



# KENYA SCHOOL OF GOVERNMENT

*Empowering the Public Service*

## EMBU CAMPUS

**TRAINING CALENDAR  
2022/2023**



## EMBU CAMPUS TRAINING CALENDAR

FY 2022/2023

The Kenya School of Government is an ISO 9001:2015 certified institution that provides capacity-building programs to the Public Service through training, research, consultancy, and advisory services. The School seeks to facilitate the acquisition of wider and deeper knowledge about social and economic issues of national, regional, and global concern beyond the development of skills and competencies in the respective courses and areas of specialization. This goal is achievable through seminars, public lectures, and conferences services to both National and County governments, private sector players as well as those from Non-Governmental Organizations (NGOs). To deliver on the mandate, the School has strategically located campuses across the country including at Lower Kabete, Baringo, Embu, Matuga, and Mombasa. The School boasts of experienced, cultured, and well trained dons, researchers, and consultants in various disciplines in tandem with programs.

KSG Embu Campus is located in Embu town which is approximately 130km from Nairobi. The Campus is along the busy Nairobi-Meru highway and lies on the Eastern slopes of Mt. Kenya. From the administration block, rooftop one enjoys a beautiful view of the mountain slope with the serene and captivating peaks standing out as an awesome scene. It is the only mountain peak along the equator covered by snow and ice, a sure attraction for nature lovers and students keen on tourism.

The Campus has modernized facilities for training; executive conferencing facilities; computer-aided learning workshops which include two ultra-modern auditoriums with a cumulative capacity of up to 300 participants. At Embu Campus, participants are at home away from home with befitting accommodation and quality meals in attractively set up restaurants.

The Campus also has sporting grounds and facilities and an equipped gym. Besides, Embu Campus offers a unique bouquet of refreshing activities such as mountain-climbing, nature walks, student picnics, and jogging terrain where participants get an opportunity to share tracks with renowned Kenya's world-class athletic champions. Equally, on a need basis, the Campus organizes visits to the nearby Mwea National Reserve, and the undulating valleys and hills of the Mt. Kenya slopes to the West with the Mbeere Hills and plains of Ukambani to the East as well as seven forks hydro-electric project.

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

## TRAINING CALENDAR FOR FY 2022/2023

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
<b>EXECUTIVE LEADERSHIP PROGRAMMES</b>					
<b>TLC</b>	<b>Transformative Leadership Course</b>	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. 7 - 11, 2022 Feb. 13 - 17, 2023 May 22 - 26, 2023	36,680 (Residential) 26,500 (Non-Residential)
<b>SLDP</b>	<b>Strategic Leadership Development Program</b>	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 27 – Aug 5, 2022 Aug. 15 – Sept. 23, 2022 Oct. 3 –Nov. 11, 2022 Nov. 7 – Dec. 16, 2022 Jan. 16 – Feb. 24, 2023 March 6 – Apr. 14, 2023 Apr. 24 – June 2, 2023 June 12 – July 21, 2023	152,000(Residential) 92,220(Non-Residential)
<b>CLG</b>	<b>Corporate Leadership and Governance Course</b>	1 Week	Members of boards and councils of state corporations, constitutional commissions, and semi-autonomous government agencies.	Sept. 12 – 16, 2022 Nov. 14 – 18, 2022 March 13 – 17, 2023 June 20 – 24, 2022	36,680 (Residential) 26,500 (Non-Residential)
<b>EWLP</b>	<b>Executive Women Leadership Program</b>	1 Week	Women Officers in the Public Service and Private Sector who are responsible for strategic direction, and policy related decisions, mainly in Job Group P and above or equivalent.	Nov. 14 -18, 2022 Feb. 20 - 24, 2023 May 22 - 26, 2023	36,680 (Residential) 26,500 (Non-Residential)
<b>WPLP</b>	<b>Women in Political Leadership Program</b>	1 Week	Women who hold or are aspiring to hold political leadership at various levels including those in County Governments, National Government, NGOs, Maendeleo ya Wanawake and other women bodies.	Nov. 14 -18, 2022 Feb. 20 - 24, 2023 May. 22 - 26, 2023	36,680 (Residential) 26,500 (Non-Residential)
<b>TLWE</b>	<b>Transformative Leadership Program for County Women Executives</b>	1 Week	Women who hold executive positions in County Governments, National government, NGOs, Maendeleo ya Wanawake and other women bodies.	Nov. 14 -18, 2022 Feb. 20 - 24, 2023 May 22 - 26, 2023	36,680 (Residential) 26,500 (Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
MSAP	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.	May 9-20, 2022 June 13-24, 2022 Nov. 21- Dec. 2022 May 8-19, 2022 June 13-24, 2023	53,000 (Residential) 77,540 (Non-Residential)
CLG	Corporate Governance	1 Week	Officers in leadership positions or those preparing to take up such positions in the public and private sector.  <i>Prepares leaders to constitute organizations suitably, whilst operating the appropriate governance practices.</i>	March 7-11, 2022 July 25-30, 2022 Sept. 12 – 16, 2022 Nov. 14 – 18, 2022 March 13 – 17, 2023 June 20 – 24, 2023	36,680 (Residential) 26,500 (Non-Residential)
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. The program helps institutions to mainstream access to information consistent with requirements for disclosure and exceptions procedures.	Feb. 14 – 18, 2022 May 9 – 13, 2022 Oct. 10-14, 2022 Feb. 13 – 17, 2023 May 8 – 12, 2023	36,680 (Residential) 26,500 (Non-Residential)
AOP	Accounting Officers Program	1 Week	Accounting Officers in Ministries, County Governments, State Corporations, Constitutional Commissions, Legislature, Judiciary, Independent offices and private sector corporates.	Apr. 4-8, 2022 June 6-10, 2022 Aug. 22-26, 2022 Oct. 3-7, 2022 Dec. 12-16, 2022 Apr. 3-7, 2023 June 5-9, 2023	36,680 (Residential) 26,500 (Non-Residential)
GDP	Gender & Development Course	1 Week	All public officers in National and County Government responsible for gender and social development and participants from the Private sector.	Nov. 14 -18, 2022 Feb. 20 - 24, 2023 May 22 - 26, 2023	36,680 (Residential) 26,500 (Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
IPSB	Induction Program for Public Sector Boards	3 days	Newly appointed or reconstituted Public Sector Boards  <i>The purpose of induction is to enable an officer to adapt and acquaint themselves with the position/job requirements, organizational/work environment, and public service culture.</i>	On request	23,680 (Residential) 15,900 (Non-Residential)
<b>MANAGEMENT DEVELOPMENT PROGRAMS</b>					
SMC	Senior Management Course	4 Weeks	Managers who are responsible for managing resources in their organizations and are in 'JG' K and above or its equivalent.	July 11– Aug. 5, 2022 Aug. 15 – Sept. 9, 2022 Sept. 12 – Oct. 7, 2022 Oct. 11 – Nov. 4, 2022 Oct. 31 – Nov. 25, 2022 Nov. 7 – Dec. 2, 2022 Nov. 21 – Dec. 16, 2022 Jan. 16 – Feb. 10, 2023 Feb. 13–Mar. 10, 2023 March 13 – Apr. 7, 2023 Apr. 10 – May 5, 2023 May 8 – June 2, 2023 June 5 – 30, 2023	116,400 (Residential) 74,240 (Non-Residential)
IRC	Institutional Re-engineering and Change Management Course	1 Week	Senior officers in organizations responsible for processes and systems.  <i>Participants will acquire knowledge on how to maintain a goal-oriented approach by instituting clear, non-negotiable objectives and designing incentives to ensure these goals are achieved. Basically, preparing for change, introducing change, and making the change stick.</i>	March 14-18, 2022 June 6-10, 2022 Sept. 19-23, 2022 Dec. 5-9, 2022	36,680 (Residential) 26,500 (Non-Residential)
GAC	Government Advisors Course	2 weeks	Officers in the National and County Government who are charged with the responsibility of advising the Government.	Nov. 7– 18, 2022 Apr. 17 – 21, 2023	55,700 (Residential) 37,120 (Non-Residential)

