KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service

LOWER KABETE
TRAINING CALENDAR

2023/2024

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 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 clients work station or any other preferred venue.

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

VII. The School has reviewed some of the old programs and introduced new syllabi intended to address existing shortfalls in competency of public servants and in service delivery. Training programs may also be tailor-made upon request to meet specialized requirements of individual public institutions.

VIII. Admission into 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.

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
EXECUTIVE LEADERSHIP PROGRAMS					
AOP	**Accounting Officers Program**	1 Week	CEOs in Ministries, County Governments, State Corporations, Constitutional Commissions, Legislature, Judiciary, Independent offices, and private sector corporates.	On request	175,000 (Non–Residential)
IPCS	**Induction Program for Cabinet Secretaries/Ministers**	4 Days	Prepares Cabinet Secretaries to appreciate their responsibilities within Cabinet and Ministries, and their obligation to citizens.	On request	100,000 (Non–Residential)
IPPS	**Induction Program for Principal Secretaries**	1 Week	Prepares Principal Secretaries to appreciate their responsibilities within Ministries, and their obligation to citizens.	On request	75,000(Non–Residential)
CMP	**Coaching and Mentoring in the Public Service**	1 Week	Equips heads of departments with competencies to institutionalize coaching and mentorship strategies that ensure improvement of service delivery and continuous learning on the job, whilst promoting succession management.	Sept 5-9,2023 Nov 21-25,2023 Feb 20-24,2024 May 15-19,2024	52,200 (Residential) 29,000 (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 procedure.*	Sept 4-8,2023 Nov 6-10,2023 Jan 15-19,2024 April 15-19,2024 June 17-21,2024	52,200 (Residential) 29,000 (Non–Residential)
TLC	**Transformative Leadership Course**	1 Week	Public officials and other individuals responsible for institutional and business re-engineering in their organizations.	July 22-26,2023 Oct 7-11,2023 Jan 6-10,2024 March 17-21,2024 May 12-16,2024	52,200 (Residential) 29,000 (Non–Residential)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
SLDP	**Strategic Leadership Development Program**	6 Weeks	Officers in leadership and policy making roles, typically in Job Grades N and above, and their equivalent.	July 24 - Sept. 1, 2023 Aug 14-Oct 20,2023 Sept. 4-Oct 13, 2023 Oct. 16- Nov 24, 2023 Nov 6-Dec 15,2023 Jan. 15 - Feb 23, 2024 Feb. 26 - April 5, 2024 Mar 11-April 19,2024 April 8- May 17,2024 May 20- June 28, 2024 June 3-July 12,2024	227,940 (Exec. Residential) 167,620 (Std. Residential) 92,220 (Non–Residential)
SLDP	**Strategic Leadership Development Program - Online**	10 Weeks (Blended Online/Physical)	Officers in leadership and policy making roles, typically in Job Grades N and above, and their equivalent.	Sept 11-Nov 17, 2023 Feb 5-Apr 12, 2024 May 6-July 12,2024	90,596 (Online with one week non-residential) 112,172 (Online with one week's Accommodation)
CGC	**Corporate Governance**	1 Week	Officers in leadership positions or those preparing to take up such positions in the public and private sectors. *Prepares leaders to constitute organizations suitably, whilst operating the appropriate governance practices.*	July 24-28,2023 Oct 23-27,2023 Jan 15-19,2024 April 15-19,2024 June 24-28,2024	46,400 (Residential) 23,200 (Non-Residential)
WLP	**Women Leadership Development Program**	1 Week	Women leaders and women preparing for leadership positions in public service or private sector and men interested in this field. *Prepares women leaders with the tools to traverse challenges and gender prejudices within the organization, and sharpen the critical governance skills.*	Aug 21-25,2023 Nov 6-10,2023 Feb 19-23,2024 May 20-24,2024	52,200 (Residential) 29,000 (Non-Residential)
EWL	**Executive Women Leadership Program**	1 Week	Women in executive positions in public service or private sector.	July 17-21,2023 Oct 2-6,2023 Feb 5-9,2024 June 10-14,223	46,400 (Residential) 23,200 (Non-Residential)
WPL	**Women in Political Leadership Course**	1 Week	Women political leaders and women preparing for political leadership. *Participants will be enriched with skills and abilities to communicate and advocate on issues of inclusive*	Sept 18-22,2023 Dec 4-8,2023 Mar 11-15,2024 June 3-7,2024	52,200 (Residential) 29,000 (Non-Residential)

