KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service

e-Learning & Development Institute

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 behavior,

    e. Accommodate views of citizens in decision making, and

    f. Demonstrate patriotism by prioritizing public interest above personal interest.

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

IV. The trainees attend the programs in the 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 workstation 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 the competency of public servants and in service delivery. Training programs may also be tailor-made upon request to meet the specialized requirements of individual public institutions.

VIII.   Admission into some programs is subject to fulfillment 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 the establishment of measures that enhance the health and safety of course participants.

XI.   Training dates for all programs may be as far as possible scheduled to suit client convenience.

XII.   Enrolment in all training programs is open. More information may be obtained at **www.ksg.ac.ke**

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	COST (Non-Residential, VAT inclusive)
NSC	**Negotiation Skills Course**	1 Week	Officers responsible for stakeholder negotiations. *Prepares participants to drive success as a negotiator and create self and organizational value through skillful, strategic, and systematic negotiation.*	Sept. 12 – 16, 2022 Nov. 7-11, 2022	Kshs 40,600
PMS	**Performance Management Systems**	2 Weeks	Managers in the public and private sectors across all functions	Aug. 1-5, 2022 Nov. 21-25, 2022	Kshs. 75,400
FAEP	**Facilitation Approaches for e-Learning programs** **(**Online)	5 Weeks	Officers in education and training who intend to tutor in online programs	Nov. 7 – Dec 9, 2022 May 8 – Jun 9, 2023	Kshs. 75,400
DDEP	**Designing and Developing e-learning Programs** (Face to face)	2 Weeks	Officers working in ICT or Training departments who intend to become proficient in eLearning course production.	Feb. 6 – 17, 2022	Kshs. 75,400
PAM	**Payroll Administration Management**	2 Weeks	County Officers in HR	July 25 - Aug 5, 2022 Oct. 31– Nov 11, 2022 Jan. 30- Feb 10, 2022 March 27 – April 7, 2023 May 29 – June 9, 2023	Kshs. 52,200
PAD	**Payroll Administration for Directors**	3 Days	Human Resource Directors and Senior Managers	Nov. 8 – 10, 2022 April 25 – 27, 2022	
PAS	**Performance Appraisal System**	1 Week	Human resource management officers and all officers holding supervisory positions and staff.	Nov. 28 – Dec 2, 2022 Feb. 6 – 10, 2023 May 22 – 26, 2023	Kshs. 40,600
AED	**Advanced Excel for Data Modelling**	1 Week	Managers/officers who need to improve their office productivity with improved excel skills in reporting data analysis and use of formulas functions among others.	Sept. 5 – 9, 2022 Dec. 5 – 9, 2022 March 6 – 10, 2023 June 13 – 17, 2023	Kshs. 40,600
DME	**Digital Monitoring and Evaluation for Projects**	2 Weeks	All public officers responsible for project management	Oct. 3 – 7, 2022 March 13 – 17, 2022	Kshs. 75400

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	COST (Non-Residential, VAT inclusive)
CSC	Cyber Security	1 Week	Information technology professionals in National and County Governments, and private sector handling information Security	Aug. 15 – 19, 2022 Oct. 10 -14, 2022 Dec. 12-16, 2022 Feb. 27 – March 3, 2023	Kshs. 52, 200
ISSM	Information System Security Management	1 Week	HR Officers, Procurement Officers, Accountants, Auditors, and all officers who need to secure the information they handle.	Sept. 12 – 16, 2022 Feb. 13 – 17, 2022 May 2 – 6, 2022	Kshs. 40,600
ISMS	Information Security Management System- (ISMS)	1 Week	Implementers of ISO27001:2013, HR & Administration, Finance & ICT officers.	July 4 – 8, 2022 Sept. 12-16, 2022 March 21 - 25	Kshs. 40,600
ERM	Electronic Records Management	3 Weeks	Records and information management officers who include officers working in accounts, stores, registry, personnel, and library.	Sept. 5-23, 2022 Jan. 16 – Feb 3, 2022 April 4 – 22, 2022	Kshs. 78,300
KMC	Knowledge Management	1 Week	Officers in human resource, communication, information, library, knowledge management, ICT and those who manage knowledge in National and County Government entities and non-state actors.	Sept. 19 – 23, 2022 Oct. 24 – 28, 2022 March 6 – 10, 2023 March 27 –April 7 (online)	Kshs. 40,600
DPA	Data Processing and Analytics	2 Weeks	Statisticians, Analysts, Auditors & Economists	July 18-22, 2022 Oct. 24-28, 2022 May 8 -19, 2023	Kshs. 75,400
DPP	Data Protection	1 Week	Officers involved in personal data management including officers working in data protection, records management, human resource, ICT, finance, customer relations, legal and security.	July 11 – 15, 2022 July 25 – 29, 2022 Sept. 12 – 16, 2022 Oct. 17 – 21, 2022 March 13 -17, 2023 May 22 – 26, 2023	Kshs. 31,900
FMWB	Financial Management for Project Accountants Implementing Government and World Bank Funded projects	2 Weeks	Project accountants, finance managers with less than three years' experience in a government project financed by the World Bank Project.	Sept. 26 – Oct. 7, 2022 Nov. 21 – Dec. 2, 2022 March 13 – 24, 2022	Kshs. 87, 000

