



# KENYA SCHOOL OF GOVERNMENT

*Empowering of Public Service*

## MOMBASA CAMPUS

### TRAINING CALENDAR 2022/2023



## **TRANSFORMING THE PUBLIC SERVICE THROUGH COMPETENCY DEVELOPMENT**

- I. The Kenya School of Government is responsible for the transformation of the Public Service through the 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 the 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 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 calibre 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 custom-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](http://www.ksg.ac.ke)

The training calendar for the 2022/2023 Financial Year is presented below.

**MOMBASA CAMPUS TRAINING CALENDAR**

**SCHEDULE OF COURSES FOR 2022/2023**

<b>CODE</b>	<b>PROGRAMME</b>	<b>DURATION</b>	<b>TARGET GROUP</b>	<b>DATES</b>	<b>COST (KSHS.)</b>
<b>EXECUTIVE LEADERSHIP PROGRAMS</b>					
<b>AOP</b>	<b>Accounting Officers Program</b>	1 Week	Accounting Officers in Ministries, County Governments, State Corporations, Constitutional Commissions, Legislature, Judiciary, Independent offices, and private sector corporates.	Aug. 22-26, 2022 Dec. 5-9, 2022 Feb. 20 – 24, 2023 May 8-12, 2023	
<b>LPC</b>	<b>Induction Program for Cabinet Secretaries/ Ministers</b>	4 Days	Prepares Cabinet Secretaries to appreciate their responsibilities within Cabinet and Ministries, and their obligation to citizens.	On request	
<b>LPS</b>	<b>Induction Program for Principal Secretaries</b>	1 Week	Prepares Principal Secretaries to appreciate their responsibilities within Ministries, and their obligation to citizens.	On request	
<b>IPSB</b>	<b>Induction Program for Public Sector Boards</b>	3 Days	Newly appointed or reconstituted Public Sector Boards	On request	
<b>ATI</b>	<b>Access to Information in the Public Service Course</b>	1 Week	Heads of Departments who bear the responsibility of coordination and release of Information within the law.	Jan. 23 -27, 2023 March 20 – 24, 2022	58,000 (Residential) 29,000 (Non-Residential)
<b>TLC</b>	<b>Transformative Leadership Course</b>	1 Week	Public officials and other individuals responsible for institutional and business re-engineering in their organizations.	Nov. 7-11, 2022 Feb. 20 – 24, 2023	52,200 (Residential) 29,000 (Non-Residential)
<b>SLDP</b>	<b>Strategic Leadership Development Program</b>	6 Weeks	Officers in leadership and policy-making roles, typically in Job Grades N and above, and their equivalent.	July 11–Aug. 26, 2022 July 25-Sept. 2, 2022 Aug. 15- Sept. 23,2022 Aug. 29 – Oct. 7, 2022 Sept. 26–Nov. 4, 2022	136,648 (Residential) 121,800 (Non-Residential) 89,037 (Online)

## SCHEDULE OF COURSES FOR 2022/2023

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
				Oct. 10-Nov. 18, 2022 Nov. 7-Dec. 16, 2022 Jan. 9 – Feb. 17, 2023 Jan. 23 –March 3, 2023 Feb. 20–March 30, 2023 March 6-Apr 14, 2023 March 20–Apr.28, 2023 Apr. 17–May 26, 2023 May 1- Jun 9, 2023 May 29 – Jul 7, 2023 July 10 – Aug 18, 2023	
<b>CLG</b>	<b>Corporate Governance</b>	1 Week	Officers in leadership positions or those preparing to take up such positions in the public and private sector.	July 11-15, 2022 Oct. 24-28, 2022 Dec. 5 – 9, 2022 March 6 –10, 2023 May 1 – 5, 2022	120,000 per group per day (Non-residential)
<b>CGPS</b>	<b>Corporate Governance for Public Sector Boards</b>	1 Week	Members of constitutional commissions and boards or councils of state corporations and other semi-autonomous government agencies.	Oct. 17-21, 2022 Dec. 5-9, 2022 March 6-10, 2023 May 1-5, 2023	120,000 per group per day (Non-residential)
<b>PWL</b>	<b>Women Leadership Development Program</b>	1 Week	Women leaders and women preparing for leadership positions in public service or private sector.	Oct. 3-7, 2022 March 6-10, 2023 June 5-9, 2023	120,000 per group per day (Non-residential)
<b>PVS</b>	<b>Public Service Values and Ethics Program for Senior Officers</b>	3 Days	Senior officials in public and private sector organizations.	Nov. 28- 30, 2022 Feb. 13-15, 2023 March 20- 22, 2023 Apr. 10- 12, 2023	35,264 (Residential) 24,360 (Non-Residential)
<b>TLW</b>	<b>Transformative Leadership Programme for County Women Executives</b>	1 Week	Women Executives in Leadership Positions	Sept.19 – 23, 2022 Dec. 5-9, 2022 May 8-12, 2023	120,000 per group per day (Non-residential)