<b>CODE</b>	<b>PROGRAMME</b>	<b>DURATION</b>	<b>TARGET GROUP</b>	<b>DATES</b>	<b>COSTS (KSH)</b>
<b>MSPS</b>	<b>Management of Social Protection Services</b>	2 Weeks	Social protection practitioners in national and county governments, NGOs, and civil society organizations  <i>Participants acquire managerial skills in the 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 communities they serve.</i>	Nov. 21-Dec. 2, 2022 Apr. 10-21, 2023	55,700 (Residential) 37,120 (Non-Residential)
<b>MSD</b>	<b>Management Course for Social Development Workers</b>	4 Weeks	Chiefs, Assistant Chiefs, Ward Administrators, and other officers involved in social development work in national and county governments, NGOs and CBOs.	Oct. 3– 28, 2022 May 2 – 26, 2023	116,400 (Residential) 74,240 (Non-Residential)
<b>MCS</b>	<b>Management of Child Protection Services</b>	2 Weeks	Children Officers.  <i>Participants will be exposed to managerial skills and attributes that safeguard practices to improve the protection of vulnerable children.</i>	June 6-17, 2022 Aug. 15-26, 2022 Oct. 17-28, 2022 Apr. 10-21, 2023 June 5-16, 2023	77,540 (Residential) 53,000 (Non-Residential)
<b>MCOA</b>	<b>Management Course for Office Administrators</b>	4 Weeks	Office administrators working for middle-level managers	Aug. 15– Sept. 9, 2022 Oct. 3– 28, 2022 Jan. 23 – Feb 17, 2023 May 2 – 26, 2023	116,400 (Residential) 74,240 (Non-Residential)
<b>TOT</b>	<b>Training of Trainers</b>	2 Weeks	Trainers, training managers, members of training committees, human resource officers and community officers.	Aug. 15 –26, 2022 Aug. 29 – Sept. 9, 2022 Nov. 21 – Dec 2, 2022 Apr. 17 – 28, 2023	55,700 (Residential) 37,120 (Non-Residential)
<b>PSP</b>	<b>Pedagogy for Senior Programs</b>	2 Weeks	Training practitioners, managers, public officials, and private sector practitioners who are responsible for the facilitation of programs.	Feb. 21- March 4, 2022 Apr. 18-29, 2022 July 18-29, 2022 Oct. 24-Nov. 4, 2022 Feb. 20-March 3, 2023 Apr. 17-28, 2023	55,700 (Residential) 37,120 (Non-Residential)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
AEYE	<b>Agricultural Entrepreneurship for Youth Empowerment</b>	2 Weeks	Youth with an interest in agricultural entrepreneurship	Aug. 15 – 26, 2022 Nov. 14 – 25, 2022 March 13 – 24, 2023 May 29 – June 9, 2023	65,200 (Residential) 46,620 (Non-Residential)
CSPS	<b>County Social Protection Services</b>	1 week	Officers responsible for social protection services in Counties.	Aug. 15 – 19, 2022 Nov. 14 – 19, 2022 March 6 - 10, 2023 June 12 – 16, 2023	26,600 (Residential) 18,560 (Non-Residential)
ESCD	<b>Mainstreaming Economic Social and Cultural Rights in Development</b>	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.	May 16-20, 2022 Oct. 10 – 14, 2022 Nov. 14-18, 2022 May 15-19, 2023	36,680 (Residential) 26,500 (Non-Residential)
ECPS	<b>Essentials of Counselling in the Public Service</b>	2 Weeks	HRM officers, counselors, and Heads of Departments will benefit from this program <i>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.</i>	March 7 – 18, 2022 Oct. 10-21, 2022 March 6-17, 2023	55,700 (Residential) 37,120 (Non-Residential)
CRC	<b>Conflict Prevention Management and Resolution</b>	1 Week	County commissioners, deputy county commissioners, assistant county commissioners, chiefs and assistant chiefs, sub-county administrators, senior police officers, and ward administrators.	Apr. 11 – 15, 2022 Sept. 19- 23, 2022 Nov. 21 – 25, 2022 Apr. 3-7, 2023	36,680 (Residential) 26,500 (Non-Residential)
ICPS	<b>Innovation and Creativity in Public Service</b>	2 Weeks	Administrators, Human resource and Human development officers, Innovation and Business development officers, Marketing managers, and Senior ICT officers.	Oct. 10-21, 2022 Nov. 14-25, 2022 March 6 – 17, 2023	55,700 (Residential) 37,120 (Non-Residential)

