> Jan 9-27 Mar 6-25 May 8-26
				Mombasa	<u>2022</u> Sep 5-23 <u>2023</u> March 6-24 May 1-19
SRM	Social Risk Management in Development	1 Week	Engineers, social specialists, environmental specialists, legal officers and decision makers responsible for project implementation.	Baringo	<u>2022</u> Oct 10-14 <u>2023</u> Mar 6 - 10 June 12-16
				Embu	<u>2022</u> Sep 19-23 <u>2023</u> Mar 6 - 17

					June 13-24
				Lower Kabete	<u>2022</u> Aug 15-19 <u>2023</u> Feb 21 –Mar 4 June 12-23
				Matuga	<u>2022</u> Oct 10-14 <u>2023</u> Mar 6 - 10 June 12 -16
				Mombasa	<u>2022</u> Aug 15-19 Oct 31 – Nov 4 <u>2023</u> Feb 6-10 May 8-12
LED	Local Economic Development Strategy and Project Formulation	2 Weeks	Ward, Village and Sub county administrators, municipal boards, Agricultural and industrial officers, among other relevant Technical officers responsible for local economic development projects in county Governments.	Baringo	<u>2022</u> Oct 10-21 <u>2023</u> April 10-21
				Embu	<u>2022</u> Oct 3-14 <u>2023</u> Feb13-24 Apr 10-21 June 19-30
				Lower Kabete	<u>2022</u> Sept 5-16 Nov 21-Dec 2 <u>2023</u> Jan 9-20 April 17-28 June 19-30
				Matuga	<u>2022</u> Sept 5-16 Nov 7-18 <u>2023</u> Feb13 – 24 Apr 10-21 June 19-30

				Mombasa	<u>2022</u> Sep 19-30 Nov 14-25 <u>2023</u> Apr 10 – 21
GGCE	Green Growth and Circular Economy	1 Week	Policy and senior managers at the national and county government, public sector agencies, NGOs and private sector actors Technical officers both at the national and county governments, public sector agencies, NGOs and private sector actors	Lower Kabete	<u>2022</u> Aug 29-2 Sept Nov 21-25 <u>2023</u> March 20-24
				Mombasa	<u>2022</u> Aug 15-19 Oct 3-7 <u>2023</u> Apr 3 - 7 June 5– 9
				Matuga	<u>2022</u> Sep 12-16 Nov 14-18 <u>2023</u> Jan 10-14 April 3-7 June 5-9
CPPB	Climate Change Policy, Planning and Budgeting	2 Weeks	Officers in environment, agriculture, planning sectors and public agencies responsible for project management	Lower Kabete	<u>2022</u> Jul 18-29 Oct 17-28 <u>2023</u> Jan 16-27 April 17-28 June 26-Jul 7
				Matuga	<u>2022</u> Sep 5 – 16 Nov 7 -18 <u>2023</u> Jan 16-27 April 17-28 June 26-Jul 7

IEIA	Integrated Environmental Impact Assessment and Audit in Development	3 Weeks	Trainers, practitioners, managers, non-governmental organizations and other interest groups responsible for development projects.	Embu	<u>2022</u> July 11-29 Nov 7-25 <u>2023</u> Mar 6 – 24 June 12-30
				Lower Kabete	<u>2022</u> July 4-22 Oct 10-28 <u>2023</u> Jan 16-Feb 3 April 10-28 June 20-Jul 8
				Matuga	<u>2022</u> Sep 5-23 <u>2023</u> Jan 16-Feb 10 April 10-28 June 20-Jul 8
				Mombasa	<u>2022</u> Sep 5-23 Nov 14 – Dec 2 <u>2023</u> Apr 10-28
PMER	Project Monitoring, Evaluation & Reporting	2 Weeks	All public officers responsible for project management	Lower Kabete	<u>2022</u> July 18-29 Oct 17-28 <u>2023</u> Jan 16 – 27 April 17-28 June 26-July 7
				Matuga	<u>2022</u> Oct 10-21 <u>2023</u> Jan 16 – 27 April 17-28