### SCHEDULE OF COURSES FOR 2022/2023

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
<b>GMU</b>	<b>Governance &amp; Management of Urban Areas &amp; Cities</b>	2 Weeks	Officers involved in planning implementation, monitoring and evaluation of development programs in all levels of government and other development agencies.	Oct. 3-14, 2022 June 12-23, 2023	60,320 (Residential) 48,720 (Non-Residential)
<b>MANAGEMENT DEVELOPMENT PROGRAMS</b>					
<b>SMC</b>	<b>Senior Management Course</b>	4 Weeks	Managers responsible for managing resources in their organizations' and are in 'JG' K and above or its equivalent	July 4 – 29, 2022 Aug. 1 –Aug. 26, 2022 Aug. 29 –Sep. 23, 2022 Sept. 26 –Oct. 21, 2022 Oct. 24–Nov. 18, 2022 Nov. 21- Dec. 16, 2022 Jan. 9 – Feb. 3, 2023 Feb. 6 – March 3, 2023 March 6 - 31, 2023 Apr. 3 – 28, 2023 May 1 – 26, 2023 June 5 - 30, 2023 July 3 - 28, 2023	120,640 (Residential) 97,440 (Non-Residential) 79,800 (Online)
<b>GDP</b>	<b>Gender and Development Program</b>	1 week	Officers in the public sector in Job Groups H, J and K or equivalent and have at least two (2) years working experience.	Sept. 5 - 9, 2022 Feb. 6 - 10, 2023 May 1-5, 2023	35,264 (Residential) 24,360 (Non-Residential)
<b>YLD</b>	<b>Young Leaders Development Program</b>	6 Days	Leaders from across universities & middle level colleges including elected, nominated & aspiring young leaders	Sept. 12 – 17, 2022 March 6– 10, 2023	35,264 (Residential) 24,360 (Non-Residential)
<b>CRC</b>	<b>Conflict Prevention Management and Resolution Course</b>	1 Week	Ward Administrators, Administration officers and security officers	Oct. 3–7, 2022 Feb. 6 – 10, 2023 June 12 -16, 2023	35,264 (Residential) 24,360 (Non-Residential)

### SCHEDULE OF COURSES FOR 2022/2023

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
<b>TOT</b>	<b>Training of Trainers</b>	2 Weeks	Trainers, training managers, members of training committees, human resource officers and community officers	July 4 – 15, 2022 Sept. 12 – 23, 2022 Nov. 14 –25, 2022 March 20-31, 2023 May 2-13, 2022	60,320 (Residential) 48,720 (Non-Residential) 30,780 (Online)
<b>PVM</b>	<b>Public Service Values and Ethics for Managerial Officers</b>	1 Week	Middle level-managers in the national and county governments.	Aug. 15 – 19, 2022 Nov. 7– 11, 2022 May 8- 12, 2023	35,264 (Residential) 24,360 (Non-Residential)
<b>SDG</b>	<b>Sustainable Development Goals Training Program</b>	1 week	Officers involved in planning implementation, monitoring and evaluation of development programs in all levels of government and other development agencies.	Oct. 24 – 28 , 2022 March 13 – 17, 2023	35,264 (Residential) 24,360 (Non-Residential)
<b>PFI</b>	<b>Public Policy formulation, Implementation</b>	1 week	Managers who are responsible for development policies.	Aug. 15- 19, 2022 Oct. 30 – Nov. 4, 2022 Apr. 24 – 28, 2023	35,264 (Residential) 24,360 (Non-Residential)
<b>MCS</b>	<b>Management of Child Protection Services</b>	2 Weeks	Children Officers	Feb. 6 –March 3, 2023 Apr. 3 – 28, 2023 June 5- 30, 2023	30,780 (Online)
<b>CCRM</b>	<b>Essentials of Counselling in the Public Service</b>	3 Days	HRM officers, counselors, and Heads of Departments will benefit from this program.	July 11- 22, 2022 Nov. 14- 25, 2022 Feb. 6-17, 2023 May 15-26, 2023	60,320 (Residential) 48,720 (Non-Residential)
<b>ESCD</b>	<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.	Sept. 11-15, 2022 Nov. 14- 18, 2022 May 15- 19, 2023	120,000 per group per day (Non-residential)