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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 Governments.	March 7 – 18, 2022 Oct. 10-21, 2022 Nov. 14-25, 2022 March 6– 17, 2023	55,700 (Residential) 37,120 (Non-Residential)
EYSE	Entrepreneurship for Youth engaged in SMEs	1 week	Youth from various sectors within the economy.	Aug. 15 – 19, 2022 Nov. 14 – 19, 2022 March 6 - 10, 2023 June 12 – 16, 2023	26,600 (Residential) 18,560 (Non-Residential)
EVIM	Ethics, Values and Integrity Development Program for Managers	3 Weeks	Officers who are responsible for managing resources in their organizations and are in 'JG' L-P or its equivalent.	Aug. 15 – Sept. 2, 2021 Mar 13 - 31, 2023	84,800 (Residential) 55,680 (Non-Residential)
YLD	Young Leaders Development Program	1 week	Leaders from across universities & middle-level colleges including elected, nominated & aspiring young leaders.	Oct. 3 – 7, 2022 May 22 – 26, 2023	26,600 (Residential) 18,560 (Non-Residential)
GDP	Gender in Development Planning Course	1 Week	All public officers in the National, and County Governments who are responsible for gender and social development and participants from the private sector.	Aug. 15 – 19, 2022 Nov. 14 – 18, 2022 March 13 – 17, 2023 May 29 – June 2, 2023	26,600 (Residential) 18,560 (Non-Residential)
PVM	Public Service Values and Ethics for Managerial Officers	1 Week	Middle-level managers in the national and county governments.	March 14-18,,2022 Aug. 15-19,,2022 Feb. 13-17, 2023 May 15-19, 2023	26,600 (Residential) 18,560 (Non-Residential)
SPM	Strategic Planning and Implementation	2 Weeks	Senior officers responsible for planning in national government ministries, county governments, and private sector.  <i>Participants gain the skills and insights into crucial decisions that an organization must get right in order to thrive in their respective industries.</i>	Feb. 28 - Mar 4, 2022 June 6 – 17,2022 Aug. 1-12,2022 Nov. 14-25,2022 March 6-17,2023 June 12-22,2023	53,000 (Residential) 77,540 (Non-Residential)