					June 19-30
PDM	Project Development & Management	4 Weeks	Project managers, engineers, architects, surveyors, and other professionals responsible for developing and managing projects	Embu	<u>2022</u> Nov 7 – Dec 2 <u>2023</u> Mar 6 - 31 Apr 3– 28 May 1 – 26
				Lower Kabete	<u>2022</u> July 4-29 Nov 7-Dec 2 <u>2023</u> Jan 23 – Feb 17
				Matuga	<u>2022</u> Jan 17 – Feb 11 Apr 4 – 29 Jul 4 – 29 Oct 17-Nov 11 <u>2023</u> Jan 23 – Feb 17 Apr 3-29 June 5-30
PPW	Project Proposal Writing	1 Week	Managers /officers responsible for planning and managing projects in both national and county governments as well as the private sector.	Lower Kabete	<u>2022</u> July 18-22 <u>2023</u> Feb 13-17 June 5-9
				Matuga	<u>2022</u> Oct 24-28 <u>2023</u> Feb 13-17 June 5-9
				Mombasa	<u>2022</u> Jul 11– 15 Oct 31-Nov 4 <u>2023</u> Mar 20 - 24

PPM	Project Planning and Management	4 Weeks	Project managers, planners, agricultural officers, economists, human resource managers and other professionals responsible for project planning and management	Baringo	<u>2022</u> Nov 7-Dec 2 <u>2023</u> Feb 6- 3 Mar Jun 5- 30
				Embu	<u>2022</u> Nov 7 – Dec 2 <u>2023</u> Mar 6 - 31 Apr 3– 28 May 1 – 26
				Lower Kabete	<u>2022</u> September 5-30 <u>2023</u> Feb 6 - Mar 3 June 5-30
				Matuga	<u>2022</u> Sep 26-Oct 21 Nov 21-Dec 16 <u>2023</u> Feb 6 - Mar 3 June 5-30
				Mombasa	<u>2022</u> Sep 5-Sep 30 Oct 10-Nov 4 Nov 7 - Dec 2 <u>2023</u> Feb 6 - 3 Mar Jun 5- 30
PCM	Project Cycle Management	1 Week	Officers with an interest in projects in National and County Governments, NGOs and Private sectors.	Baringo	<u>2022</u> Nov 21-25 <u>2023</u> Jan 30 - Feb 3 May 8 – 12
				Embu	<u>2022</u> Sep 5-9 Nov 14-18 <u>2023</u> Jan 30 - Feb 3

					May 8 – 12
				Lower Kabete	<u>2022</u> Oct 10-14 <u>2023</u> Jan 23 – 27 April 24-28 June 26-30
				Matuga	<u>2022</u> Nov 14-18 <u>2023</u> Feb 6-10 May 8-12
				Mombasa	<u>2022</u> Aug 15-19 Dec 5-9 <u>2023</u> Jan 9-13 May 8-12
PPI	Project Planning & Implementation	4 Weeks	Project managers, planners, agricultural officers, economists, human resource managers and other professionals responsible for project planning and management	Embu	<u>2022</u> Oct 31 - Nov – 25 <u>2023</u> Feb 27 - Mar 24 Apr 3 -28
				Lower Kabete	<u>2022</u> September 5-30 Nov 7-Dec 2 <u>2023</u> Feb 6 -Mar 3 June 5-30
				Matuga	<u>2022</u> Oct 31 - Nov 25 <u>2023</u> Feb 27 - Mar 24

					Apr 3 -28 Oct 30 - Nov 24
				Mombasa	<u>2022</u> Oct 31 - Nov 25 <u>2023</u> Feb 6- Mar 3 May 8 -Jun 2
RBME	Results-Based Monitoring & Evaluation	2 Weeks	Officers responsible for project development and management from all sectors.	Lower Kabete	<u>2022</u> July 18-29 Oct 17-28 <u>2023</u> Jan 16-27 April 17-28 June 26-Jul 7
				Mombasa	<u>2022</u> Aug 15- 19 Dec 5-16 <u>2023</u> Mar 13 – 24 May 8- 19
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.	Baringo	<u>2022</u> Oct 10-14 <u>2023</u> Mar 6 – 10 May 8 – 12
				Embu	<u>2022</u> Sep 13-17 Nov 15-19 <u>2023</u> Mar 27- 31 Jun 5-9
				Lower Kabete	<u>2022</u> July 18-22 <u>2023</u> Feb 13-17 June 5-9