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			governance while being prepared into agents of change in their elected positions.		
TLCW	**Transformative Leadership Program for County Women Executives**	1 Week	Women executives in county governments.	Sept 11-15,2023 Nov 20-24,2023 Feb 26-Mar 1,2024 May 20-24,2024	46,400 (Residential) 23,200 (Non-Residential)
VESO	**Public Service Values and Ethics Program for Senior Officers.**	3 Days	Senior officials in public and private sector organizations. *The program equips senior officers with the knowledge to model and positively reinforce integrity for all staff in their organizations.*	July 24-26,2023 Oct 23-25,2023 Jan 15-17,2024 April 15-16,2024 June 24-26,2024	52,200 (Residential) 29,000 (Non-Residential)
IDS	**Induction Program for Diplomatic Service Officers**	1 Week	Officers in diplomatic service in national, regional and international organizations.	Sept 5-9,2023 Nov 21-25,2023 Feb 19-23,2024 May 13-17,2024	74,500 (Residential) 60,000 (Non-Residential)
MSA	**Management of Student Affairs in Universities and Tertiary Institutions**	2 Weeks	Prepares officers in charge of student affairs, University heads of departments, deans, deans of students and Deputy Vice Chancellors to manage student relations amidst expanding enrollments; changing demographics; and increased expectations from the greater campus community, parents, and external constituents.	July 17-28,2023 Oct 16-27,2023 Jan 15-26,2024 April 15-26,2024 June 17-28,2024	64,960 (Residential) 37,700 (Non-Residential)
MANAGEMENT DEVELOPMENT PROGRAMS					
SMC	**Senior Management Course**	4 Weeks	Middle level managers in the public service typically in Job Grades K and their equivalent in private sector.	July 10-Aug 4, 2023 Aug 7-Sept. 1, 2023 Sept. 4-29,2023 Oct. 2-27,2023 Nov. 6-Dec. 1,2023 Jan. 8 - Feb 2, 2024 Feb. 5 - March 1, 2024 March 4-29, 2024 April 1-26,2024 May 6-31, 2024 June 3-28, 2024	230,840 (Exec. Residential) 140, 360 (Std. Residential) 78,880 (Non-Residential)

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SMC	Senior Management Course	8 Weeks (Blended Online/Physical)	Middle level managers in the public service typically in Job Grades K and their equivalent in private sector	Aug. 7-Sept. 29,2023 Oct. 2-Nov. 24,2023 Jan. 15 - March 8, 2024 April 24-June 16,2024	81,200 (Online) 88,508 (Online with 3 day's accommodation)
GUAC	Governance and Management of Urban Areas and Cities	2 Weeks	Public officers handling management affairs of decentralized units in County Governments (HoDs in municipalities and city authorities)	Aug 14-25,2023 Nov 13-24,2023 Mar. 11-22,2024 May 13-24,2024	124,120 (Residential) 63,800 (Non-Residential)
SDGP	Sustainable Development Goals Program	1 Week	Officers responsible for planning, implementation, monitoring and evaluation of development programs.	July 10-14,2023 Oct. 16-20,2023 Jan. 22-26,2024 April 15-19,2023 June 17-21,2023	52,200 (Residential) 29,000 (Non-Residential)
PPFI	Public Policy Formulation and Implementation	1 Week	Manager responsible for developing policies. Prepares participants with the knowledge and skill to Impact, influence and evaluate policy	July 24-28,2023 Oct 23-27,2023 Mar. 11-15,2024 May 13-17,2024	52,200 (Residential) 29,000 (Non-Residential)
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.*	Sep 25-29,2023 Nov 20-24,2023 Feb. 12-16,2024 June 3-7,2024	52,200 (Residential) 29,000 (Non-Residential)
VEMO	Public Service Values and Ethics for Managerial Officers	1 Week	Middle Level managers in the national and county governments.	Sep 25-29,2023 Nov 20-24,2023 Feb. 12-16,2024 June 3-7,2024	52,200 (Residential) 29,000 (Non-Residential)
SPI	Strategic Planning and Implementation	1 Week	Senior officers responsible for planning in national government ministries, county governments and private sector. Participants gain the skills and insights into crucial decisions that an organization must get right in order to thrive in their respective industry.	July 24-28,2023 Oct 23-27,2023 Mar. 11-15,2024 May 13-17,2024	52,200 (Residential) 29,000 (Non-Residential)
IRCM	Institutional Re-engineering and	1 Week	Senior officers in organizations responsible for processes and systems.	July 17-21,2023 Oct 16-20,2023	78,200 (Residential) 44,000 (Non-Residential)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
	Change Management Course (Business Process Reengineering)		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.	Mar. 11-15,2024 May 13-17,2024	
PDPS	Public Service Doctrines and Professional Standards	1 Week	Open to all public servants	July 31-Aug 4,2023 Nov. 13-17,2023 Jan. 22-26,2024 May 6-10,2024	52,200 (Residential) 29,000 (Non-Residential)
IPSA	Induction Program for Special Advisors	1 Week	Officials engaged to provide specialized policy or strategic support.	July 24-28,2023 Oct 23-27,2023 Mar. 11-15,2024 May 13-17,2024	74,500 (Residential) 60,000 (Non-Residential)
YLP	Young Leaders Development Program	1 Week	Student leaders from universities & middle level colleges. Young adults will develop new understandings of how to self-lead and lead others	July 17-21,2023 Oct 16-20,2023 Mar. 11-15,2024 May 13-17,2024	52,200 (Residential) 29,000 (Non-Residential)
MCPS	Management of Child Protection Services	1 Week	Children Officers *Participants will be exposed to managerial skills and attributes that safeguard practices to improve the protection of vulnerable children.*	Aug 24-28,2023 Oct 23-27,2023 Mar. 11-15,2024 May 13-17,2024	136,880 (Residential) 74,500 (Non-Residential)
MCPS	Management of Child Protection Services	4 Weeks-Online	Children Officers *Participants will be exposed to managerial skills and attributes that safeguard practices to improve the protection of vulnerable children.*	Aug. 7-Sept. 29,2023 Oct. 2-Nov. 24,2023 Jan. 15 - March 8, 2024 April 24-June 16,2024	81,200 (Online)
CCCM	Community-based Climate Change Management	3 Days	Stakeholders at community and local levels.	Aug. 21-23,2023 Nov. 6-8,2023 Feb. 5-7,2024 May 6-8,2024	29,000 (Residential) 18,850 (Non-Residential)
ECPS	Essentials of Counselling in the Public Service	2 Weeks	HRM officers, counselors, and Heads of Departments will benefit from this program	Aug. 28-Sept 8,2023 Nov. 13-24,2023 Feb. 5-16,2024	64,960 (Residential) 37,700 (Non-Residential)

