

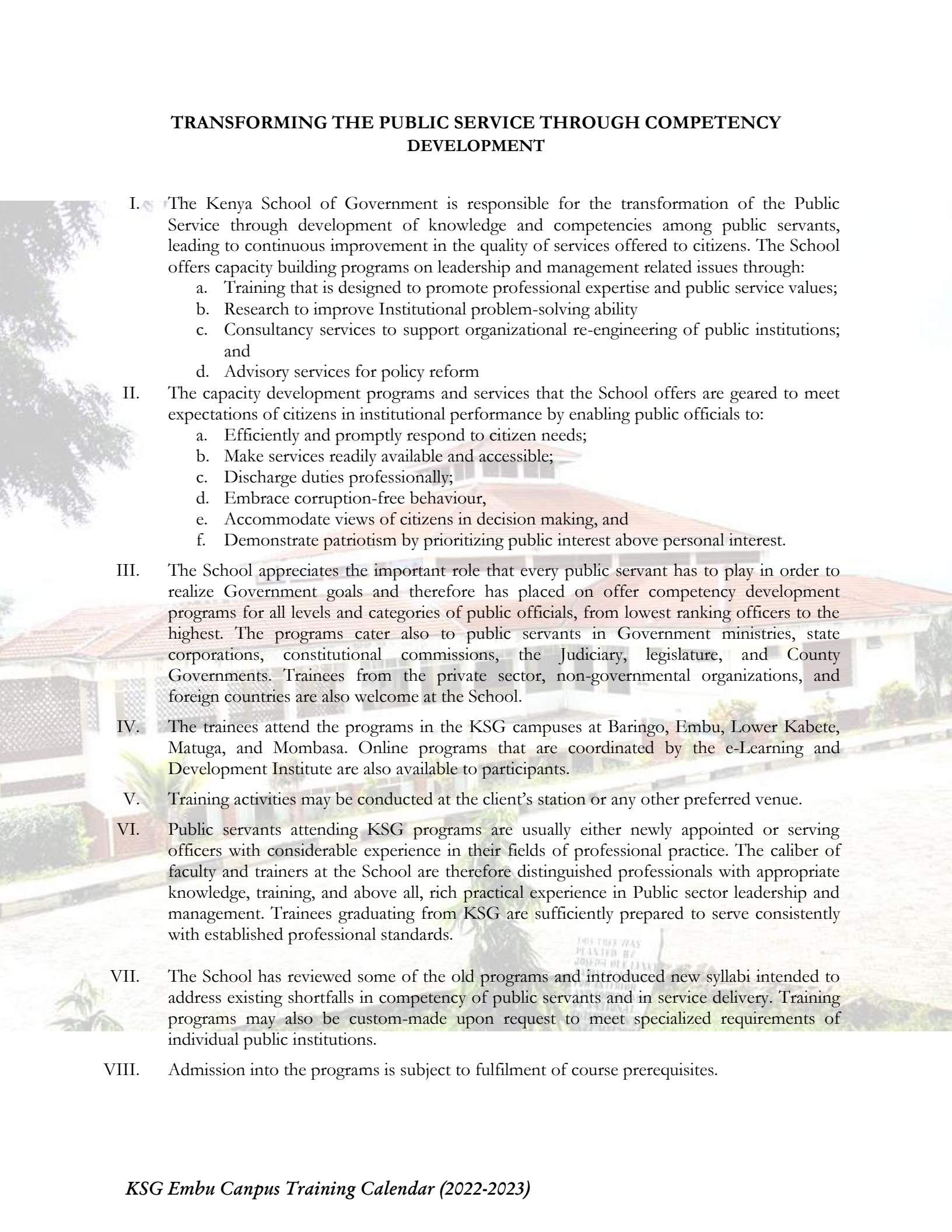


KENYA SCHOOL OF GOVERNMENT

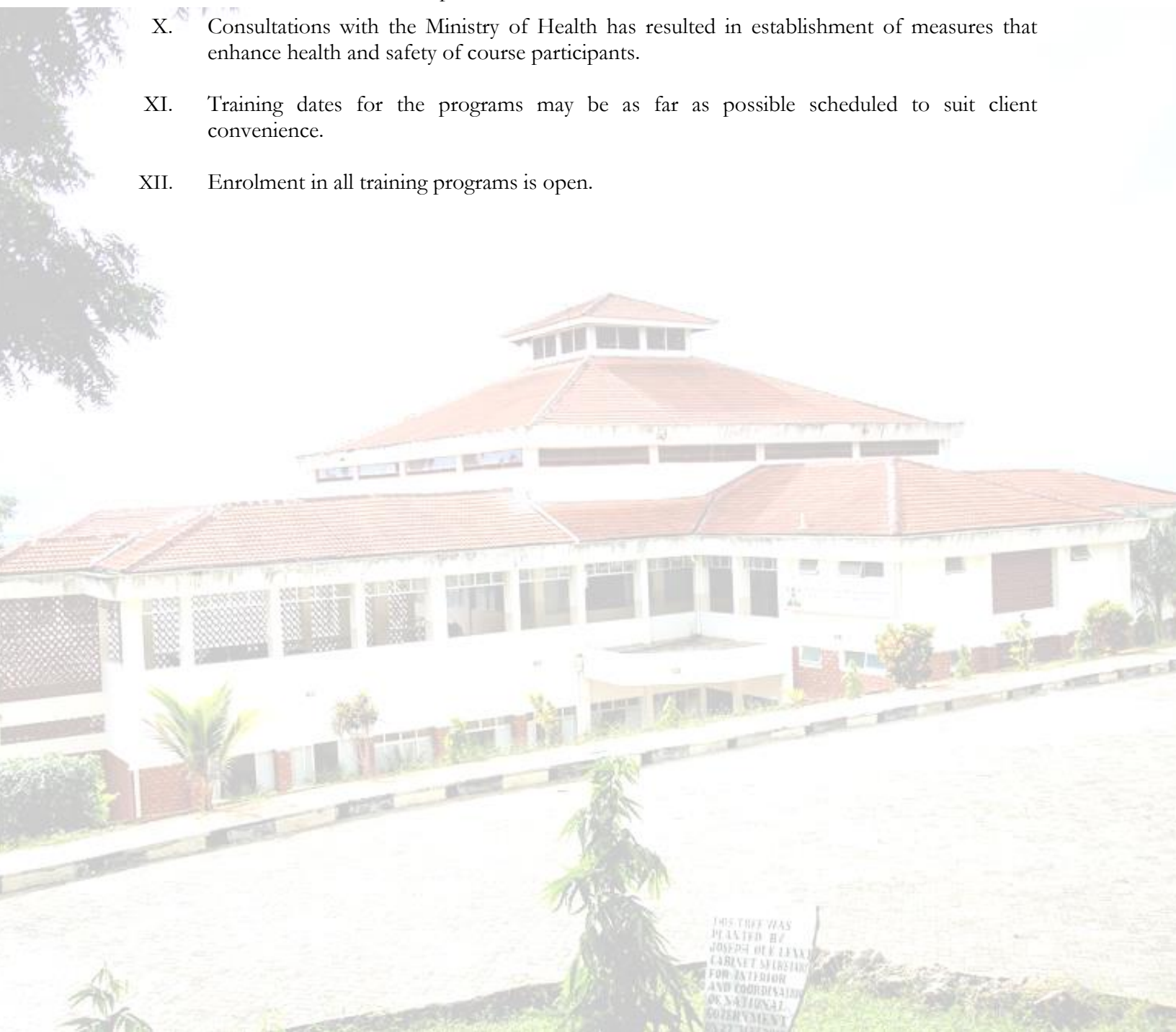
Empowering the Public Service

MATUGA CAMPUS TRAINING CALENDAR 2022/2023

TRANSFORMING THE PUBLIC SERVICE THROUGH COMPETENCY DEVELOPMENT

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- 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 behaviour,
 - 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 to 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 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 client's 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 consistently 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 custom-made upon request to meet specialized requirements of individual public institutions.
 - VIII. Admission into the 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 the programs may be as far as possible scheduled to suit client convenience.
- XII. Enrolment in all training programs is open.