				Mombasa	<u>2022</u> Aug 22-26 Oct 31-Nov 4 <u>2023</u> Mar 6 – 10 May 8 – 12
RPW	Research Proposal Writing	1 Week	Officers with research responsibilities or enrolled in postgraduate programs	Baringo	<u>2022</u> Dec 5 – 9 <u>2023</u> Feb 20 – 24 May 8-12
				Embu	<u>2022</u> Aug 22-26 Nov 21-25 <u>2023</u> Feb 6-10 May 8-12
				Lower Kabete	<u>2022</u> July 25-29 Oct 24-28 <u>2023</u> Jan 23 – 27 April 24-28 June 26-30
				Matuga	<u>2022</u> Nov 14-18 <u>2023</u> Jan 23 – 27 April 24-28
				Mombasa	<u>2022</u> Aug 22-26 Dec 5-9 <u>2023</u> Feb 20 – 24 May 8-12

DAS	Data Analysis Skills Development	3 Weeks	Officers responsible for research analysis and interpretation	Baringo	<u>2022</u> Sep 5-23 <u>2023</u> March 6 – 24 May 1-19
				Embu	<u>2022</u> Sept 5-23 Nov 7-25 <u>2023</u> Feb 20- Mar 10 Apr 10-28
				Lower Kabete	<u>2022</u> Oct 10-28 <u>2023</u> Jan 16-Feb 10 April 10-28 June 19-Jul 7
				Matuga	<u>2022</u> Oct 17-28 <u>2023</u> Jan 16-Feb 10 April 10-28 June 20-Jul 8
				Mombasa	<u>2022</u> Sep 5-23 <u>2023</u> March 6 – 24 May 1-19
CMEP	Crisis Management and Emergency Preparedness	1 Week	Disaster management officers, fire brigade officers, police officers, and rescue and recovery agencies.	Baringo	<u>2022</u> Sep 5-9 Nov 7-11 <u>2023</u> March 13 – 24 May 8 -12
				Embu	<u>2022</u> Oct 17-21 <u>2023</u> Jan 16-20 May 15-19

				Lower Kabete	<u>2022</u> Oct 17-21 <u>2023</u> Jan 9-13 April 3-7 June 5-9
				Matuga	<u>2022</u> Oct 19-23 <u>2023</u> Jan 10-14 April 3-7 June 5-9
				Mombasa	<u>2022</u> Aug 22-26 Nov 14-18 <u>2023</u> Jan 23-27 Jun 5-9
MDFP	Managing Donor Funded Projects	1 Week	Officers responsible for development projects from National and County Governments, NGOs and other donor funded Institutions.	Mombasa	<u>2022</u> Sep 12-16 <u>2023</u> Feb 13 – 17 Jun 5 – 9
CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS	DATES
eLEARNING AND ICT PROGRAMS					
FAEP	Facilitation Approaches for e-Learning programs (Online)	5 Weeks	Officers in education and training who intend to tutor in online programs	eLDi	<u>2022</u> Nov 7 – Dec 9 <u>2023</u> May 8 – Jun 9
DDEP	Designing and Developing e-learning Programs (Face to face)	2 Weeks	Officers working in ICT or Training departments who intend to become proficient in eLearning course production.	eLDi	<u>2022</u> Feb 6 - 17
PAM	Payroll Administration Management	2 Weeks	County Officers in HR	eLDi	<u>2022</u> Jul 25 - Aug 5 Oct 31– Nov 11

					2023 Jan 30- Feb 10 Mar 27 – Apr 7 May 29 – June 9
PAD	Payroll Administration for Directors	3 Days	Human Resource Directors and Senior Managers	eLDi	2022 Nov 8 – 10 2023 Apr 25 – 27
PAS	Performance Appraisal System	1 Week	Human resource management officers and all officers holding supervisory positions and staff.	eLDi	2022 Nov 28 – Dec 2 2023 Feb 6 – 10 May 22 – 26
AED	Advanced Excel for Data Modelling	1 Week	Managers/ officers who need to improve their office productivity with improved excel skills in reporting data analysis and use of formulas, functions among others.	eLDi	2022 Sept 5 – 9 Dec 5 – 9 2023 Mar 6 – 10 Jun 13 - 17
DME	Digital Monitoring and Evaluation for Projects	2 Weeks	All public officers responsible for project management	eLDi	2022 Oct 3 – 7 2023 Mar 13 - 17
CSC	Cyber Security	1 Week	Information technology professionals in National and County Governments and private sector handling information Security	eLDi	2022 Aug –23-27 Oct 10 -14 2023 Feb 27 – Mar 3 May 15 – 19
ISSM	Information System Security Management-	1 Week	HR Officers, Procurement Officers, Accountants, Auditors, and all officers who need to secure information they handle.	eLDi	2022 Sept 12 – 16 2023 Feb 13 – 17 May 2 – 6
ISMS	Information Security Management System	1 Week	Implementers of ISO27001:2013, HR & Administration, Finance & ICT officers.	eLDI	2022 Jul 4 - 8 Sep 12-16