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	COST (Non-Residential, VAT inclusive)
AFWB	**Advanced Financial Management for Project Accountants Implementing Government and World Bank Funded Projects**	2 Weeks	Project accountants, finance managers with more than three years' experience in a government project financed by the World Bank Project	May 8 – 19, 2023	Kshs. 87, 00
IAIE	**Integrated Financial Management Information System for AIE Holders**	3 days	Accounting Officers in National and County Government including CECs, Chief Officers and Clerks of Assembly	On Request	
IHP	**Integrated Financial Management Information System Hyperion Planning & Budgeting**	1 Week	Finance, Planning and Budgeting Officers in National and County Government	On Request	
IAC	**Integrated Financial Management Information System for Accountants**	1 Week	Officers managing cash, accounts and general ledger in National and County Government	On Request	
IPO	**Integrated Financial Management Information System for Procurement Officers**	1 Week	Procurement and supply chain officers in National and County Government	On Request	
IAO	**Integrated Financial Management Information System for Auditors**	1 Week	Auditors working on IFMIS in National and County government	On Request	
ICO	**Integrated Financial Management Information System for ICT Officers**	1 week	ICT Officers working on IFMIS in National and County Government	On Request	

Detailed information about the programs can be accessed at KSG website: **www.ksg.ac.ke**

For more information

Contact us
Admissions Office **Kenya School of Government- eLearning & Development Institute** **P.O. Box 30627 00100, Lower Kabete, Kenya** **Tel: 020-3535873 ∕ 4** **+254-728-606991** **Email: admissions.eldi@ksg.ac.ke /info.eldi@ksg.ac.ke/**

A VIP accommodation room at KSG Matuga campus

A session is conducted via Video Conferencing at KSG eLDi Campus

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

Executive Boardroom at KSG Mombasa Campus

Cozy accommodation at the Bahari Hostel

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

Auditorium at the Convention centre at KSG Lower Kabete

Convention Centre at Lower Kabete Campus
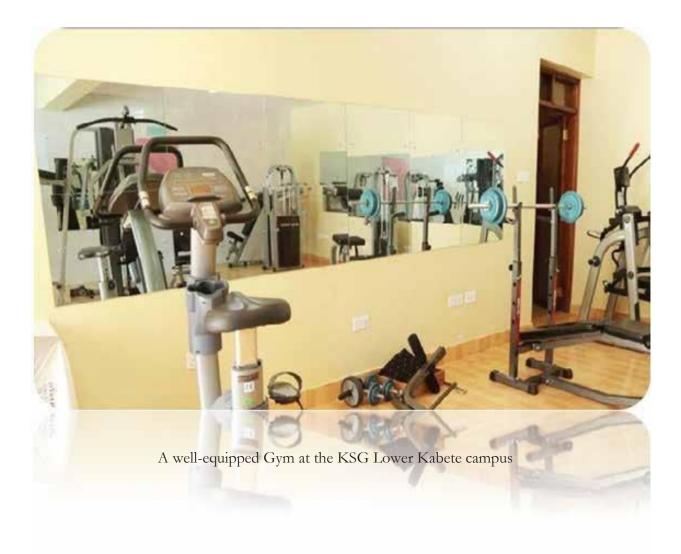
Cosy accommodation rooms at Lower Kabete

A meeting room at Lower Kabete Campus

Strategic Leadership Development Program participants undergoing experiential learning.

The Award winning KSG Staff Choir provide entertainment during Conferences

A well-equipped Gym at the KSG Lower Kabete campus

KSG LOWER KABETE	KSG MOMBASA	KSG MATUGA
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KSG BARINGO	KSG EMBU	KSG eLDi
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