### SCHEDULE OF COURSES FOR 2022/2023

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
PSP	<b>Pedagogy for Senior Programs</b>	2 Weeks	Training practitioners, training managers, public officials, and private sector practitioners responsible for facilitation of programs.	Oct. 3- 14, 2022 Nov. 14- 25, 2022 Feb. 6-17, 2023 May 8 - 19, 2023	60,320 (Residential) 48,720 (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.	Nov. 14- 25, 2022 Feb. 6 - 17, 2023 May 15- 26, 2023	60,320 (Residential) 48,720 (Non-Residential)
POMC	<b>Police Officers Middle Management Course</b>	3 Months	Chief Inspectors	Sept. 5 – Nov. 25, 2022 Jan. 30 – Apr. 28, 2023	202,500 (Residential)
COMMUNICATION MANAGEMENT PROGRAMS					
CMW	<b>Conduct of Meetings and Minute Writing Course</b>	1 Week	Officers whose portfolios entail chairing or taking minutes in meetings.	Sept. 26 – 30, 2022 Dec. 5– 9, 2022 March 6 – 10, 2023 June 6 – 10, 2023	35,264 (Residential) 24,360 (Non-Residential)
RWC	<b>Report Writing Course</b>	1 Week	Officers involved in preparation of reports.	Aug. 15- 19, 2022 Nov. 14 -18, 2022 Feb. 20 – 24, 2023 Apr. 24- 28, 2023 June 5 – 9, 2023	35,264 (Residential) 24,360 (Non-Residential)
PEM	<b>Government Protocol, Etiquette and Event Management Course</b>	1 Week	Senior officers, protocol officers, event managers, Front office staff, and other interested persons.	July 11- 15, 2022 Oct. 10 - 14, 2022 Feb. 6 – 10, 2023 May 22 – 26, 2023	35,264 (Residential) 24,360 (Non-Residential)
BPB	<b>Personal Branding</b>	1 Week	All Public Officers.	July 25 – 29, 2022 Dec. 5 -9, 2022 Apr. 10 –14, 2023	35,264 (Residential) 24,360 (Non-Residential)
CMC	<b>Preparation of Cabinet Memoranda</b>	1 Week	Senior officers in the public service responsible for production	July 11 – 15, 2022 Sept. 5-9, 2022	35,264 (Residential) 24,360 (Non-Residential)

## SCHEDULE OF COURSES FOR 2022/2023

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
			of Cabinet Memos.	Nov. 7 -11, 2022 March 13 -17, 2023	
<b>EBP</b>	<b>Preparation of Board Papers</b>	1 Week	Senior officers in the public service and private organizations responsible for preparation of Board Papers.	July 18-22, 2022 Nov. 7- 11, 2022 Feb. 6 – 10, 2023 June 12 – 16, 2023	35,264 (Residential) 24,360 (Non-Residential)
<b>PRCC</b>	<b>Public Relations &amp; Customer Care Course</b>	2 Weeks	Officers responsible for customer engagement in National and County government, as well as non-government.	July 18-29, 2022 Sept. 5 – 16, 2022 Oct. 10 – 21, 2022 Nov. 14 – 25, 2022 Dec. 5 – 16, 2022 Feb. 6 – 17, 2023 March 13 – 24, 2023 May 1 – 12, 2023 June 12 - 23, 2023	60,320 (Residential) 48,720 (Non-Residential) 30,780 (Online)
<b>CSET</b>	<b>Public Service Excellence for Technical Officers</b>	4 Weeks	Technical Officers in the Public, Private and NGO sectors responsible for delivery of service to customers.	Each month	120,640 (Residential) 97,440 (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.	July 25- 29, 2022 Oct. 24- 28, 2022 Feb. 6- 10, 2023	35,264 (Residential) 24,360 (Non-Residential)
<b>CCS</b>	<b>Customer Care Skills Development Course</b>	1 Week	Front office staff, secretaries and personal assistants in the Public Service, private sector and Non-Governmental Organizations.	Oct. 3 – 7, 2022 Feb. 6 – 10, 2023 May 8 -13, 2023	35,264 (Residential) 24,360 (Non-Residential)
<b>SWC</b>	<b>Speech Writing Course</b>	1 Week	Speech writers, communication officers, personal assistants, and advisors to senior officers.	July 11-15, 2022 Aug. 15- 19, 2022 Oct. 24-28, 2022 May 1– 5, 2023	35,264 (Residential) 24,360 (Non-Residential)
<b>PSP</b>	<b>Public Speaking and Presentation Skills Course</b>	1 Week	Heads of Departments, Commissioners, County	Sept. 26– 30, 2022 Nov. 14- 18, 2022	35,264 (Residential) 24,360 (Non-Residential)

## SCHEDULE OF COURSES FOR 2022/2023

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
			Administrators, advisors to senior officers, and other senior public officers responsible for presenting reports and speeches.	March 13 – 17, 2023 June 5 – 9, 2023	
<b>CSD</b>	<b>Communication Skills for Public Service Officers</b>	2 Weeks	Officers in county and national governments involved in packaging and disseminating information	July 18- 29, 2022 Oct. 3- 14, 2022 Nov. 14 – 25, 2022 March 6 – 16, 2023 May 15- 26, 2023 May 15 –19, 2023	60,320 (Residential) 48,720 (Non-Residential)
<b>ITCS</b>	<b>Induction Program in Public Service Excellence</b>	1 Week	Newly employed officers and other interested persons.	July 11-15, 2022 Nov. 14-18, 2022 March 13-17, 2023	35,264 (Residential) 24,360 (Non-Residential)
<b>SUPERVISORY SKILLS DEVELOPMENT PROGRAMS</b>					
<b>PSI</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	Oct. 3- 28, 2022 June 5 – 30, 2023	120,640 (Residential) 97,440 (Non-Residential)
<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 Nov. 14 – 25, 2022 Dec. 5 – 16, 2022 Jan. 16 -27, 2023 Feb. 13 - 24, 2023 March 13 – 24, 2023 Apr. 17-28, 2023 May 1 –12, 2023 June 12 – 23, 2023	60,320 (Residential) 48,720 (Non-Residential) 30,780 (Online)
<b>SMS</b>	<b>Management Skills Course</b>	4 Weeks	Supervisors in JG “G” and above or equivalent	Sept. 5 – 30, 2022 Oct. 31– Nov 25, 2022	120,640 (Residential) 97,440 (Non-Residential)