					<u>2023</u> Mar 21 - 25
ERM	Electronic Records Management	3 Weeks	Records and information management officers who include officers working in accounts, stores, registry, personnel and library	eLDi	<u>2022</u> Sept 5-23 <u>2023</u> Jan 16 – Feb 3 Apr 4 - 22
KMC	Knowledge Management	1 Week	Officers in human resource, communication, information, library, knowledge management, ICT and those who manage knowledge in National and County Government entities and non-state actors	eLDi	<u>2022</u> Sept 19 – 23 Oct 24 – 28 <u>2023</u> Mar 6 – 10 March 27 –April 7(online)
DPA	Data Processing and Analytics	2 Weeks	Statisticians, Analysts, Auditors & Economists	eLDi	<u>2022</u> July 18-22 Oct 24-28 <u>2023</u> May 8 -19
DPP	Data Protection	1 Week	Officers involved in personal data management including officers working in data protection, records management, human resource, ICT, finance, customer relations, legal and security.	eLDi	<u>2022</u> July 25 – 29 Sept 12 – 16 Oct 17 -21 <u>2023</u> May 8 -19 Feb 6 -10 Apr 10 – 14 Jun 5 - 9
FMWB	Financial Management for Project Accountants Implementing Government and World Bank Funded projects	2 Weeks	Project accountants, finance managers with less than three years' experience in a government project financed by the World Bank Project	eLDi	<u>2022</u> Sep 12 –23 Nov 21 – Dec 2 <u>2023</u> Mar 13 – 24
AFWB	Advanced Financial Management for Project Accountants Implementing	2 Weeks	Project accountants, finance managers with more than three years' experience in a government project financed by the World Bank	eLDi	<u>2023</u> May 8 - 19

	Government and World Bank Funded Projects		Project		
SPSS	Statistical Package for Social Sciences	2 Weeks	Middle level managers in public, private & the NGO sectors and have basic computer skills	Lower Kabete	2022 Sep 12-23 2023 Feb 6-17 April 3-14 June 19-30
CMS	Computer Maintenance and Security	2 Weeks	ICT officers in the public service	Baringo	2023 Jan 16 - 27 May 1-12
				Lower Kabete	2022 Oct 10-21 Nov 7-18 2023 Feb 6-13 May 8-19
IAIE	Integrated Financial Management Information System for AIE Holders	3 days	Accounting Officers in National and County Government including CECs, Chief Officers and Clerks of Assembly	eLDi	2022 Sep13-15, Oct 18-20 Dec 13-15 2023 Feb 21-25, Apr 11-13, May 2 - 4
IHP	Integrated Financial Management Information System Hyperion Planning & Budgeting	1 Week	Finance, Planning and Budgeting Officers in National and County Government	eLDi	2022 Aug 22-26, Sept 19-23 Nov 21-25 2023 Mar 27-31 May 29- Jun 2
IAC	Integrated Financial Management Information System for Accountants	1 Week	Officers managing cash, accounts and general ledger in National and County Government	eLDi	2022 Aug 1-5 Sept 5-9 Oct 3 -7 Oct 31- Nov 4

					Nov 28- Dec 2 2023 Jan 9-13 Jan 30- Feb 3 Mar 6-10 Apr 3 – 7 May 22-26
IPO	Integrated Financial Management Information System for Procurement Officers	1 Week	Procurement and supply chain officers in National and County Government	eLDi	2022 Aug 8-12 Aug 29- Sept 2 Oct 10- 14 Nov 7-11 Dec 5-9 2023 Jan 23 -27 Feb 6 – 10 Mar 13 – 17 Apr 24-28 May 8-12 Jun 12 – 16
IAO	Integrated Financial Management Information System for Auditors	1 Week	Auditors working on IFMIS in National and County government	eLDi	2022 Aug 15-19 Nov 14-18 2023 Jan 16 -20 May 15-19
ICO	Integrated Financial Management Information System for ICT Officers	1 week	ICT Officers working on IFMIS in National and County Government	eLDi	2022 Sept 26- 30 Oct 24-28 2023 Feb 27 – Mar 3 Mar 20- 24
CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS	DATES
LONG TERM TRAINING PROGRAMS (More than two months)					