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			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.	April 8-19,2024	
ESCR	**Mainstreaming Economic Social and Cultural Rights in Development**	1 Week	County executive committee members, Chief officers, County Attorneys, Officers responsible for planning, County administrators, Directors and other senior officers of ministries, departments and agencies and Council of Governors.	Aug. 21-25,2023 Nov. 20-24,2023 Mar. 18-22,2024 June 24-28,2024	52,200 (Residential) 29,000 (Non-Residential)
CMR	**Conflict Prevention Management and Resolution**	1 Week	County commissioners, deputy county commissioners, assistant county commissioners, chiefs and assistant chiefs, sub county administrators, senior police officers and ward administrators.	Aug. 21-25,2023 Nov. 13-17,2023 Jan 22-26, 2024 May 6-10,2024	46,400 (Residential) 23,200 (Non-Residential)
TOT	**Training of Trainers**	2 Weeks	Experts and Community leaders responsible for Knowledge sharing.	Aug. 21-Sep 1,2023 Nov. 13-24,2023 Feb 5-16, 2024 May 13-24,2024	64,960 (Residential) 37,700 (Non-Residential)
PSP	**Pedagogy for Senior Programs**	2 Weeks	Training practitioners, training managers, public officials, and private sector practitioners responsible for facilitation of programs.	July 24-Aug 4,2023 Nov. 20-Dec 1,2023 April 15-26, 2024 June 10-21,2024	64,960 (Residential) 37,700 (Non-Residential)
PSP	**Pedagogy for Senior Programs**	4 Weeks	Experts and Community leaders responsible for Knowledge sharing.	Aug. 7-Sep 1,2023 Nov. 6-Dec 1,2023 March 4-29,2024 June 3-28,2024	31,320 (Online)
ICPS	**Innovation and Creativity in Public Service**	2 Weeks	Administrators, Human resource and Human development officers, Innovation and Business development officers, Marketing managers, and Senior ICT officers.	July 17-28,2023 Nov. 6-17,2023 Feb. 12-23, 2024 May 6-17,2024	64,960 (Residential) 37,700 (Non-Residential)
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	July 10-22,2023 Oct. 17-28,2023 Jan. 16-27, 2024 April 17-28,2024 June 19-30,2024	64,960 (Residential) 37,700 (Non-Residential)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
			county level Government.		
IPS	Induction Program for the Public Service	1 Week	Newly appointed, redeployed, re-designated or promoted officers at all levels	Aug 24-28,2023 Oct 23-27,2023 Mar. 11-15,2024 May 13-17,2024	75,400 (Residential) 65,000 (Non-Residential)
PIPI	Public Service Induction Program for Interns	1 Week	Persons interested in joining the public service on internship program from training institutions.	Aug. 21-25,2023 Nov. 13-17,2023 Jan 22-26, 2024 May 6-10,2024	29,000 (Residential) 18,850 (Non-Residential)
COMMUNICATION MANAGEMENT PROGRAMS					
CMM	Conduct of Meetings and Minute Writing	1 Week	Officers in public and private sector organizations responsible for chairing or taking minutes in meetings.	July 24-28,2023 Oct 16-20,2023 Nov. 7-11,2023 Jan. 22-26,2024 April 22-26,2024 June 24-28,2024	29,000 (Residential) 18,850 (Non-Residential)
LMIS	Integrated Library Management Information System	2 Weeks	Officers responsible for provision of Library services.	Aug 21-Sep 1,2023 Feb. 5-16,2024 June 10-21,2024	64,960 (Residential) 37,700 (Non-Residential)
RWC	Report Writing Course	1 Week	Officers responsible for preparation of reports	Aug 28-Sept 1,2023 Dec 4-8, 2023 Feb 5-9 ,2024 May 13-17, 2024 June 24-28,2024	29,000 (Residential) 18,850 (Non-Residential)
PBC	Personal Branding	1 Week	All Public Officers	Sept. 4-8,2023 Nov. 20-24,2023 Feb 12-16,2024 May 20-24,2024	52,000 (Residential) 29,000 (Non-Residential)
PEEM	Government Protocol, Etiquette and Events Management	1 Week	Senior officers, protocol officers, event managers, Front office staff, and other interested persons.	July 24-28,2023 Nov. 6-10,2023 Feb 19-23,2024 April 15-19,2024 June 3-7,2024	49,300 (Residential) 26,100 (Non-Residential)
CMEM	Preparation of Cabinet Memoranda	1 Week	Senior officers in the public service responsible for production of Cabinet Memos	Sept. 4-8,2023 Nov. 20-24,2023	46,400 (Residential) 23,200 (Non-Residential)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
				Feb 12-16,2024 May 20-24,2024	
PBP	**Preparation of Board Papers**	1 Week	Senior officers in the public service and private organizations responsible for preparation of Board Papers.	Aug. 21-25,2023 Nov. 13-17,2023 Jan 22-26, 2024 May 6-10,2024	46,400 (Residential) 23,200 (Non-Residential)
PRCC	**Public Relations & Customer Care**	2 Weeks	Officers responsible for customer engagement in National and County government, as well as Non – government.	July 24-Aug 4,2023 Oct. 16-27,2023 Nov. 20-Dec. 1,2023 Jan. 29-Feb 9, 2024 March 18-29, 2024 April 15-26,2024 May 20-31,2024 June 17-28,2024	64,960 (Residential) 37,700 (Non-Residential)
PRC	**Public Relations & Customer Care-Online**	4 Weeks	Officers responsible for customer engagement in National and County government, as well as Non – government.	July 24-Aug 18, 2023 Oct 16-Nov 10,2023 Feb 12 – Mar.15, 2024 May 20-Jun 14, 2024	31,320 (Online)
SWC	**Speech Writing**	1 Week	Speech writers, communication officers, personal assistants, and advisors to senior officers.	Sept. 11-15, 2023 Nov. 20-24,2023 Jan 29-Feb 2, 2024 April 15-19,2024 June 20-24,2024	46,400 (Residential) 23,200 (Non-Residential)
PSPS	**Public Speaking and Presentation Skills**	1 Week	Heads of Departments, Commissioners, County Administrators, advisors to senior officers, and other senior public officers responsible for presenting reports and speeches.	Aug 24-28,2023 Oct 23-27,2023 Mar. 11-15,2024 May 13-17,2024	46,400 (Residential) 23,200 (Non-Residential)
**SUPERVISORY SKILLS DEVELOPMENT PROGRAMS**				
SSDC	**Supervisory Skills Development Course**	2 Weeks	Officers from the National and County Governments responsible for sections and service delivery units. They include officers in charge of front office, office administrative services, public communication, human resource sections, records management, accounts, finance, supply chain management,	July 10-21,2023 Aug. 21-Sept 1,2023 Sept 11-15,2023 Oct 16-27,2023 Nov 20-Dec 1,2023 Jan. 15-26, 2024 Feb 19-March 1, 2024	64,960 (Residential) 37,700 (Non-Residential)