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<b>COMMUNICATION MANAGEMENT PROGRAMS</b>					
<b>CMW</b>	<b>Conduct of Meetings and Minute Writing Course</b>	1 Week	Managers/officers whose portfolios entail chairing or taking minutes in meetings	Apr. 11 – 15,2022 Nov. 7-11, 2022 Apr. 3 – 7, 2023	26,600 (Residential) 18,560 (Non-Residential)
<b>RWC</b>	<b>Report Writing Course</b>	1 Week	Managers/officers involved in report production.	Sept. 5 – 9, 2022 Feb. 6 – 10, 2023	26,600 (Residential) 18,560 (Non-Residential)
<b>PSV</b>	<b>Professional Standards &amp; Values in the Public Service</b>	1 Week	Officers managing QMS in Ministries, Departments, Agencies, and Counties.	March 13 – 17, 2023 May 22 – 26 2023	26,600 (Residential) 18,560 (Non-Residential)
<b>MPCH</b>	<b>Management of Parliamentary Committee Hearings</b>	1 Week	Officers working in County Assemblies' Committees and in Parliamentary Committees.	March 6 – 10, 2023 May 22 – 26 2023	26,600 (Residential) 18,560 (Non-Residential)
<b>PEEM</b>	<b>Protocol, Etiquette and Event Management Course</b>	1 Week	Officers involved in handling local and international events and Programs.	Sept. 5 – 9, 2022 Feb. 13– 17, 2023	36,680 (Residential) 26,500 (Non-Residential)
<b>CMC</b>	<b>Preparation of Cabinet Memoranda</b>	1 Week	Senior officers in the public service responsible for production of Cabinet Memos.	Feb. 7 – 11, 2022 Nov. 7-11, 2022 Feb. 6-10, 2023	26,600 (Residential) 18,560 (Non-Residential)
<b>QMCS</b>	<b>Service Quality Audit</b>	1 Week	Customer Service Excellence Quality Standard Assessors/auditors in the Public Service, Private Sector and NGOs.	Apr. 11– 15, 2022 July 11-15, 2022 Sept. 5-9, 2022 Apr. 3– 7, 2023	26,600 (Residential) 18,560 (Non-Residential)
<b>EBP</b>	<b>Executive Board Paper Writing Course</b>	1 Week	Officers in the public service and private organizations directly involved in production of Board papers	Sept. 5 – 9, 2022 Apr. 24 –28, 2023	26,600 (Residential) 18,560 (Non-Residential)
<b>PRC</b>	<b>Public Relations &amp; Customer Care Course</b>	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 4 – 15, 2022 Sept. 5 – 16, 2022 Oct. 3 – 14, 2022 Nov. 21 – Dec. 2, 2022 Jan. 23 – Feb. 3, 2023 March 13 – 24, 2023 Apr. 17 – 28, 2023 June 12 - 23, 2023	55,700 (Residential) 37,120 (Non-Residential)

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<b>ITCS</b>	<b>Induction Program in Public Service Excellence</b>	1 Week	Newly employed officers and other interested persons.	Feb. 7 – 11, 2022 May 9-13, 2022 Sept. 12-16, 202 Feb. 6 – 10, 2023 May 8-12, 2023	26,600 (Residential) 18,560 (Non-Residential)
<b>CCS</b>	<b>Communication Skills for Public Service Officers</b>	1 Week	Front office staff, secretaries and personal assistants in the Public Service, private sector and Non-governmental Organizations (NGOs)	Nov. 7– 11, 2022 Apr. 17 – 21, 2023	26,600 (Residential) 18,560 (Non-Residential)
<b>PSP</b>	<b>Public Speaking and Presentation Skills Course</b>	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. 7– 11, 2022 Apr. 17 – 21, 2023	26,600 (Residential) 18,560 (Non-Residential)
<b>CSD</b>	<b>Communication Skills Development Course</b>	1 Week	Communication Officers in the county and national governments involved in disseminating development information.	Nov. 14 – 18, 2022 Feb. 13 – 17, 2023 Apr. 11– 14, 2023 June 19 - 23, 2023	26,600 (Residential) 18,560 (Non-Residential)
<b>SUPERVISORY SKILLS DEVELOPMENT PROGRAMS</b>					
<b>SSD</b>	<b>Supervisory Skills Development Course</b>	2 Weeks	Officers in supervisory roles who are accountable for performance	July 4 – 15, 2022 Aug. 15 – 26, 2022 Sept. 5 – 16, 2022 Oct. 3 - 14, 2022 Nov. 7 – 18, 2022 Nov. 18 – Dec. 9, 2022 Jan. 16 – 27, 2023 Feb. 13 - 24, 2023 March 13 - 24, 2023 Apr. 11 - 21, 2023 May 8 – 19, 2023 June 12 - 23, 2023	55,700 (Residential) 37,120 (Non-Residential)
<b>SMS</b>	<b>Supervisory Management Skills Course</b>	4 Weeks	Supervisors in JG “G” and above or equivalent	Aug. 15– Sept 9, 2022 Oct. 3– 28, 2022 Jan. 23 –Feb17,2023 Apr. 10–May 5,2023	116,400 (Residential) 74,240 (Non-Residential)