CASP	Creative Arts Skills Development Program	9 months	Talented youth aspiring to enhance their skills in creative arts.	Lower Kabete	July 4 2022-March 31 2022
CSW	Certificate in Social Work	12 Months	Officers responsible for social development work in National and County Governments, Chiefs, Assistant Chiefs, Village Administrators, NGOs, and CBOs	Embu	<u>2022</u> July 4, 2022 – Feb 3, 2023 <u>2023</u> Jan 23, – July 21, 2023
DSW	Diploma in Social Work	24 months	Officers responsible for social development work in National and County Governments, Chiefs, Assistant Chiefs, Village Administrators, NGOs, and CBOs	Embu	<u>2022</u> Jan 31, – May 19, 2023 July 4, 2022 – Nov 3, 2023 <u>2023</u> Jan 30, 2023– May 17, 2024
CMPE	Management of Public Enterprises	4 Weeks	Senior Managers in Public Enterprises, Private and Civil Society Institutions, Policy Researchers	Lower Kabete	Aug 29-Oct 7,2022
				Matuga	Sept 5-30,2022 Nov 7-Dec 2,2022 Feb 6 - Mar 3,2023 June 5-30,2023
DMPE	Diploma in Management of Public Enterprises	8 ¹ / ₂ Months	Senior and Middle Level Managers in Public Enterprises as well as Individuals who desire to take up management careers in the public enterprise sector.	Lower Kabete/ Matuga	January 2023
MCPO	Middle Management Course for Police Officers	3 Months	Chief Inspectors	Mombasa	Sep 5 – Nov 25, 2022 Jan 30 – Apr 28, 2023
DPA	Diploma in Public Administration	8 Months	Coordination of National Government officers and County administrators.	Lower Kabete/ Matuga	January 2023
MPA	Masters in Public Administration	2 Years	Administrators in both private and public sectors who have attained a first degree in the relevant field.	Lower Kabete/ Matuga	September 2022

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS	DATES
COUNTY SPECIFIC CAPACITY DEVELOPMENT PROGRAMS All these KSG programs are available for County Leaders and Staff					
ECOR	Enhancement of County Own-Source Revenue	1 Week	County officers responsible for generation, and management of revenue from local resources	Baringo	<u>2022</u> Nov 7-11 <u>2023</u> Jan 9-13 May 8-12
				Embu	<u>2022</u> Sep 5-9 Nov 21-25 <u>2023</u> Jan 30 - Feb 3 Feb 20 – 24 Apr 24-28
				Lower Kabete	
				Matuga	<u>2022</u> Nov 7-11 <u>2023</u> Jan 30 - Feb 3 Feb 20 – 24 Apr 24-28
				Mombasa	<u>2022</u> July 18-22 Oct 10-14 <u>2023</u> Jan 9-13 May 8-12
CRGE	County Revenue Generation Skills Enhancement Course	1 Week	County employees responsible for revenue generation, collection and control.	Baringo	<u>2022</u> Oct 24 -28 <u>2023</u> Jun 5-9 May 15-19
				Embu	<u>2022</u>

					Sep 5-9 2023 Jan 9-13 May 8-12
				Lower Kabete	On request
				Matuga	2022 Oct 24-28 2023 Jan 16-20 March 13-17 May 15-19
				Mombasa	2022 Oct 24-28 2023 Jun 5-9 May 15-19
IMCA	Induction Program for Members of County Assembly	1 Week	Members of County Assembly, Speakers of County Assembly, and Assembly Clerks.	Baringo, Lower Kabete, Embu, Matuga, Mombasa	On request
ICG	Induction Program for County Governors	3 Days	Newly elected Governors and Deputy Governors	Lower Kabete, Mombasa	On request
ICS	Induction Program for County Secretaries	1 Week	Newly appointed County Secretaries	Lower Kabete, Mombasa	On request
ICEC	Induction Program for County Executive Committee Members	1 Week	Newly appointed County Executive Committee Members	Baringo Embu Lower Kabete Matuga Mombasa	On request
ICCO	Induction Program for County Chief Officers	1 Week	Newly appointed Chief Officers	Baringo Embu Lower Kabete Matuga Mombasa	On request
MPCH	Management of Parliamentary Committee Hearings	1 Week	Members of National Assembly, Chairs of House Committees, Members of House Committees.	Baringo	2022 Nov 14-18 2023 May 8-12
				Embu	2023 Mar 6 – 10 May 22-26
				Lower Kabete	On request
				Matuga	2022