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			and any other first line supervisors and team leaders.	Mar 11-22, 2024 April 22-May 3,2024 May 20-31,2023 June 17-28,2024	
SSDC	**Supervisory Skills Development Course-Online**	4 Weeks	Officers from National and County Government responsible for sections and service delivery units. They include officers in charge of front office, office administrative services, public communication, human resource sections, records management, accounts, finance, supply chain management, and any other first line supervisors and team leaders.	July 10-Aug 4, 2023 Nov 6-Dec 1,2023 Jan 15-Feb 9, 2024 Jun 10-July 5, 2024	31,320 (Online)
MSC	**Management Skills Course**	4 Weeks	Officers in JG "G" and above or equivalent	Sept. 4-29,2023 Feb. 5 - Mar 1, 2023 June 3-28,2023	136,880 (Residential) 75,400 (Non-Residential)
EOAC	**Executive Office Administrators Course**	3 Weeks	Office administrators deployed in executive offices in MDACs and private organizations.	July 17-Aug 4, 2023 Oct 16-Nov 3,2023 Feb 5- 23, 2024 May 20-Jun 1, 2024	100,920 (Residential) 56,550 (Non-Residential)
MOA	**Management Course for Office Administrators**	4 Weeks	Senior office administrators in ministries, county Governments and state corporations.	July 10-Aug 4,2023 Oct. 16-Nov10, 2023 Feb. 5-March 1,2024 June 3-28,2024	136,880 (Residential) 75,400 (Non-Residential)
PPC	**Public Prosecution Course**	4 Weeks	Officers responsible for enforcement of various laws and regulations	Sept. 4-29,2023 Feb. 5 - Mar 1, 2023 June 3-28,2023	136,880 (Residential) 75,400 (Non-Residential)
PRA	**Policy Research and Analysis**	3 Weeks	Officers with research responsibilities or enrolled in postgraduate programs	July 17-Aug 4, 2023 Oct 16-Nov 3,2023 Feb 5- 23, 2024 May 20-Jun 1, 2024	100,920 (Residential) 56,550 (Non-Residential)
HSC	**Hospitality Skills Development Course**	2 Weeks	Officers working in housekeeping, front office, food and beverage production and service, event management, tour and travel operators among other areas in the hospitality industry.	Aug 21-Sep 1,2023 Feb. 5-16,2024 June 10-21,2024	64,960 (Residential) 37,700 (Non-Residential)