### SCHEDULE OF COURSES FOR 2022/2023

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
				Feb. 6 – March 3, 2023 Apr. 3 – 28, 2023 June 5 - 30, 2023	
<b>MOA</b>	<b>Management Course for Office Administrators</b>	4 Weeks	Senior office administrators in ministries, county Governments and state corporations.	Sept. 5 - 30, 2022 Oct. 31–Nov. 25, 2022 Feb.6 - March3, 2023 Apr. 3- 28, 2023	120,640 (Residential) 97,440 (Non-Residential)
<b>OAS</b>	<b>Office Administration Skills Course</b>	2 Weeks	Office Administrators , Clericals officers, Officers in the Transport Unit and Front Office Staff	Sept. 12 – 23, 2022 Nov. 14 – 25, 2022 Nov. 28 – Dec. 9, 2022 Feb. 13- 24, 2023 Apr. 10 – 21, 2023 June 12 – 23, 2023	60,320 (Residential) 48,720 (Non-Residential)
<b>RMC</b>	<b>Records Management Course</b>	3 Weeks	Officers handling Records	Sept. 5 – 23, 2022 Nov. 7- 25, 2022 March 6 - 24, 2023 June 12 – July 1, 2023	90,000 (Residential) 73,030 (Non-Residential)
<b>PCC</b>	<b>Proficiency Course for Clerical Officers</b>	2 Weeks	Officers intending to sit for Proficiency Examination for Clerical Officers	July 18 – 29, 2022 Oct. 17- 28, 2022 Apr. 3- 14, 2023	60,320 (Residential) 48,720 (Non-Residential)
<b>SEC</b>	<b>Proficiency/Skills Enhancement Course</b>	4 Weeks	Officers in Job Group ‘A’ to ‘G’	Oct. 30–Nov. 25, 2022 Feb. 6 – March 3, 2023 June 5 – 30, 2023	120,640 (Residential) 97,440 (Non-Residential)
<b>RPP</b>	<b>Retirement Planning</b>	1 Week	All employees in the public service.	July 4- 8, 2022 Sept. 12 – 16, 2022 Oct. 24-28, 2022 Nov. 14–18, 2022 Feb. 13 – 17, 2023 March 6 – 10, 2023 Apr. 24 – 28, 2023 June 5 – 9,2023 June 19 – 23, 2023	35,264 (Residential) 24,360 (Non-Residential)

## SCHEDULE OF COURSES FOR 2022/2023

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
<b>HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMS</b>					
<b>HRA</b>	<b>Human Resource Advisory Committee Course</b>	1 Week	Members of Ministerial, County and HR Advisory Committees, Staff Advisory Committee Members	Sept. 19-23, 2022 Dec. 5 – 9, 2022 March 20 – 24, 2023 May 29 – 2 Jun, 2023	120,000 per group per day (Non-residential)
<b>PIM</b>	<b>Productivity Measurement and Improvement</b>	1 Week	Human resource directors and managers, development officers and quality assurance officers.	Aug. 15-19, 2022 Nov. 14-18, 2022 Feb. 6- 10, 2023 May 15- 19, 2023	46,400 (Residential) 23,200 (Non-Residential)
<b>CBPS</b>	<b>Collective Bargaining in the Public Service</b>	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)	Feb. 13- 17, 2023 June 5- 9, 2023	46,400 (Residential) 23,200 (Non-Residential)
<b>MDPS</b>	<b>Dispute Mediation in the Public Service</b>	1 Week	Middle and senior level managers.	July 4- 8, 2022 March 6-10, 2023 Apr. 24-28, 2023	46,400 (Residential) 23,200 (Non-Residential)
<b>JEPS</b>	<b>Job Evaluation in the Public Service</b>	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.	July 4- 8, 2022 Sept. 19-23, 2022 Oct. 24-28, 2022 Nov. 14-18, 2022 Dec. 5-9, 2022 Feb. 13- 17, 2023 March 6- 10, 2023 May 24-28, 2023 June 5-9, 2023	46,400 (Residential) 23,200 (Non-Residential)
<b>HRM</b>	<b>Human Resource Management &amp; Development Course</b>	1 Week	Human resource managers	Oct. 3– 7, 2022 Nov. 7 – 11, 2022 May 1 – 5, 2023	35,264 (Residential) 24,360 (Non-Residential)