SCHEDULE OF COURSES FOR 2022/2023

CODE	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSH)
EXECUTIVE LEADERSHIP PROGRAMS					
AOP	Accounting Officers Program	1 Week	Accounting Officers in Ministries the national and county government, state corporations, Constitutional Commissions, Legislature, Judiciary, Independent Offices and the private sectors Corporates.	Sept. 5-9, 2022 Oct. 3-7, 2022 Dec. 5-9, 2022 Feb. 6-10, 2023 March 6-10, 2023 Apr. 17-21, 2023 June 5-9, 2023	175,000 (Non-Residential)
TLC	Transformative Leadership Course	1 Week	Senior officers in the Public Service and Private Sector responsible for strategic operations, and policy-related decisions, mainly in Job Group "P" and above or its equivalent.	Oct. 17-21, 2022 Nov. 14-18, 2022 Jan. 23-27, 2023 April 17-21, 2023 June 19-23, 2023	28,000 (Residential) 21,400 (Non-Residential)
SLDP	Strategic Leadership Development Program	6 Weeks	Senior officers in the Public Service and Private Sector in 'JG' N and above or its equivalent who are responsible for making policy-related decisions, and managing resources in their organizations' strategic operations and results areas. The applicant should have done a Senior Management Course of not less than four weeks.	Sept. 26- Nov 4, 2022 Nov. 7-Dec 16, 2022 Jan. 16- Feb. 24, 2023 March 6-Apr 14, 2023 April 24-June 2, 2023 June 12-July 21, 2023	135,600 (Residential Standard Accommodation & Executive Service) 120, 200 (Non-Residential Executive Service)
CGC	Corporate Governance Course	1 Week	Top management who have responsibility for establishing corporate direction and business performance, including executive officers, directors, and board members.	Feb. 13-17, 2023 April 17-21, 2023 May 22-26, 2023 June 12-16, 2023	28,000 (Residential) 21,400 (Non-Residential)

CODE	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSH)
	Executive Office Administrators Course	3 Weeks	Senior office administrators who have undergone Secretarial Management Training in Job Group N and above or its equivalent.	March 13-31, 2023 April 17-May 5, 2023 June 12-30, 2023	84,800 (Residential) 55,680 (Non-Residential)
EIT	Ethics and Integrity Course for Top Management	1 Week	Senior officers responsible for strategic operations and policy-related decisions, in 'JG' Q and above or its equivalent	March 6-10, 2023 April 17-21, 2023	28,000 (Residential) 21,400 (Non-Residential)
MANAGEMENT DEVELOPMENT PROGRAMS					
SMC	Senior Management Course	4 Weeks	Senior managers who are responsible for managing resources in their organizations' operations, and results areas, in 'JG' K and above or its equivalent	June 6- July 1, 2022 Sept. 5- 30, 2022 Oct. 10- Nov. 4, 2022 Nov. 7- Dec. 2, 2022 Jan. 16- Feb. 10, 2023 Feb. 13-Mar. 10, 2023 Mar. 20-April 14, 2023 April 17-May 12, 2023 May 15- June 9, 2023 June 12-July 7, 2023	110,000 (Residential) 72,000 (Non-Residential)
PSV	Professional Standards and Values in the Public Service Course	1 Week	Program is open to all public servants including officers serving in: Government ministries and departments; Semi-Autonomous Government Agencies (SAGAs); County Governments; Legislatures; Judiciary; Constitutional commissions and Independent Offices.	Aug. 22-26, 2022 March 6-10, 2023 June 12-16, 2023	28,000 (Residential) 21,400 (Non-Residential)
PFI	Policy Formulation, Implementation and Analysis Course	1 Week	Senior managers who are responsible for developing policies and making related decisions in 'JG' M and above or its equivalent.	Oct. 3-7, 2022 March 6-10, 2023 June 6-10, 2022	28,000 (Residential) 21,400 (Non-Residential)