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RMC	Records Management Course	3 Weeks	Officers responsible for maintenance of records	Aug 14-Sep 1,2023 Nov 6-24,2023 Mar 11-29, 2024 May 13-31,2024	100,920 (Residential) 56,550 (Non-Residential)
RPP	Retirement Planning Program	1 Week	All employees in the public service.	Aug. 21-25,2023 Oct. 16-20,2023 Dec. 4-8,2023 Feb. 12-16, 2024 April 15-19,2024 June 24-28,2024	46,400 (Residential) 23,200 (Non-Residential)
PIM	Productivity Improvement and Measurement	1 Week	Human resource directors and managers, development officers and quality assurance officers.	Aug 24-28,2023 Oct 23-27,2023 Mar. 11-15,2024 May 13-17,2024	78,200 (Residential) 44,000 (Non-Residential)
LAR	Land Acquisition and Resettlement in Development	2 Weeks	Lands officers, surveyors, valuers, and project officers.	Aug 21-Sep 1,2023 Feb. 5-16,2024 June 10-21,2024	64,960 (Residential) 37,700 (Non-Residential)
HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMS					
CBN	Collective Bargaining in the Public Service	1 Week	Employers and workers representatives, industrial relations practitioners (trade unions, HR and line managers, senior managers, mediators, conflict management specialists, labor inspection team and public service boards)	Sept. 4-8,2023 Nov. 20-24,2023 Feb 12-16,2024 May 20-24,2024	78,200 (Residential) 44,000 (Non-Residential)
PCP	Performance Contracting in the Public Service	1 Week	All managers in the public sector.	Aug. 21-25,2023 Nov. 13-17,2023 Jan 22-26, 2024 May 6-10,2024	46,400 (Residential) 23,200 (Non-Residential)
JEP	Job Evaluation in the Public Service	1 Week	Heads of HR function/ HR managers, line managers, supervisors/ heads of departments, job analysts, members of job description analysis committees.	Sept 5-9,2023 Nov 21-25,2023 Feb 5-9,2024 May 27-31,2024	78,200 (Residential) 44,000 (Non-Residential)
DMP	Dispute Mediation in the Public Service	1 Week	Middle and senior level managers.	July 10-14, 2023 Oct. 16-20,2023	52,200 (Residential) 29,000 (Non-Residential)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
				Jan. 22-26, 2024 May 6-10,2024	
SHRM	Strategic Human Resource Management	1 Week	Directors, deputy directors and senior managers across all functions	Aug 24-28,2023 Oct 23-27,2023 Mar. 11-15,2024 May 13-17,2024	118,320 (Residential) 58,000 (Non-Residential)
HRAC	Human Resource Advisory Committees Course	1 Week	Members of ministerial, county and HR advisory committees, staff advisory committees, human resource committees of public sector agencies and Members of Training Committees	July 24-28,2023 Oct 23-27,2023 Mar. 11-15,2024 May 13-17,2024	52,200 (Residential) 29,000 (Non-Residential)
PMS	Performance Management Systems	2 Weeks	Managers in the public and private sectors across all functions	Aug 21-Sep 1,2023 Feb. 5-16,2024 June 10-21,2024	118,320 (Residential) 58,000 (Non-Residential)
BSC	Balanced Score Card Course	1 Week	Officers responsible for performance management.	July 31-Aug 4,2023 Nov. 13-17,2023 Jan. 22-26,2024 May 6-10,2024	52,200 (Residential) 29,000 (Non-Residential)
FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS					
IPSAS	International Public Sector Accounting Standards	2 Weeks	Accountants, finance officers, asset managers and auditors.	Aug 21-Sep 1,2023 Feb. 5-16,2024 June 10-21,2024	118,320 (Residential) 58,000 (Non-Residential)
FARA	Financial Accounting, Reporting and Analysis	1 Week	Accounts, finance and treasury officers in the public sector.	July 24-28,2023 Oct 23-27,2023 Jan. 22-26,2024 April 15-19,2024 June 24-28,2024	52,200 (Residential) 29,000 (Non-Residential)
FDN	Fiscal Decentralization	1 Week	Parliamentary committee clerks, county assembly committee clerks, senior staff in county Governments, and Institutions responsible for inter-governmental fiscal relations.	Aug 24-28,2023 Oct 23-27,2023 Mar. 11-15,2024 May 13-17,2024	52,200 (Residential) 29,000 (Non-Residential)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
PSFM	**Public Sector Finance Management**	4 Weeks	Officers responsible for public finance management	July 10-Aug 4,2023 Oct. 16-Nov10, 2023 Feb. 5-March 1,2023 June 3-28,2023	136,880 (Residential) 75,400 (Non-Residential)
FIDP	**Fraud Investigation, Detection and Prevention**	1 Week	Law enforcement agents, internal auditors, treasurers, accountants and fund managers in all sectors.	Aug 14-18,2023 Oct 9-13,2023 Feb 12-16,2024 April 8-12,2024 June 17-21,2024	29,000 (Residential) 18,850 (Non-Residential)
ARA	**Audit and Risk Assurance**	1 week	Heads of Audit and internal auditors.	July 10-14, 2023 Oct. 16-20,2023 Jan. 22-26, 2024 May 6-10,2024	64,960 (Residential) 46,400 (Non-Residential)
FNF	**Finance for Non Finance Managers**	1 Week	Directors and managers in the public and private sectors.	Aug 24-28,2023 Oct 23-27,2023 Mar. 11-15,2024 May 13-17,2024	52,200 (Residential) 29,000 (Non-Residential)
RES	**Revenue Enhancements Skills Course**	2 Weeks	Officers in MDACs responsible for revenue generation, collection and control.	Aug 14-18,2023 Oct 9-13,2023 Feb 12-16,2024 April 8-12,2024 June 17-21,2024	118,320 (Residential) 58,000 (Non-Residential)
PBB	**Program Based Budgeting**	1 Week	Heads of Departments, County Chief officers, Finance officers, Economists, and Budget officers of National and County Governments.	July 10-14, 2023 Oct. 16-20,2023 Jan. 22-26, 2024 May 6-10,2024	52,200 (Residential) 29,000 (Non-Residential)
PPCM	**Public Procurement & Contract Management**	1 Week	Senior managers and Accounting officers responsible for providing general oversight of the procurement process.	Aug 24-28,2023 Oct 23-27,2023 Mar. 11-15,2024 May 13-17,2024	52,200 (Residential) 29,000 (Non-Residential)
PFM	**Public Finance Management Course**	1 Week	Officers responsible for budgeting, revenue policy, financial reporting and the financial advisory functions in the national and county governments, private sector and NGOs.	Sept 5-9,2023 Nov 21-25,2023 Feb 5-9,2024 May 27-31,2024	52,000 (Residential) 29,000 (Non-Residential)
ACC	**Audit Committee Course**	3 Days	Members of audit committees, ministries and public sector agencies.	Aug. 21-23,2023 Nov. 6-8,2023 Feb. 5-7,2024	31,320 (Residential) 17,400 (Non-Residential)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
				May 6-8,2024	
CTM	**Cash and Treasury Management Training**	1 Week	Accountants, Revenue officers, Budget officers, and Auditors.	Aug 14-18,2023 Oct 9-13,2023 Feb 12-16,2024 April 8-12,2024 June 17-21,2024	52,200 (Residential) 29,000 (Non-Residential)
PCMP	**Public Procurement & Contract Management for Practitioners**	1 Week	Officers responsible for procurement processes in government.	July 10-14, 2023 Oct. 16-20,2023 Jan. 22-26, 2024 May 6-10,2024	52,200 (Residential) 29,000 (Non-Residential)
PCMU	**Public Procurement & Contract Management for Users**	1 Week	Members of Tender opening and evaluation committees, procurement officers, finance auditors, probity/integrity advisors and civil societies.	Sept 5-9,2023 Nov 21-25,2023 Feb 5-9,2024 May 27-31,2024	52,200 (Residential) 29,000 (Non-Residential)
AMC	**Asset Management Course**	1 Week	Officers responsible for development and management of assets and liabilities, and maintenance of asset registers.	July 31-Aug 4,2023 Nov. 13-17,2023 Jan. 22-26,2024 May 6-10,2024	52,200 (Residential) 29,000 (Non-Residential)
	PROJECT MANAGEMENT AND ENVIRONMENTAL PROGRAMS				
ESSD	**Environmental and Social Safeguards in Development**	2 Weeks	Political and community leaders, heads of MDAs, and project planners & managers in both public and private sector	Aug 21-Sep 1,2023 Feb. 5-16,2024 June 10-21,2024	118,320 (Residential) 58,000 (Non-Residential)