### SCHEDULE OF COURSES FOR 2022/2023

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
				June 23- 27, 2023	
<b>TCC</b>	<b>Training Committee Course</b>	1 week	Members of training Committees	Oct. 31 – Nov. 4, 2022 May 6 -10, 2023	120,000 per group per day (Non-residential)
<b>PMS</b>	<b>Performance Management Systems</b>	2 Weeks	Executive managers in the public sector	July 4 – 15, 2022 Oct. 31–Nov. 11., 2022 Apr. 10 – 21, 2023	60,320 (Residential) 48,720 (Non-Residential)
<b>PCP</b>	<b>Performance Contracting in the Public Service</b>	1 Week	All managers in the public sector.	July 11 – 15, 2022 Nov. 14 - 18, 2022 May 1 – 5, 2023	35,264 (Residential) 24,360 (Non-Residential)
<b>PSV</b>	<b>Professional Standards &amp; Values Program in the Public Service</b>	1 Week	Executive managers in the public sector	Apr. 24 – 28, 2023 June 5 - 9, 2023	120,000 per group per day (Non-residential)
<b>PMP</b>	<b>Performance Measurement &amp; Productivity in the Public Service</b>	1 Week	Senior managers in organizations	June 12- 16, 2023	120,000 per group per day (Non-residential)
<b>MPC</b>	<b>Management of Parliamentary Committee Hearing</b>	1 Week	Committee Members	June 19-23, 2023	120,000 per group per day (Non-residential)
<b>ESDA</b>	<b>Essential Skills for Development Administration Course</b>	1 Week	Senior managers in organizations	May 22- 26, 2023	120,000 per group per day (Non-residential)
<b>ECS</b>	<b>Essential Counselling Skills in the Public Sector</b>	2 Weeks	Senior managers in organizations	June 5-16, 2023	60,320 (Residential) 48,720 (Non-Residential)
<b>FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS</b>					
<b>IPSA</b>	<b>International Public Sector Accounting Standards (IPSAS)</b>	2 weeks	Officers involved in financial recording, accounting and reporting.	July 4- 15, 2022 Oct. 10 -21, 2022 Feb. 13 – 24 2023 Apr. 17- 28, 2023	60,320 (Residential) 48,720 (Non-Residential)
<b>DFD</b>	<b>Fiscal Decentralization</b>	1 week	Parliamentary committee clerks, county assembly committee clerks, senior staff in county	Aug. 15- 19, 2022 Nov. 21– 25 2022 March 6– 10, 2023	35,264 (Residential) 24,360 (Non-Residential)

### SCHEDULE OF COURSES FOR 2022/2023

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
			Governments, and Institutions responsible for inter-governmental fiscal relations.	May 8 – 12, 2023	
<b>FID</b>	<b>Fraud Investigation, Detection and Prevention</b>	1 Week	Law enforcement agents, internal auditors, treasurers, accountants and fund managers in all sectors.	Aug. 15- 19, 2022 Oct.17 – 21, 2022 Jan. 9- 13, 2023 May 8- 12, 2023	35,264 (Residential) 24,360 (Non-Residential)
<b>PFM</b>	<b>Public Finance Management Course</b>	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.	Sept. 12- 16, 2022 March 13- 17, 2023 May 15- 19, 2023 June 12- 16, 2023	35,264 (Residential) 24,360 (Non-Residential)
<b>ACT</b>	<b>Audit Committee Training</b>	3 Days	Members of audit committees	Oct. 3– 5, 2022 Apr. 17 – 20, 2023 June 5 –7, 2023	120,000 per group per day (Non-residential)
<b>ARA</b>	<b>Audit and Risk Assurance Training</b>	1 week	Heads of Audit and internal auditors	July 4 – 8, 2022 Oct. 31 – Nov 4., 2022 Apr. 17 – 21, 2023	120,000 per group per day (Non-residential)
<b>PCMM</b>	<b>Public Procurement &amp; Contract Management</b>	2 Weeks	Senior managers and Accounting officers who are responsible for providing general oversight of the procurement process.	July 18- 29, 2022 Sept. 12- 23, 2022 Oct. 17–28, 2022 March 20– 31, 2023 May 15 – 26, 2023	60,360 (Residential) 48,720 (Non-Residential)
<b>PCMP</b>	<b>Public Procurement &amp; Contract Management for Practitioners</b>	1 Week	Officers responsible for procurement processes in government.	Oct. 17- 21, 2022 Jan. 23- 27, 2023 March 20 – 24, 2023	35,264 (Residential) 24,360 (Non-Residential)
<b>PCMU</b>	<b>Public Procurement &amp; Contract Management for Users</b>	1 Week	Members of Tender opening and evaluation committees, procurement officers, finance auditors, probity/integrity advisors and civil societies.	Sept. 12-16, 2022 March 13 – 17, 2023 June 12 – 16, 2023	35,264 (Residential) 24,360 (Non-Residential)