					Oct 3 – 7 2023 Mar 6 – 10 May 23 – 27
				Mombasa	2023 June 19-23
MCAH	Management of County Assembly Committee Hearings	1 Week	Elected or nominated members of the county assembly.	Baringo	On Request
				Embu	2022 Aug 15-19 Nov 14-18 2023 Jan 23-27 May 22-26
				Lower Kabete	On request
				Matuga	On request
				Mombasa	On request
ICD	Induction Program for County Directors	1 Week	Newly employed Directors	Baringo Embu Lower Kabete Matuga Mombasa	On request
IWA	Induction Program for Ward Administrators	2 Weeks	Newly employed Ward Administrators	Baringo Embu Lower Kabete Matuga Mombasa	On request
ISA	Induction Program for Sub-County Administrators	2 Weeks	Newly employed Sub County administrators	Baringo Embu Lower Kabete Matuga Mombasa	On request
IVA	Induction Program for Village Administrators	2 Weeks	Newly appointed village administrators	Baringo Embu Lower Kabete Matuga Mombasa	On request
ICPB	Induction Program for County Public Service Boards	1 Week	Newly employed CPSB Members	Baringo Embu Lower Kabete Matuga Mombasa	On request
MCAC	Management of County Assembly Committee Affairs	1 Week	Committee Members	Baringo	On request
				Embu	2022 Sep 26-30 Dec 5-9 2023 Feb 20 – 24 Jun 5– 9
				Lower Kabete	On request
				Matuga	2022

					Oct 24-28 2023 Jan 23-27 May 22-26
				Mombasa	2022 Sep 26- 30 Dec 5-9 2023 Feb 20- 24 June 5- 9
MNAC	Management of Senate/National Assembly Committee Affairs	1 Week	Committee Members	Lower Kabete	On request
				Mombasa	2022 Oct 3-7 2023 Jan 16 – 20 Mar 13 – 17 May 22 – 26
CDP	County Development Planning	1 Week	County Officers responsible for formulation, implementation and evaluation of county development plans, Programs and projects.	Mombasa	2022 Sep 26-30 Dec 5-9 2023 Feb 20 – 24 Jun 5 – 9
GMDS	Governance and Management of Devolved Systems	1 Week	Senior officers in the county government	Mombasa	2022 Oct 3-7 2023 Jan 16 – 20 Mar 13 – 17 May 22 – 26
CFM	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	Baringo	2022 Nov 7-11 2023 April 10-14
				Embu	2022 July 18-22 Nov 7-11 2023

					Feb 6 -10 April 10 – 14
				Lower Kabete	<u>2022</u> July 18-22 Sept 12-16 Nov 7-11 <u>2023</u> Jan 16-21 April 3-7 June 19-23
				Matuga	<u>2022</u> Jun 6-10 Sep 12-18 Nov 7-11 Feb 6-10 <u>2023</u> Feb 6 -10 April 10 – 14
				Mombasa	<u>2022</u> Sep 19-23 <u>2023</u> Jan 30 – 3 Feb Feb 6- 10 8- 12 May
CHRM	County Human Resource Management	1 Week	Human resource management and development officers, secretariat of public service boards, and county human resource advisory committee members.	Mombasa	<u>2022</u> Oct 3-7 <u>2023</u> Jan 16 – 20 Mar 14 – 17 May 22 – 26
				Matuga	<u>2022</u> Sep 26– 30 Dec 5 – 9
CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS	DATES
SECURITY MANAGEMENT INSTITUTE PROGRAMS					
PVES	Prevention and Control of Violent Extremism	1 Week	Senior security officers in JG P and above	Lower Kabete	<u>2022</u> Sept 19 – 23