SIA	**Social Impact Assessment in Project Management**	3 Weeks	Engineers, social specialists and officers responsible for project implementation at national and county levels.	Aug 14-Sep 1,2023 Nov 6-24,2023 Mar 11-29, 2024 May 13-31,2024	109,620 (Residential) 65,250 (Non-Residential)
SRM	**Social Risk Management in Development**	1 Week	Engineers, social specialists, environmental specialists, legal officers and decision makers responsible for project implementation.	Aug. 21-25,2023 Oct. 16-20,2023 Dec. 4-8,2023 Feb. 12-16, 2024 April 15-19,2024 June 24-28,2024	64,960 (Residential) 37,700 (Non-Residential)
LED	**Local Economic**	2 Weeks	Ward, Village and Sub county administrators,	Aug 14-25,2023	64,960 (Residential)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
	Development Strategy and Project Formulation		municipal boards, Agricultural and industrial officers, among other relevant Technical officers responsible for local economic development projects in county Governments.	Nov 13-24,2023 Mar. 11-22,2024 May 13-24,2024	37,700 (Non-Residential)
GGCE	**Green Growth and Circular Economy**	1 Week	Policy and senior managers at the national and county government, public sector agencies, NGOs and private sector actors.	July 10-14, 2023 Oct. 16-20,2023 Jan. 22-26, 2024 May 6-10,2024	64,960 (Residential) 46,400 (Non-Residential)
GCPM	**Green Growth & Circular Economy for Policy Makers**	3 Days	Technical officers both at the national and county governments, public sector agencies, NGOs and private sector actors	Aug 24-26,2023 Oct 23-26,2023 Mar. 11-13,2024 May 13-15,2024	52,000 (Residential) 29,000 (Non-Residential)
CPPB	**Climate Change Policy, Planning and Budgeting**	2 Weeks	Officers in environment, agriculture, planning sectors and public agencies responsible for project management	Aug 14-25,2023 Nov 13-24,2023 Mar. 11-22,2024 May 13-24,2024	64,960 (Residential) 37,700 (Non-Residential)
CFM	**County Climate Change Funding Mechanism**	1 Week	Policy and Senior Managers at the National and County Governments, State Corporations and Agencies, NGOs and Private Sector Actors	Sep 11-15,2023 Oct 23-27,2023 Feb. 19-23,2024 June 3-7,2024	52,200 (Residential) 29,000 (Non-Residential)
IEIA	**Integrated Environmental Impact Assessment and Audit in Development**	3 Weeks	Trainers, practitioners, managers, non-governmental organizations and other interest groups responsible for development projects.	July 17-Aug 4, 2023 Oct 16-Nov 3,2023 Feb 5- 23, 2024 May 20-Jun 1, 2024	109,620 (Residential) 65,250 (Non-Residential)
PMER	**Project Monitoring, Evaluation & Reporting**	2 Weeks	All public officers responsible for project management	Aug 21-Sep 1,2023 Feb. 5-16,2024 June 10-21,2024	64,960 (Residential) 37,700 (Non-Residential)
PDM	**Project Development & Management**	4 Weeks	Project managers, engineers, architects, surveyors, and other professionals responsible for developing and managing projects	July 3-28,2023 Oct 9-Nov 3, 2023 Mar 4-29,2024 June 3-28,2024	136,880 (Residential) 75,400 (Non-Residential)
PPW	**Project Proposal Writing**	1 Week	Managers /officers responsible for planning and managing projects in both national and county governments as well as the private	Aug 14-18,2023 Oct 9-13,2023 Feb 12-16,2024	52,200 (Residential) 29,000 (Non-Residential)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
			sector.	April 8-12,2024 June 17-21,2024	
PPM	**Project Planning and Management**	4 Weeks	Project managers, planners, agricultural officers, economists, human resource managers and other professionals responsible for project planning and management	Sept. 4-29,2023 Feb. 5 - Mar 1, 2024 June 3-28,2024	136,880 (Residential) 75,400 (Non-Residential)
PCM	**Project Cycle Management**	1 Week	Officers with an interest in projects in National and County Governments, NGOs and Private sectors.	July 10-14,2023 Nov 21-25,2023 Feb 20-24,2024 May 15-19,2024	52,200 (Residential) 29,000 (Non-Residential)
PPI	**Project Planning & Implementation**	4 Weeks	Project managers, planners, agricultural officers, economists, human resource managers and other professionals responsible for project planning and management	Sept. 4-29,2023 Feb. 5 - Mar 1, 2023 June 3-28,2023	136,880 (Residential) 75,400 (Non-Residential)
RBME	**Results-Based Monitoring & Evaluation**	2 Weeks	Officers responsible for project development and management from all sectors.	Aug. 28-Sept 8,2023 Nov. 13-24,2023 Feb. 5-16,2024 April 8-19,2024	64,960 (Residential) 37,700 (Non-Residential)
GPW	**Grant Proposal Writing**	1 Week	Managers /officers responsible for resource mobilization, planning and managing projects in both national and county governments as well as the private sector.	Aug. 21-25,2023 Nov. 20-24,2023 Mar. 18-22,2024 June 24-28,2024	52,200 (Residential) 29,000 (Non-Residential)
RPW	**Research Proposal Writing**	1 Week	Officers with research responsibilities or enrolled in postgraduate programs	Aug. 21-25,2023 Nov. 13-17,2023 Jan 22-26, 2024 May 6-10,2024	52,200 (Residential) 29,000 (Non-Residential)
DAS	**Data Analysis Skills Development**	3 Weeks	Officers responsible for research analysis and interpretation	Aug 14-Sep 1,2023 Nov 6-24,2023 Mar 11-29, 2024 May 13-31,2024	100,920 (Residential) 56,550 (Non-Residential)
CMEP	**Crisis Management and Emergency**	1 Week	Disaster management officers, fire brigade officers, police officers, and rescue and recovery agencies.	Aug. 21-25,2023 Dec. 4-8,2023 Feb. 12-16, 2024	52,200 (Residential) 29,000 (Non-Residential)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
	Preparedness			April 15-19,2024 June 24-28,2024	
ICT PROGRAMS					
SPSS	Statistical Package for Social Sciences	2 Weeks	Middle level managers in public, private & the NGO sectors and have basic computer skills	Aug 21-Sep 1,2023 Feb. 5-16,2024 June 10-21,2024	64,960 (Residential) 37,700 (Non-Residential)
CMS	Computer Maintenance and Security	2 Weeks	ICT officers in the public service	July 24-Aug 4,2023 Nov. 20-Dec 1,2023 April 15-26, 2024 June 10-21,2024	64,960 (Residential) 37,700 (Non-Residential)
LONG TERM TRAINING PROGRAMS (More than two months)					
CASP	Creative Arts Skills Development Program	9 Months	Talented youth aspiring to enhance their skills in creative arts.	To be confimed	To be confimed
CMPE	Management of Public Enterprises	4 Weeks	Senior Managers in Public Enterprises, Private and Civil Society Institutions, Policy Researchers	To be confimed	To be confimed
DMPE	Diploma in Management of Public Enterprises	$8^1/2$ Months	Senior and Middle Level Managers in Public Enterprises as well as Individuals who desire to take up management careers in the public enterprise sector.	To be confimed	To be confimed
DPA	Diploma in Public Administration	8 Months	Coordination of National Government officers and County administrators.	To be confimed	To be confimed
MPA	Masters in Public Administration	2 Years	Administrators in both private and public sectors who have attained a first degree in the relevant field.	To be confimed	To be confimed
COUNTY SPECIFIC CAPACITY DEVELOPMENT PROGRAMS These programs are available for County Leaders and Staff					
ECOR	Enhancement of County Own-Source Revenue	1 Week	County officers responsible for generation, and management of revenue from local resources	On request	
CRGE	County Revenue Generation Skills Enhancement Course	1 Week	County employees responsible for revenue generation, collection and control.	On request	
IMCA	Induction Program	1 Week	Members of County Assembly, Speakers of	On request	