### SCHEDULE OF COURSES FOR 2022/2023

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
<b>PBB</b>	<b>Program-Based Budgeting Training</b>	1 week	Officers involved in Budgeting in the National and County Governments.	Aug. 15- 19, 2022 Oct. 17 – 21, 2022 May 8 – 12, 2023	35,264 (Residential) 24,360 (Non-Residential)
<b>AMC</b>	<b>Asset Management Course</b>	1 week	Managers in charge of development and maintenance of inventory of assets and liabilities.	Aug. 15 – 19, 2022 Oct. 10 – 14, 2022 May 8 – 12, 2023	35,264 (Residential) 24,360 (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	July 11 – 15, 2022 Sept. 19- 23, 2022 Nov. 21- 25, 2022 Jan. 9-13, 2023 March 20-24, 2023 May 8- 12, 2023	35,264 (Residential) 24,360 (Non-Residential)
PROJECT MANAGEMENT AND ENVIRONMENTAL PROGRAMS					
<b>PPM</b>	<b>Project Planning &amp; Implementation</b>	4 Weeks	Project managers, engineers, architects, surveyors, and other professionals involved in developing and managing projects	Sept. 5- 30, 2022 Oct. 31–Nov. 25, 2022 Feb. 6 – March 3, 2023 May 8 - June 2, 2023	120,640 (Residential) 97,440 (Non-Residential)
<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	July 18- 29, 2022 Sept. 19- 30, 2022 Jan. 16-27, 2023 May 8 -19, 2023	60,360 (Residential) 48,720 (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.	Sept.5-23, 2022 March 6- 24, 2023 May 1-19, 2023	90,000 (Residential) 73,030 (Non-Residential)
<b>SRM</b>	<b>Social Risk Management in Development</b>	2 Weeks	Engineers, social specialists, environmental specialists, legal officers and decision makers responsible for project implementation.	Aug. 15- 26, 2022 Oct. 31 – Nov. 11, 2022 Feb. 6- 17, 2023 May 8- 19, 2023	60,360 (Residential) 48,720 (Non-Residential)
<b>LEDP</b>	<b>Local Economic Development</b>	2 Weeks	Ward, Village and Sub county administrators, municipal boards,	July 18- 29, 2022 Sept.19- 30, 2022	60,360 (Residential) 48,720 (Non-Residential)

### SCHEDULE OF COURSES FOR 2022/2023

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
			agricultural and industrial officers, among other technical officers responsible for local economic development projects in county Governments.	Nov. 14-25, 2022 Apr. 10-21, 2023	
<b>GGEM</b>	<b>Green Growth and Circular Economy</b>	1 Week	Policy makers, senior managers and technical officers at the national and county government, public sector agencies, NGOs, and private sector actors.	Aug. 15- 19, 2022 Oct. 3- 7, 2022 Apr. 3- 7, 2023 June 5- 9, 2023	60,320 (Residential) 46,400 (Non-Residential)
<b>IEIA</b>	<b>Integrated Environmental Impact Assessment and Audit in Development</b>	3 Weeks	Trainers, practitioners, managers, non-governmental organizations, and other interest groups responsible for development projects.	Sept. 5- 23, 2022 Nov. 14 – Dec. 2, 2022 Apr. 10 – 28, 2023	90,000 (Residential) 73,030 (Non-Residential)
<b>PPW</b>	<b>Project Proposal Writing Course</b>	1 Week	Directors, administrators, officers, managers and coordinators involved in development of programmes and projects.	July 11– 15, 2022 Oct. 31– Nov. 4, 2022 March 20 - 24, 2023	35,264 (Residential) 24,360 (Non-Residential)
<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.	Aug. 15- 19, 2022 Dec. 5- 9, 2022 Jan. 9- 13, 2023 May 8- 12, 2023	46,400 (Residential) 23,200 (Non-Residential)
<b>RGP</b>	<b>Grant Proposal Writing</b>	1 Week	Managers and officers responsible for resource mobilization, planning, and managing projects in both national and county governments as well as the private sector.	Aug. 22- 26, 2022 Oct. 31 – Nov. 4, 2022 March 6- 10, 2023 May 8- 12, 2023	35,264 (Residential) 24,360 (Non-Residential)
<b>RPW</b>	<b>Research Proposal Writing</b>	1 Week	Officers with research responsibilities or enrolled in	Aug. 22- 26, 2022 Dec. 5- 9, 2022	35,264 (Residential) 24,360 (Non-Residential)