CODE	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSH)
SPM	Strategic Planning and Management	1 Week	Senior officers who require knowledge and skills in envisioning the “big picture” in the organization	Dec. 12-16, 2022 March 6-10, 2023	28,000 (Residential) 21,400 (Non-Residential)
YLD	Young Leaders Development Program	6 Days	Targets young leaders from across different universities & middle level colleges in Kenya & the region including elected, nominated & aspiring young leaders. They should be duly appointed/elected.	Nov. 14-18, 2022 April 17-22, 2023	29,000 (Residential) 22,400 (Non-Residential)
	Management Course for Office Administrators	4 Weeks	Office administrators working for middle-level managers.	Sept. 26-Nov. 4, 2022 Feb. 13- Mar. 10, 2023 April 17-May 12, 2023 June 12-July 7, 2023	110,000 (Residential) 72,000 (Non-Residential)
TOT	Training of Trainers	2 Weeks	Trainers, training managers, community workers and Human Resource Officers.	Sept. 5-16, 2022 Feb. 20-March 3, 2023 May 22-June 2, 2023	58,000 (Residential) 43,700 (Non-Residential)
EIS	Ethics and Integrity Course for Supervisors and Technical Officers	1 Week	Senior managers who are responsible for managing resources in their organizations’ operations and results areas, ‘JG’ L-P or its equivalent.	Sept. 12 – 16, 2022 May 22-26, 2023	28,000 (Residential) 21,400 (Non-Residential)
LEI	Leadership, Ethics and Integrity	3 Weeks	All public and private sector officers in National and County Government responsible for service delivery and participants from the private sector.	April 17-May 5, 2023 June 12-30, 2023	84,800 (Residential) 55,680 (Non-Residential)
COMMUNICATION MANAGEMENT PROGRAMS					
CMW	Conduct of Meetings and Minute Writing Course	1 Week	Managers/officers whose portfolios entail chairing or taking minutes in meetings	Sept. 19-23, 2022 March 13-17, 2023 June 19-23, 2023	28,000 (Residential) 21,400 (Non-Residential)
RWC	Report Writing Course	1 Week	Managers/officers involved in report production	Sept. 19-23, 2022 Dec. 5-9, 2022 April 17-21, 2023 June 26-30, 2023	28,000 (Residential) 21,400 (Non-Residential)

CODE	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSH)
PRC	Public Relations and Customer Care Course	2 Weeks	Public relations practitioners including front office staff, secretaries and personal assistants in the Public Service, private sector and Non-governmental Organizations (NGOs)	Sept. 5-16, 2022 Oct. 17-28, 2022 Nov. 28- Dec 9, 2022 Feb. 6-17, 2023 March 13-24, 2023 April 17-28, 2023 May 22- June 2, 2023 June 19-30, 2023	58,000 (Residential) 43,700 (Non-Residential)
CCS	Customer Care Skills Development Course	1 Week	Front office staff, secretaries and personal assistants in the Public Service, private sector and Non-governmental Organizations (NGOs)	Oct. 3-7, 2022 Nov. 28-Dec 2, 2022 Jan. 16-20, 2023 April 17-21, 2023 May 22-26, 2023 June 12-16, 2023	28,000 (Residential) 21,400 (Non-Residential)
SUPERVISORY SKILLS DEVELOPMENT PROGRAMS					
SSDC	Supervisory Skills Development Course	2 Weeks	Supervisors who are in-charge & accountable for sections and unit performance	Oct. 3-14, 2022 Nov. 7-18, 2022 Dec. 5- 16, 2022 Jan. 16-27, 2023 Feb. 20-March 3, 2023 Mar. 27-April 7, 2023 May 15-19, 2023 June 12-16, 2023	58,000 (Residential) 43,700 (Non-Residential)
-	Management Skills Course	4 Weeks	Officers in the Private Sector, Supervisors in JG “G” and above or equivalent	Sept. 5-30, 2022 Oct. 10-Nov. 4, 2022 Nov. 7-Dec. 2, 2022 Jan. 16-Feb. 10, 2023 Feb. 13-Mar. 10, 2023 Mar. 20-April 14, 2023 April 17-May 12, 2023 May 15-June 9, 2023 June 12-July 7, 2023	110,000 (Residential) 72,000 (Non-Residential)

CODE	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSH)
RSD	Research Skills Development Course	2 Weeks	Managers and Research Officers	Oct. 17-28, 2022 Feb. 6-17, 2023 June 19-30, 2023	58,000 (Residential) 43,700 (Non-Residential)
RMC	Records Management Course	3 Weeks	Officers handling Records	Sept. 5-23, 2022 Nov. 7-25, 2022 Jan. 30-Feb. 17, 2023 Mar. 27-April 14, 2023 May 29-June 16, 2023	84,800 (Residential) 55,680 (Non-Residential)
PCC	Proficiency Course for Clerical Officers	2 Weeks	Officers intending to sit for Proficiency Examination for Clerical Officers	Feb. 6-17, 2023 April 17-28, 2023 May 29-June 9, 2023	58,000 (Residential) 43,700 (Non-Residential)
SEC	Skills Enhancement Course	4 Weeks	Officers in Job Group 'A' to 'G'	Sept. 5-30, 2022 Oct. 3-28, 2022 Jan. 16-Feb 10, 2023 April 17-May 12, 2023	110,000 (Residential) 72,000 (Non-Residential)
RPC	Retirement Planning Course	1 Week	All employees with an interest in retirement planning and making informed decisions about it.	Sept. 5-9, 2022 Oct. 10-14, 2022 Dec. 5-9, 2022 Feb. 6-10, 2023 May 8-12, 2023 June 12-16, 2023 June 26-30, 2023	28,000 (Residential) 21,400 (Non-Residential)
EIO	Ethics and Integrity Course for Public and private sector officers	1 Week	Public and private sector officers from 'JG' A-K or its equivalent	Nov. 14-18, 2022 Feb. 6-10, 2023 April 10-14, 2023 June 5-9, 2023	28,000 (Residential) 21,400 (Non-Residential)
HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMS					
PMS	Performance Management Course	2 Weeks	Senior managers in organizations	Sept. 5-16, 2022 Nov. 7-11, 2022 March 6-17, 2023 April 17-28, 2023 June 12-23, 2023	58,000 (Residential) 43,700 (Non-Residential)