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
	for Members of County Assembly		County Assembly, and Assembly Clerks.		
ICG	Induction Program for County Governors	3 Days	Newly elected Governors and Deputy Governors	On request	
ICS	Induction Program for County Secretaries	1 Week	Newly appointed County Secretaries	On request	
ICEC	Induction Program for County Executive Committee Members	1 Week	Newly appointed County Executive Committee Members	On request	
ICCO	Induction Program for County Chief Officers	1 Week	Newly appointed Chief Officers	On request	
MPCH	Management of Parliamentary Committee Hearings	1 Week	Members of National Assembly, Chairs of House Committees, Members of House Committees.	On request	
MCAH	Management of County Assembly Committee Hearings	1 Week	Elected or nominated members of the county assembly.	On request	
ICD	Induction Program for County Directors	1 Week	Newly employed Directors	On request	
IWA	Induction Program for Ward Administrators	2 Weeks	Newly employed Ward Administrators	On request	
ISA	Induction Program for Sub-County Administrators	2 Weeks	Newly employed Sub County administrators	On request	
IVA	Induction Program for Village Administrators	2 Weeks	Newly appointed village administrators	On request	
ICPB	Induction Program for County Public Service Boards	1 Week	Newly employed CPSB Members	On request	
MCAC	Management of County Assembly Committee Affairs	1 Week	Committee Members	On request	