	Course for Senior Officers				<u>2023</u> February 6-10
PVEM	Prevention and Control of Violent Extremism Course for Middle Level Officers	2 Weeks	Middle level officers in JG M-N	Lower Kabete	<u>2022</u> Aug 8 – 19 Dec 5 – 16 <u>2023</u> January 16-27
KCBM	Kenya Coordinated Border Management	2 Weeks	All Border Control & Operations Coordination Committee (BCOCC) Members, National Security Agencies.	Lower Kabete/ Mombasa	<u>2022</u> Sept 5-16 Oct 10-21 <u>2023</u> February 13-24
VPC	VIP Protection Course	1 Week	Protocol Officers and officers involved in securing VIPs	Lower Kabete/Mombasa	<u>2022</u> Oct 24 – 28 <u>2023</u> Feb 6 – 10 May 15 – 19 June 19 - 23
LOTG	Leading Organizations in Time of Crisis	3 Days	C.E.Os of state corporations and top level National and County Government officials	Lower Kabete	<u>2022</u> July 18-20 Sept 19-21 Nov 16-18 <u>2023</u> January 23-27
SPMC	Senior Police Officers Management Course	4 weeks	Middle - upper level police managers including officers commanding police stations	Baringo/ Embu/Lower Kabete/ Matuga/Mombasa	<u>2022</u> Aug 1-26 Oct 3-28 <u>2023</u> Apr 3 -28 Jun 5- 30
CPC	Community Policing Course	1 Week	Individuals engaged in community policing, community leaders, CBOs and FBOs, headmen, councils of elders, village administrators, youth groups (community policing committee)	Baringo/Lower Kabete	<u>2022</u> July 18-22 Nov 7-11
MCPO	Management Course for Probation Officers	2 Weeks	Middle cadre probation and correctional officers	Embu/Lower Kabete	<u>2022</u> Aug 15-26 Oct 3-14

					2023 May 8 - 19
TST	Transnational Security Threats	1 Week	Senior security officials who deal with transnational security threats	Lower Kabete/ Mombasa	2022 July 18-22 Oct 24-28
LCAC	Leadership Course for Chiefs and Assistant Chiefs	2 Weeks	Chiefs and Assistant Chiefs, community leaders, CBOs	Baringo/ Embu/Lower Kabete/ Matuga/Mombasa	2022 Sept 12-23 2023 Mar 6-17 May 15-26
CMPB	Conflict Management and Peace Building	2 Weeks	Middle level Administrators in both National and County Governments	Lower Kabete/ Matuga/Baringo/Mombasa	2022 Aug 15-26 2023 Feb 6-10 February 13-24 March 6 – 10

MARGARET KENYATTA INSTITUTE FOR GENDER AND SOCIAL DEVELOPMENT PROGRAMS

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
GMD	Gender Mainstreaming in Development	1 Week	Managers, supervisors and officers responsible for planning, budgeting and implementation of development programs	Lower Kabete	2022 Sep 5-9 Nov 7 - 11
CRB	Child-Responsive Budgeting	1 Week	Directorate of Children Services (DCS) and National Council for Children Service (NCCS) staff; Planning, accountants, procurement, Human Resource and finance officers from Ministries, Departments, Agencies and Counties (MDACs); and non-state actors involved in child protection services.	Lower Kabete	2022 Sep 12-16 Nov 14 – 18 2023 Feb 13 – 17 Apr 3 - 7
SFGM	Sustainable Approaches to Eradication of Female Genital Mutilation	1 Week	Administrators, law enforcers, educators and counselors. Professionals responsible for managing female genital mutilation programs from national and county governments, private sector, and community based organizations and	Lower Kabete	2022 Jul 11-15 2023 Feb 20-24

			Non-Governmental Organizations		
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Detailed information about the programs can be accessed at KSG website: www.ksg.ac.ke

For more Information contact us:

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KSG CONFERENCING FACILITIES

All our campuses offer ample space for conferences, video-conferences, workshops, seminars, trainings, board meetings, symposiums, exhibitions, product launches and corporate dinners.



Clean, cozy accommodation at KSG Baringo campus



KSG Baringo Campus Conference Hall



Executive accommodation facilities at the KSG Baringo campus.
Excellent Conference facilities at the KSG Matuga Campus



A spacious auditorium at the KSG Embu Campus
Accommodation facility at Matuga Campus





A VIP accommodation room at KSG Matuga campus



A session is conducted via Video Conferencing at KSG eLDi Campus



An ultra-modern conferencing and accommodation complex at the KSG Mombasa campus



Executive Boardroom at KSG Mombasa Campus



Cozy accommodation at the Bahari Hostel



Relax at the Lamu-styled lounge at the KSG Mombasa campus



Auditorium-Convention Centre at KSG Lower Kabete



Conference Centre at Lower Kabete Campus



Executive accommodation rooms at Lower Kabete



A training room at Lower Kabete Campus



SLDP undergoing experiential learning



KSG Choir



A well-equipped Gym at the KSG Baringo Campus

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