CODE	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSH)
PCP	Performance Contracting in the Public Service Course	1 Week	Senior managers in organizations	Nov. 14-18, 2022 Feb. 6-10, 2023 April 17-21, 2023 May 15-19, 2023 June 12-16, 2023	28,000 (Residential) 21,400 (Non-Residential)
FNF	Finance for Non-Finance Managers Course	1 Week	Officers in organizations, who handle financial responsibilities but have no formal training in finance	Nov. 14-18, 2022 Feb. 6-10, 2023 April 17-21, 2023 May 15-19, 2023 June 12-16, 2023	28,000 (Residential) 21,400 (Non-Residential)
PCM	Public Procurement & Contract Management Course	2 Week	Officers in organizations charged with Procurement and Asset Disposal responsibilities.	Sept. 19-30, 2022 Oct. 3-14, 2022 Feb. 20-March 3, 2023 April 3-14, 2023 May 22-June 2, 2023	58,000 (Residential) 43,700 (Non-Residential)
PME	Project Monitoring, Evaluation & Reporting Course	1 Week	All public and private sector officers involved in project management	Oct. 10-14, 2023 Nov 14-17, 2022 Feb 6-10, 2023 April 17-21, 2023 June 5-9, 2023	28,000 (Residential) 21,400 (Non-Residential)
PPM	Project Planning & Management Course	4 Weeks	Project managers, planners, agricultural officers, economists, human resource managers and other professionals involved in project planning and management	July 4-29, 2022 Sept. 26-Oct. 21, 2022 Nov. 21-Dec.16, 2022 Jan. 30-Feb. 24, 2023 Mar. 20-April 14, 2023 May 29-June 23, 2023	110,000 (Residential) 72,000 (Non-Residential)
ICT PROGRAMS					
ECS	Essential Computer Skills Course	2 Weeks	Public and Private officers of institutions.	Oct. 3-14, 2022 March 6-17, 2023	

COUNTY-SPECIFIC CAPACITY DEVELOPMENT PROGRAMS/ DEMAND-DRIVEN PROGRAMS

All these KSG programs are available for County Leaders and Staff

PROGRAMME	DURATION	TARGET GROUP	DATES	COST
Induction Program for County Executive Committee Members (CECs)	1 Week	Newly employed County Executive Committee Members	On request	90,000 per day for facilitation
Induction Program for County Chief Officers	1 Week	Newly employed Chief Officers	On request	90,000 per day for facilitation
Induction Program for Members of County Assembly (MCAs)	1 Week	Elected or Nominated Members of County Assembly and County Assembly Clerks	On request	90,000 per day for facilitation
Induction Program for County Directors	1 Week	Newly employed Directors	On request	90,000 per day for facilitation
Induction Program for County Administrators	2 Weeks	Newly employed Ward Administrators	On request	90,000 per day for facilitation
Induction Program for County Public Service Boards (CPSB)	1 Week	Newly employed CPSB Members	On request	90,000 per day for facilitation
Induction Program for County Assembly Committees	1 Week	Newly Appointed Committee Members	On request	90,000 per day for facilitation
Public Service Induction Program	4 weeks	Newly employed officers in the public service for National and County Governments, independent commissions and state corporations	On request	136,880 (Residential) 75,400 (Non-Residential)
Board Induction Programme	1 Week	Newly Appointed Board Members	On request	90,000 per day for facilitation
County Planning Course	1 Week	County Officers who play a leading role in the formulation, implementation and evaluation of county development plans, Programs and projects	On request	90,000 per day for facilitation
County Monitoring and Evaluation Committee Training	1 Week	County Monitoring and Evaluation Committees	On request	90,000 per day for facilitation