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<b>PCC</b>	<b>Proficiency Course for Clerical Officers</b>	2 Weeks	Officers intending to sit for Proficiency Examination for Clerical Officers	July 4 – 15, 2022 July 18 – 29, 2022 July 3 – 14, 2023 July 17 – 28, 2023	55,700 (Residential) 37,120 (Non-Residential)
<b>AOT</b>	<b>Administration Officers Training</b>	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 Officers for a minimum of six (6) months.	Oct. 3 - 14, 2022 Oct. 19 – 29, 2022	55,700 (Residential) 37,120 (Non-Residential)
<b>HSD</b>	<b>Hospitality Skills Development Course</b>	2 Weeks	Officers working in housekeeping; front office; food and beverage production and service; event management, and tour and travel operators, among other areas in the hospitality industry.	Oct. 3 - 14, 2022 Feb. 13 - 24, 2023 May 8 – 19, 2023	65,200 (Residential) 46,620 (Non-Residential)
<b>SEC</b>	<b>Skills Enhancement Course</b>	4 Weeks	Officers in Job Group ‘A’ to ‘G’	Oct. 3– 28, 2022 May 8 – June 2, 2023	116,400 (Residential) 74,240 (Non-Residential)
<b>RPC</b>	<b>Retirement Planning</b>	1 Week	All employees with an interest in retirement planning and making informed decisions about it.	Sept. 12 – 16, 2022 Nov. 14 – 18, 2022 Feb. 13 – 17, 2023 May 23 - 27, 2023	26,600 (Residential) 18,560 (Non-Residential)
<b>PMI</b>	<b>Productivity Measurement and Improvement</b>	1 Week	Human resource directors and managers, development officers and quality assurance officers.	June 6-10, 2022 Aug. 8-12, 2022 Oct. 10-14, 2022 Apr. 6-10, 2023 June 5-9, 2023	36,680 (Residential) 26,500 (Non-Residential)
<b>EVIT</b>	<b>Ethics, Values and Integrity Development Program for Technical Officers</b>	3 Weeks	Public Officers from ‘JG’ A-K or its equivalent	Oct. 3 - 21, 2022 May 15 – June 2, 2023	84,800(Residential) 55,680(Non-Residential)

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<b>HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMMES</b>					
PMS	Performance Management Systems Course	2 Weeks	Managers in the public sector across all functions	Oct. 3 - 14, 2022 Feb. 13 – 24, 2023	55,700 (Residential) 37,120 (Non-Residential)
CBPS	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)	June 20 -24, 2022 March 20-24, 2023 May 8 -12, 2023 June 19 -23, 2023	36,680 (Residential) 26,500 (Non-Residential)
SPAS	Staff Performance Appraisal System	1 Week	Officers holding supervisory positions.	Nov. 7 – 11, 2022 March 13 - 17, 2023	26,600 (Residential) 18,560 (Non-Residential)
IPPD	Integrated Payroll and Personnel Data Course	1 Week	Human Resource Officers and Payroll Management Officers in National and County Government entities	Sept. 4 – 9, 2022 Nov. 7 – 11, 2022 Feb. 6 - 10, 2023 May 15 - 19, 2023	26,600 (Residential) 18,560 (Non-Residential)
JEPS	Job Evaluation in the Public Service	1 Week	Heads of HR function/ HR managers, members of public service boards, line managers, supervisors/ heads of departments, job analysts, members of job description analysis committees.	Sept. 12-16, 2022 Nov. 14-18, 2022 Feb. 13 – 17, 2023 May 15-19, 2023	26,600 (Residential) 18,560 (Non-Residential)
MDPS	Dispute Mediation in the Public Service	1 Week	Middle and senior level managers.	June 13-17, 2022 Sept. 5-9, 2022 Oct. 10-14, 2022 March 6-10, 2023 May 15-19, 2023 June 12-16, 2023	36,680 (Residential) 26,500 (Non-Residential)
PMS	Performance Management Systems	2 Weeks	Managers in the public and private sectors across all functions	Oct. 3-14, 2022 Feb. 13-17, 2023 May 15-26, 2023	77,540 (Residential) 53,000 (Non-Residential)
<b>FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS</b>					
FIDAP	Fraud Investigation, Detection & Prevention Course	1 Week	Law enforcement agents, internal auditors, treasurers, accountants and fund managers in all sectors of the economy.	Sept. 5 – 9, 2022 Nov. 7 – 11, 2022 June 12 – 16, 2023	26,600 (Residential) 18,560 (Non-Residential)

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<b>ARA</b>	<b>Audit and Risk Assurance Training</b>	1 week	Heads of Audit and internal auditors	Aug. 22- 26, 2022 Nov. 21- 25, 2022 June 5 -9, 2023	26,600 (Residential) 18,560 (Non-Residential)
<b>FNF</b>	<b>Finance for Non-Finance Managers Course</b>	1 Week	Officers in organizations, who handle financial responsibilities but have no formal training in finance	Sept. 5 -9, 2022 Nov. 14 -18, 2022 Feb. 20 – 24, 2023 May 8 -12, 2023	26,600 (Residential) 18,560 (Non-Residential)
<b>RES</b>	<b>Revenue Enhancement Skills Course</b>	2 Weeks	Officers in the organizations charged with Revenue generation, collection, sourcing, and Negotiation	Sept. 5 – 16, 2022 Nov. 7 – 18, 2022 Feb. 13 - 24, 2023 Apr. 17 - 28, 2023	65,200 (Residential) 46,620 (Non-Residential)
<b>PPCM</b>	<b>Public Procurement Contract Management Course</b>	1 Week	Officers in organizations charged with Procurement and Asset Disposal responsibilities.	Sept. 19 – 30, 2022 Feb. 20 – 3 March, 2023 May 15 – 26, 2023	26,600 (Residential) 18,560 (Non-Residential1)
<b>PROJECT MANAGEMENT AND ENVIRONMENTAL PROGRAMS</b>					
<b>ESSD</b>	<b>Environmental and Social Safeguards in Development</b>	2 Weeks	Political and community leaders, heads of MDAs, and project planners & managers in both public and private sector	Sept. 19-30, 2022 Nov. 14-25, 2022 Jan. 30 – Feb. 10, 2023 March 20 – 31, 2023 May 8 – 19, 2023	77,540 (Residential) 53,000 (Non-Residential)
<b>SIA</b>	<b>Social Impact Assessment in Project Management</b>	3 Weeks	Engineers, social specialists and officers responsible for project implementation at national and county levels.	Aug. 15-Sept. 2, 2022 Oct. 17- Nov. 4, 2022 Feb. 20- March 10, 2023 Apr. 17- May 5, 2023	104,400 (Residential) 84,400 (Non-Residential)
<b>SRM</b>	<b>Social Risk Management in Development</b>	2 Weeks	Engineers, social specialists, environmental specialists, legal officers, and decision makers who are responsible for project implementation.	June 13-24, 2022 Sept. 19-30, 2022 March 6-17, 2023 June 13-24, 2023	77,540 (Residential) 53,000 (Non-Residential)
<b>LEDP</b>	<b>Local Economic Development</b>	2 Weeks	Engineers, social specialists, environmental specialists, legal officers, and decision-makers are responsible for project implementation.	Oct. 3-14, 2022 Feb. 13 – 24, 2023 Apr. 10-21, 2023 June 19-30, 2023	77,540 (Residential) 53,000 (Non-Residential)