### SCHEDULE OF COURSES FOR 2022/2023

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
			postgraduate programs	Feb. 20–24, 2023 May 8 – 12, 2023	
<b>DSD</b>	<b>Data Analysis Skills Development</b>	3 Weeks	Officers responsible for research analysis and interpretation	Sept. 5- 23, 2022 March 6 –24, 2023 May 1– 19, 2023	90,000 (Residential) 73,030 (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.	Aug. 22- 26, 2022 Nov. 14-18, 2022 Jan. 23- 27, 2023 June 5-9, 2023	35,264 (Residential) 24,360 (Non-Residential)
<b>RBME</b>	<b>Results-Based Monitoring &amp; Evaluation Course</b>	2 Weeks	Officers involved in project development and management from all sectors including departmental heads, planners, and project coordinators.	Aug. 15-19, 2022 Dec. 5 – 16, 2022 March 13 – 24, 2023 May 8-19, 2023	60,320 (Residential) 48,720 (Non-Residential)
<b>MDF</b>	<b>Managing Donor Funded Projects</b>	1 Week	Officers in the organizations, charged with the management of Donor projects	Sept. 12-16, 2022 Feb. 13– 17, 2023 June 5– 9, 2023	35,264 (Residential) 24,360 (Non-Residential)
<b>e-LEARNING AND ICT PROGRAMS</b>					
<b>ECS</b>	<b>Essential Computer Skills Course</b>	2 Weeks	All officers in need of computer skills	Oct. 17 – 28, 2022 March 13 – 24, 2023 June 12 – 23, 2023	60,320 (Residential) 48,720 (Non-Residential)
<b>COUNTY-SPECIFIC CAPACITY DEVELOPMENT PROGRAMS</b> All these KSG Programs are available for County Leaders and Staff					
<b>ICEC</b>	<b>Induction Program for County Executive Committee Members (CECs)</b>	1 Week	Newly employed County Executive Committee Members	Sept. 26– 30, 2022 Dec. 5 – 9, 2022 Feb. 20 – 24 2023 June 5 – 9 2023	120,000 per group per day (Non-residential)
<b>ICG</b>	<b>Induction Program for County Governors</b>	3 Days	Newly elected Governors and Deputy Governors	July 25 – 27, 2022 Sept. 5- 7, 2022 Nov. 7- 9 2022 Dec. 5-7, 2022	120,000 per group per day (Non-residential)

## SCHEDULE OF COURSES FOR 2022/2023

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
<b>OSR</b>	<b>Enhancement of County Own-Source Revenue</b>	1 Week	County officers responsible for generation, and management of revenue from local resources	July 18- 22, 2022 Oct. 10- 14, 2022 Jan. 9 – 13, 2023 May 8 – 12, 2023	120,000 per group per day (Non-residential)
<b>ICCO</b>	<b>Induction Program for County Chief Officers</b>	1 Week	Newly employed Chief Officers	Sept. 26– 30, 2022 Dec. 5 – 9, 2022 Feb. 20 – 24, 2023 June 5 – 9, 2023	120,000 per group per day (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	Sept. 26 – 30, 2022 Dec. 5 – 9, 2022 Feb. 20 – 24, 2023 June 5– 9, 2023	120,000 per group per day (Non-residential)
<b>ICD</b>	<b>County Leadership Program for County Directors</b>	1 Week	Newly employed Directors	Sept. 26– 30, 2022 Dec. 5 – 9, 2022 Feb. 20 – 24, 2023 June 5– 9, 2023	120,000 per group per day (Non-residential)
<b>ICA</b>	<b>Induction Program for Ward Administrators</b>	2 Weeks	Newly employed Ward Administrators	Sept. 5 – 16, 2022 Oct. 17– 28, 2022 Nov. 14- 25, 2022 Jan. 16 – 27, 2023 March 13- 24, 2023 May 8- 19, 2022	120,000 per group per day (Non-residential)
<b>ICS</b>	<b>Induction Program for County Secretaries</b>	1 Week	Newly appointed County Secretaries	Oct. 20 – 24, 2022 Dec. 5 – 9, 2022	120,000 per group per day (Non-residential)
<b>ICPS</b>	<b>Induction Program for County Public Service Boards (CPSB)</b>	1 Week	Newly employed CPSB Members	Sept. 26– 30, 2022 Dec. 5 – 9, 2022 Feb. 20 – 24 2023 June 5 – 9, 2023	120,000 per group per day (Non-residential)
<b>MCAH</b>	<b>Management of County Assembly Committee Hearings</b>	1 Week	Elected or nominated members of the county assembly.	Aug. 22- 26, 2022 Oct. 3- 7, 2022 June 5 – 9, 2023	120,000 per group per day (Non-residential)

### SCHEDULE OF COURSES FOR 2022/2023

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
<b>MPCH</b>	<b>Management of Parliamentary Committee Hearings</b>	1 Week	Members of National Assembly, Chairs of House Committees, Members of House Committees.	Nov. 14- 18, 2022 June 5- 9, 2022	120,000 per group per day (Non-residential)
<b>CPC</b>	<b>County Development Planning</b>	1 Week	Officers responsible for coordinating the preparation, development, implementation, monitoring and evaluation of plans, programs and projects in the counties.	Sept. 26 – 30, 2022 Dec. 5 – 9, 2022 Feb. 20 – 24 2023 June 5 – 9, 2023	120,000 per group per day (Non-residential)
<b>CLC</b>	<b>Governance and Management of Devolved Systems</b>	1 Week	Senior officers in the county government	Oct. 3 – 7, 2022 Jan. 16– 20, 2023 March 13 – 17, 2023 May 22 – 26, 2023	120,000 per group per day (Non-residential)
<b>CRGE</b>	<b>County Revenue Generation Skills Enhancement Course</b>	1 Week	County employees responsible for revenue generation, collection and control.	Oct. 24- 28, 2022 May 15 – 19, 2023 June 5- 9, 2023	120,000 per group per day (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	Sept. 19 – 23, 2022 Jan. 30 – Feb. 3, 2023 Feb. 6- 10, 2023 May 8- 12, 2023	120,000 per group per day (Non-residential)
<b>CHR</b>	<b>County Human Resource Management</b>	1 Week	Human resource management and development officers, the secretariat of public service boards, and county human resource advisory committee members.	Oct. 3 – 7, 2022 Jan. 16– 20, 2023 March 13 – 17, 2023 May 22 – 26, 2023	120,000 per group per day (Non-residential)
SECURITY MANAGEMENT INSTITUTE PROGRAMS					
<b>KCBM</b>	<b>Kenya Coordinated Border Management</b>	2 Weeks	All Border Control & Operations Coordination Committee (BCOCC) Members, National Security Agencies.	Sept. 5- 16, 2022 Oct. 10- 21, 2022 Jan. 16- 27 2023 Feb. 13- 24, 2023	