COUNTY-SPECIFIC CAPACITY DEVELOPMENT PROGRAMS/ DEMAND-DRIVEN PROGRAMS

All these KSG programs are available for County Leaders and Staff

PROGRAMME	DURATION	TARGET GROUP	DATES	COST
County Results Based Monitoring and Evaluation Course	1 Week	Officers involved in project development and management including: departmental heads, planners, project coordinators and managers	On request	90,000 per day for facilitation
County Human Resource Management and Development Course	1 Week	Senior officers in the county government	On request	90,000 per day for facilitation
County Performance Management Course	1 Week	Heads of Departments and Heads of Sections	On request	90,000 per day for facilitation

COURSES HELD ON DEMAND AT KSG MATUGA CAMPUS

PROGRAM	DURATION	TARGET GROUP	COSTS (KSH.)
Audit and Risk Assurance Seminar	1 week	Heads of Audit and internal auditors	90,000 per day for facilitation
Institutional Re-Engineering & Change Management Course	5 Days	All officers leading change in public and public sector organizations	28,000 (Residential) 21,400 (Non-residential)
Human Resource Management & Development Course	5 Days	Managers across all functions who understand the need to know more about critical HR issues	28,000 (Residential) 21,400 (Non-residential))
Communication Skills Development Course	5 Days	Communication Officers in the county and national governments involved in disseminating development information	28,000 (Residential) 21,400 (Non-residential)
Disaster Management Course	5 Days	Officer who are involved in disaster preparedness and management	28,000 (Residential) 21,400 (Non-residential)
Conflict Resolution and Management Course	5 Days	Ward Administrators, Administration officers and security officers	28,000 (Residential) 21,400 (Non-residential)
Performance Appraisal System Course	5 Days	Senior managers in organizations	28,000 (Residential) 21,400 (Non-residential)

COURSES HELD ON DEMAND AT KSG MATUGA CAMPUS			
PROGRAM	DURATION	TARGET GROUP	COSTS (KSH.)
Public Service Induction Program	4 weeks	New entrants in the Public Service in National and County Governments, Independent Commissions and State Corporations	136,880 (Residential) 75,400 (Non-Residential)
Stress Management & Work Life Balance Seminar	3 days	Public and private sector officers across all functions who need to manage stress and improve work-life balance.	27,600 (Residential) 20,400 (Non-residential)
Public Participation Management Seminar	3 days	All public and private sector officers who require to enhance the participation of the public in their programs and projects.	27,600 (Residential) 20,400 (Non-residential)
Organizational And Culture Change Management	1 Week	All organizations and individuals requiring to navigate through change for increased effectiveness.	90,000 per day for facilitation
Employee Wellness & Safety Seminar	3 days	All public and private sector officers across all functions who need to improve the protection and wellness of their employees.	27,600 (Residential) 20,400 (Non-residential)
Productivity Management Seminar	1 Week	Public and private sector officers across all functions.	90,000 per day for facilitation

NOTE:

A. TRAINING CONSULTANCIES

1. Kshs 90,000 - 120,000 per day for facilitation if the participants are less than 20 in number.
2. Kshs 3,500 – 5,000 per person per day, depending on the program, if the participants are more than 20 in number
3. If the training is in KSG, there will be extra charges for either:
 - Accommodation; or
 - Conference package
4. If the training is out of KSG, other training administrative charges will be included as per request.

B. IN-HOUSE PREFERRED COURSES:

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

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

A. APPLICATION PROCEDURE:

Kindly follow the following steps to access a pro forma invoice and an offer letter:

1. Go to www.ksg.ac.ke
2. On the home page, click on Apply now.
3. Create an account as required and sign in.
3. Select on the individual, organization or sponsored.
4. Fill in all details and submit.

You will then receive a proforma invoice immediately on your page and an admission letter will be sent in your email.

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

All applications will be conducted online on our website: www.ksg.ac.ke

C. PAYMENT DETAILS

The course fee should be paid to the Kenya School of Government Account, after obtaining the admission letter and pro-forma invoice.

D. CONTACTS

To contact us for more information and clarification:

Admissions Office
Kenya School of Government, Matuga
P.O. Box 31-80406
MATUGA
Cell: 0770 770021 landline 040 3300047
Email: admissions.matuga@ksg.ac.ke
info.matuga@ksg.ac.ke