<b>CODE</b>	<b>PROGRAMME</b>	<b>DURATION</b>	<b>TARGET GROUP</b>	<b>DATES</b>	<b>COSTS (KSH)</b>
<b>IEIA</b>	<b>Integrated Environmental Impact Assessment and Audit in Development</b>	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 11 – 29, 2022 Nov. 7 - 25, 2022 March 6 - 24, 2023 June 12 - 30, 2023	104,400 (Residential) 84,400 (Non-Residential)
<b>BEC</b>	<b>Basic Enforcement Course (KSG and NEMA)</b>	2 Weeks	National and County officers responsible for enforcement of environmental law, M & E officers	Nov. 7 - 18, 2022 March 6 - 17, 2023	55,700 (Residential) 37,120 (Non-Residential) The cost is exclusive of <ul style="list-style-type: none"> <li>• NEMA charges</li> <li>• Externally sourced training materials pegged on the number of participants.</li> </ul>
<b>PCM</b>	<b>Project Cycle Management</b>	1 Week	Officers with an interest in projects in National and County Governments, NGOs and Private sectors.	Sept. 5-9, 2022 Nov. 14-18, 2022 Jan. 30 - Feb 3, 2023 May 8 – 12, 2023	36,680 (Residential) 26,500 (Non-Residential)
<b>GPW</b>	<b>Grant Proposal Writing</b>	1 Week	Managers /officers responsible for resource mobilization, planning and managing projects in both national and county governments as well as the private sector.	Sept. 13-17, 2022 Nov. 15 – 19, 2022 March 27- 31, 2023 June 5 – 9, 2023	36,680 (Residential) 26,500 (Non-Residential)
<b>RPW</b>	<b>Research Proposal Writing</b>	1 Week	Officers with research responsibilities or enrolled in postgraduate programs	Aug. 22-26, 2022 Nov. 21-25, 2022 Feb. 6-10, 2023 May 8-12, 2023	36,680 (Residential) 26,500 (Non-Residential)
<b>DSD</b>	<b>Data Analysis Skills Development</b>	3 Weeks	Officers responsible for research analysis and interpretation.	Sept. 5-23, 2022 Nov. 7-25, 2022 Feb. 20- March 10, 2023 Apr. 10-28, 2023	104,400 (Residential) 84,400 (Non-Residential)
<b>CMEP</b>	<b>Crisis Management and Emergency Preparedness</b>	1 Week	Disaster management officers, fire brigade officers, police officers, and rescue and recovery agencies.	Oct. 17-21, 2022 Jan. 16-20, 2023 May 15-19, 2023	36,680 (Residential) 26,500 (Non-Residential)

<b>CODE</b>	<b>PROGRAMME</b>	<b>DURATION</b>	<b>TARGET GROUP</b>	<b>DATES</b>	<b>COSTS (KSH)</b>
<b>PPM</b>	<b>Project Planning &amp; Management Course</b>	4 Weeks	Project managers, planners, agricultural officers, economists, human resource managers, and other professionals involved in project planning and management.	Nov. 7- Dec. 26, 2022 March 6 – 31, 2023 Apr. 3– 28, 2023 May 1 – 26, 2023	116,400 (Residential) 74,240 (Non-Residential)
<b>PDM</b>	<b>Project Development &amp; Management Course</b>	4 Weeks	Project managers, engineers, architects, surveyors, and other professionals who are involved in developing and managing projects.	Nov. 7- Dec. 26, 2022 March 6 – 31, 2023 Apr. 3–28, 2023 May 1 – 26, 2023	116,400 (Residential) 74,240 (Non-Residential)
<b>LONG TERM PROGRAMMES (More than two months)</b>					
<b>CSW</b>	<b>Certificate in Social Work</b>	7 Months	Officers involved in social development work in National and County Governments: Chiefs, Assistant Chiefs, Village Administrators, NGOs, and CBOs, School leavers and holders of KCSE minimum grade D (plain) or its equivalent.	July 5, 2022–Feb. 3, 2023 Jan. 23, 2023–July 21, 2023	192,620 (Residential) 116,220 (Non-Residential)
<b>DSW</b>	<b>Diploma in Social Work</b>	16 months	Officers involved in social development work in National and County Governments: Chiefs, Assistant Chiefs, Village Administrators, NGOs, and CBOs and school leavers' holding KCSE minimum grade C- (minus) or its equivalent.	July 4, 2022 – Nov. 3, 2023 Jan. 30, 2023– May 17, 2024	287,620 (Residential) 155,620 (Non-Residential)
<b>ONLINE COURSES</b>					
<b>SLDP-O</b>	<b>Strategic Leadership Development Program</b>	10 Weeks	Officers in Job Group N and above or equivalent who are in policy making and leadership roles and have undertaken the Senior Management Course.	July 25 – Sept. 16, 2022 Aug. 15 – Oct. 7, 2022 Oct. 3 – Nov. 25, 2022 Oct. 24 – Dec. 16, 2022 Jan.16 – March 10, 2023 March 6 – Apr. 28, 2023 Apr. 24 – June 16, 2023 June 12 – Aug. 4, 2023	89,034 (Tuition including LMS & outward bound)