### SCHEDULE OF COURSES FOR 2022/2023

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
				Apr. 17- 28, 2023	
<b>SPMC</b>	<b>Senior Police Officers Management Course</b>	4 Weeks	Middle and upper-level police managers including officers commanding police stations	Oct. 3- 28, 2022 Apr. 3- 28, 2023 June 5- 30, 2023	
<b>TNST</b>	<b>Transnational Security Threats</b>	1 Week	Senior security officials who deal with transnational security threats	July 18- 22, 2022 Oct. 24-28, 2022 March 13- 17, 2023	
<b>PSLCC</b>	<b>Leadership Course for Chiefs and Assistant Chiefs</b>	2 Weeks	Chiefs and Assistant Chiefs, community leaders, CBOs	Sept. 12- 23 2022 March 6- 17, 2023 May 15- 26, 2023	
<b>CMPBC</b>	<b>Conflict Management and Peace Building</b>	2 Weeks	Middle-level administrators in both National and County Governments	Aug. 15 – 26, 2022 Feb. 6- 17, 2023 March 6- 17, 2023 May 15- 26, 2023	
CUSTOM MADE PROGRAMS					
<b>IPSB</b>	<b>Induction Program for the Public Service</b>	1 Week	Newly appointed, redeployed, re-designated or promoted officers at all levels.	July 11- 15, 2022 Oct. 24- 28, 2022 Jan. 16- 20, 2023 March 27- 31, 2023	
<b>BSC</b>	<b>Balanced Score Card Course</b>	1 Week	Officers responsible for performance management.	Sept. 12-16, 2022 Dec. 5-9, 2022 Feb. 6- 10, 2023 May. 1– 5, 2023	
<b>IIPS</b>	<b>Public Service Induction Program for Interns</b>	1 Week	Persons who are interested in joining the public service internship program from training institutions.	Nov. 14 – 18, 2022 March 13 – 17, 2023 June 5- 9, 2023	

### **Charges for Customized Programs apply as follows:**

1. Kshs. 120,000 per day if the participants choose to have their own class and are less than 25 in number (tax -exclusive).
2. Kshs. 3500 Per Person/Day if the participants choose to have their own class and are more than 25 in number (tax-exclusive).
3. If the training is in KSG, there will be extra charges for either:
  - Accommodation: Kshs. 4900 Per night per Person (tax-inclusive) or
  - Conference Package: Kshs. 2600 Per Person Per Day (tax- inclusive)
4. If the training is out of KSG, other training administrative charges will be included. Transport and Accommodation charges for the facilitators as per the SRC recommended rates

### **A. 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

### **B. CONSULTANCIES**

- Kshs. 120,000 per day for consultancies (tax-exclusive) for participants less than 25 in pax.
- Other administrative charges will be included as per the agreement.
- If the consultancy is out of KSG, charges will be included such as transport and accommodation for the consultants as per the SRC recommended rates

### **C. APPLICATION PROCEDURE**

- All courses are open to participants from National and County Governments, NGOs, and private organizations. Once you identify a course convenient to you based on the pre-qualifications given to the target group, apply through the website. The link to the application is <http://41.89.60.50:7078/Account/Login>
- Create an account and you shall immediately receive a link in your email inbox. Also, check in your spam folder as the confirmation link is sometimes saved in the spam folder. Click the link sent to your email and apply for the course. For Campus select Mombasa and select the dates convenient to you.
- Upon successful application, a pro forma invoice is generated automatically from the system and saved on your portal where you made the application. Print the pro forma invoice from your participant's portal. Once your application details are verified, the offer letters will be processed and sent to your email, and a copy saved on the participant portal.

#### D. PAYMENT DETAILS

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

Account Name: Kenya School of Government Mombasa Campus  
Account Number: 1145993303  
Bank Name: Kenya Commercial Bank  
Bank Branch: Treasury Square Mombasa  
Bank Code: 1102  
Swift Code: KCBLKENYX,  
Pay bill No: 125338 Account Name Your Name

#### E. FOR MORE INFORMATION CONTACT US

##### **KSG MOMBASA CAMPUS**

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