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
MNAC	Management of Senate/National Assembly Committee Affairs	1 Week	Committee Members	On request	

APPLICATION PROCEDURE

Once you identify a course convenient for you based on the pre-qualifications given on the target group, apply through the website.

The link to the application portal is: http://41.89.60.50:7078/Account/Login
Create an account and you shall immediately receive a link in your 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, Campus select Nairobi/Lower Kabete and select the dates convenient to you.

After a successful application, a proforma invoice is generated automatically from the system and saved on your portal, where you made the application. Print the proforma invoice from your participant portal, we shall then verify your details and then process your offer letter.

Charges for customized trainings apply as follows:

1. Kshs,120,000 per day for if the participants choose to have their own class and are less than 35 in number- tax exclusive
2. Kshs. 3,500 per person per day if the participants choose to have their own class and are more than 35 in number - tax exclusive
3. If the training is in KSG, there will be extra charges for either:
   - Accommodation; (Kshs. 6,000 per night per person- tax exclusive) or
   - Conference package (Kshs. 2,000 per person per day- tax exclusive)
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 rate.)

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

CONSULTANCIES

Kshs. 120,000 per day for consultancies (tax exclusive) for participants less than 35 pax.

Other administrative charges will be included as per agreement

If the consultancy is out of KSG, charges will be included such as the transport and accommodation charges for the consultants as per the SRC recommended rate.

For more information contact us:

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