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COSTS (KSH)
SMC-O	Senior Management Course	8 Weeks	Managers who manage resources in their organizations and are in 'JG' K and above or its equivalent.	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 – March 9, 2023 Feb. 13 – Apr. 7, 2023 March 13 – May 5, 2023 Apr. 10 – June 2, 2023 May 8 – June 30, 2023 June 5 – July 28, 2023	79,800 (Tuition including LMS & Exam)
SSDC-O	Supervisory Skills Development Course	4 Weeks	Officers in supervisory roles who are accountable for performance	Sept. 5 – 30, 2022 Nov. 7 – Dec. 2, 2022 Feb. 13–March 10, 2023 May 8 – June 2, 2023	30,780 (Tuition including LMS)
SMT-O	Secretarial Management Training Course	8 Weeks	Office administrators working for middle-level managers	Oct. 3 – Nov. 25, 2022 May. 2 – June 24, 2023	79,800 (Tuition including LMS)
SMS-O	Supervisory Management Skills Course	8 Weeks	Supervisors in JG “G” and above or equivalent	Oct. 3 – Nov. 25, 2022 May 2 – June 24, 2023	79,800 (Tuition including LMS)
PRC-O	Public Relations & Customer Care Course	4 Weeks	Public relations practitioners including front office staff, secretaries and personal assistants in the Public Service, private sector and Non-governmental Organizations (NGOs)	Sept. 5 – 30, 2022 March 13 – Apr. 7, 2023	30,780 (Tuition including LMS)
JEP	Job Evaluation Program	2 Weeks	Human Resource Management Officers in National and County Government entities, and private organizations.	On request	17,680 (Tuition including LMS)
<b>COUNTY-SPECIFIC CAPACITY DEVELOPMENT PROGRAMMES</b> (All the other KSG Programmes are available for County Leaders and Staff)					
CODE	PROGRAMME	DURATION	TARGET GROUP	DATE	COSTS (KSH)
OSRM	Enhancement of County Own-Source Revenue	1 Week	County officers responsible for generation, and management of revenue from local resources	Sept. 5-9, 2022 Nov. 21-25, 2022 Jan. 30 – Feb. 3, 2023 Feb. 20 – 24, 2023 Apr. 24-28, 2023	36,680 (Residential) 26,500 (Non-Residential)

<b>CODE</b>	<b>PROGRAMME</b>	<b>DURATION</b>	<b>TARGET GROUP</b>	<b>DATES</b>	<b>COSTS (KSH)</b>
<b>LPCA</b>	<b>Induction Program for Members of County Assembly</b>	1 Week	Members of County Assembly, Speakers of County Assembly, and Assembly Clerks.	Sept. 19-23, 2022 Oct. 31 – Nov. 4, 2022 March 20-24, 2023 May 8 – 12, 2023	36,680 (Residential) 26,500 (Non-Residential)
<b>MCAH</b>	<b>Management of County Assembly Committee Hearings</b>	1 Week	Elected or nominated members of the county assembly.	Aug. 15-19, 2022 Nov. 14-18, 2022 Jan. 23-27, 2023 May 22-26, 2023	36,680 (Residential) 26,500 (Non-Residential)
<b>ICEC</b>	<b>Induction Program for County Executive Committee Members (CECs)</b>	1 Week	Newly employed County Executive Committee Members	Sept. 19 – 23, 2022 Oct. 24 – 28, 2022 Apr. 24-28, 2023	36,680 (Residential) 26,500 (Non-Residential)
<b>ICCO</b>	<b>Induction Program for County Chief Officers</b>	1 Week	Newly employed Chief Officers	Sept. 5 – 9, 2022 Oct. 24-28, 2022 Apr. 17-21, 2023	36, 680 (Residential) 26,500 (Non-Residential)
<b>ICA</b>	<b>Induction Program for Ward Administrators</b>	2 Weeks	Newly employed Ward Administrators	Sept. 5-16, 2022 Nov. 27 – Dec. 8, 2022 March 13 -24, 2023 May 8 – 19, 2023	<b>55,700</b> (Residential) <b>37,120</b> (Non-Residential)
<b>IMCA</b>	<b>Induction Program for Members of County Assembly (MCAs)</b>	1 Week	Elected or Nominated Members of County Assembly and County Assembly Clerks	On request	<b>36, 680</b> (Residential) <b>26,500</b> (Non-Residential)
<b>MCAC</b>	<b>Management of County Assembly Committee Affairs</b>	1 Week	Committee Members	Sept. 26-30, 2022 Dec. 5-9, 2022 Feb. 20 – 24 , 2023 June 5– 9, 2023	<b>36,680</b> (Residential) <b>26,500</b> (Non-Residential)
<b>ICD</b>	<b>Induction Program for County Directors</b>	1 Week	Newly employed Directors	On request	<b>36,680</b> (Residential) <b>26,500</b> (Non- Residential)
<b>CCM</b>	<b>County Climate Change Funding Mechanism</b>	1 Week	Policy and Senior Managers at the National and County Governments, State Corporations and Agencies, NGOs and Private Sector Actors	July 18-22, 2022 Nov. 7-11, 2022 Feb. 6 -10, 2023 Apr. 10 – 14, 2023	<b>36,680</b> (Residential) <b>26,500</b> (Non-Residential)
<b>ICPC</b>	<b>Induction Program for County Public Service Boards (CPSB)</b>	1 Week	Newly employed CPSB Members	Sept. 19-23, 2022 Nov. 14-18, 2022 March 6 -10, 2023 May 8 – 12, 2023	<b>36,680</b> (Residential) <b>26,500</b> (Non-Residential)

<b>CODE</b>	<b>PROGRAMME</b>	<b>DURATION</b>	<b>TARGET GROUP</b>	<b>DATES</b>	<b>COSTS (KSH)</b>
<b>ICAC</b>	<b>Induction Program for County Assembly Committees</b>	1 Week	Newly Appointed Committee Members	On request	<b>36,680</b> (Residential) <b>26,500</b> (Non- Residential)
<b>CPC</b>	<b>County Planning Course</b>	1 Week	County Officers playing a leading role in the formulation, implementation, and evaluation of county development plans, Programs and projects.	On request	<b>36,680</b> (Residential) <b>26,500</b> (Non-Residential)
<b>CRME</b>	<b>County Results Based Monitoring and Evaluation Course</b>	1 Week	Officers involved in project development and management including: departmental heads, planners, project coordinators, and managers	On request	<b>36,680</b> (Residential) <b>26,500</b> (Non-Residential)
<b>LCD</b>	<b>County Leadership Course</b>	1 Week	Newly Employed Directors	Oct. 24-28, 2022 Jan. 23-27, 2023 May 22-26, 2023	<b>36, 680</b> (Residential) <b>26, 500</b> (Non-Residential)
<b>CHR</b>	<b>County Human Resource Management and Development Course</b>	1 Week	Senior officers in the county government	On request	<b>36,680</b> (Residential) <b>26,500</b> (Non-Residential)
<b>CPM</b>	<b>County Performance Management Course</b>	1 Week	Heads of Departments and Sections	On request	<b>36,680</b> (Residential) <b>26,500</b> (Non-Residential)
<b>COURSES HELD ON DEMAND AT KSG EMBU CAMPUS</b>					
<b>Public Service Induction Program</b>		4 weeks	Newly employed officers in the public service for National and County Governments, independent commissions and state corporations	<b>116,400</b> (Residential) <b>74,240</b> (Non-Residential)	
<b>Essential Computer Skills Course</b>		4 Weeks	School Leavers, and Public and Private institution officers including middle-level Managers and officers working in Accounts, Stores, Registry, & Library.	<b>9,500</b> (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 at KSG, there will be extra charges for either:
  - Accommodation; or
  - Conference package
4. If the training is out of KSG, other training administrative charges will be included as per request.

### B. IN-HOUSE PREFERRED COURSES

The charges for the In-House preferred courses will be dictated by:

- The number of days for training
- The number of participants to be trained
- The location for the training

### C. APPLICATION PROCEDURE

All courses are open to participants from government, NGOs, and private organizations.

All applications will be conducted online through [www.embu.ksg.ac.ke](http://www.embu.ksg.ac.ke)

### D. PAYMENT DETAILS

The course fee should be paid **after obtaining the admission letter and Pro-forma invoice** to the following account:

Account Name: **Kenya School of Government, Embu**

Bank: **Kenya Commercial Bank**

Branch: **Embu**

A/C No.: **1146029837**

### E. CONTACTS:

For more information on the courses visit our website through [www.embu.ksg.ac.ke](http://www.embu.ksg.ac.ke) or **contact:**

<b>Admissions Office</b> <b>Kenya School of Government</b> <b>P.O Box 402-60100</b> <b>Embu</b> <b>Tel: (068) 2231364/2231866/ 2231824/</b> <b>Mobile: 0722297356/0792718171</b> <b>Email: <a href="mailto:admissions.embu@ksg.ac.ke">admissions.embu@ksg.ac.ke</a> / <a href="mailto:info.embu@ksg.ac.ke">info.embu@ksg.ac.ke</a></b> <b>Website: <a href="http://www.embu.ksg.ac.ke">www.embu.ksg.ac.ke</a></b>
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