



KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service

Training Calendar 2024/2025



TRAINING

RESEARCH

CONSULTANCY

ADVISORY SERVICES

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 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 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 the programs is subject to fulfilment of course prerequisites.
- IX. Training dates for all programs may be as far as possible scheduled to suit client convenience.
- X. Enrolment in all training programs is open. More information may be obtained at www.ksg.ac.ke

I. Schedule 1: Courses Pricing Charges (Inclusive of VAT)

| | | Lower Kabete | eLDi | Mombasa | Embu | Baringo | Matuga |
|-----------|--|--------------|---------|---------|---------|---------|---------|
| A. | Training Courses | | | | | | |
| 1. | THREE (3) DAYS-Standard Services | | | | | | |
| a. | Residential | 21,000 | - | - | - | - | 21,000 |
| b. | Non - residential | 16,850 | - | - | - | - | 16,850 |
| 2. | ONE (1) WEEK-Standard Services | | | | | | |
| a. | Residential | 60,649 | 60,649 | 60,649 | 60,649 | 60,649 | 35,000 |
| b. | Non - residential | 38,821 | 40,600 | 38,821 | 38,821 | 38,821 | 26,750 |
| 3. | ONE (1) WEEK-Executive Services | | | | | | |
| a. | Residential | 79,576 | 81,502 | 79,576 | 79,576 | 79,576 | 79,576 |
| b. | Non - residential | 44,774 | 46,700 | 44,774 | 44,774 | 44,774 | 44,774 |
| 4. | TWO (2) WEEKS-Standard Services | | | | | | |
| a. | Residential | 113,666 | 113,666 | 113,666 | 113,666 | 113,666 | 72,500 |
| b. | Non - residential | 68,586 | 69,600 | 68,586 | 68,586 | 68,586 | 54,625 |
| 5. | TWO (2) WEEKS-Executive Services | | | | | | |
| a. | Residential | 154,675 | 154,675 | 154,675 | 154,675 | 154,675 | 154,675 |
| b. | Non - residential | 77,236 | 81,200 | 77,236 | 77,236 | 77,236 | 77,236 |
| 6. | THREE (3) WEEKS- Standard Services | | | | | | |
| a. | Residential | 156,507 | 169,860 | 156,507 | 156,507 | 156,507 | 106,000 |
| b. | Non - residential | 86,547 | 88,740 | 86,547 | 86,547 | 86,547 | 69,600 |
| 7. | THREE (3) WEEKS- Executive Services | | | | | | |
| a. | Residential | 215,800 | 220,800 | 215,800 | 215,800 | 215,800 | 215,800 |
| b. | Non - residential | 97,800 | 102,800 | 97,800 | 97,800 | 97,800 | 97,800 |
| 8. | FOUTH (4) WEEKS- Standard Services | | | | | | |
| a. | Residential | 197,618 | 202,618 | 197,618 | 197,618 | 197,618 | 137,500 |
| b. | Non - residential | 114,989 | 119,989 | 114,989 | 114,989 | 114,989 | 90,000 |
| 9. | FOUTH (4) WEEKS- Executive Services | | | | | | |
| a. | Residential | 243,600 | 260,316 | 255,316 | 255,316 | 255,316 | 255,316 |
| b. | Non - residential | 132,288 | 137,288 | 132,288 | 132,288 | 132,288 | 132,288 |
| 10. | SIX (6) WEEKS-Standard Services | | | | | | |
| a. | Residential | 240,357 | 245,357 | 240,357 | 240,357 | 240,357 | 169,500 |
| b. | Non - residential | 152,640 | 157,640 | 152,640 | 152,640 | 152,640 | 115,250 |

| | | Lower Kabete | eLDi | Mombasa | Embu | Baringo | Matuga |
|-----------|--|--|---------|--------------|---------|---------|---------|
| 11. | SIX (6) WEEKS-Executive Services | | | | | | |
| a. | Residential | 255,200 | 266,815 | Ultra-modern | - | 266,815 | 266,815 |
| b. | Non - residential | 139,200 | - | - | - | - | - |
| B. | Consultancies | | | | | | |
| 1. | Daily rate | 177,062 | 177,062 | 177,062 | 177,062 | 177,062 | 177,062 |
| 2. | Reimbursable Expenses | | | | | | |
| | DSA for trainers/Admin charges | Covered by client or KSG as indicated in the quotation as agreed with the client | | | | | |
| | Transport for trainers/Admin charges | Covered by client or KSG as indicated in the quotation as agreed with the client | | | | | |
| C. | Outreach Programs Conducted outside KSG Campuses | | | | | | |
| 1. | Assignment-based Daily Rate | | | | | | |
| a. | Below 25 Paxs | 118,042 | 118,042 | 118,042 | 118,042 | 118,042 | 118,042 |
| 2. | Participants-based daily rate | | | | | | |
| a. | Above 25 Pax | 4,722 | 4,722 | 4,722 | 4,722 | 4,722 | 4,722 |
| b. | Reimbursable Expenses | | | | | | |
| | DSA for trainers/Admin charges as per SRC rates or as agreed with client | | | | | | |
| | Transport for trainers/Admin charges as per rates agreed with client | | | | | | |
| D. | Online Programs | | | | | | |
| 1. | One(1) week | 31,900 | 31,900 | 31,900 | 31,900 | 31,900 | 31,900 |
| 2. | Two (2) Weeks | 46,400 | 46,400 | 46,400 | 46,400 | 46,400 | 46,400 |
| 3. | Three (3) Weeks | 71,340 | 71,340 | 71,340 | 71,340 | 71,340 | 71,340 |
| 4. | Four(4) Weeks | 92,800 | 92,800 | 92,800 | 92,800 | 92,800 | 92,800 |
| 5. | Six (6)Weeks | 125,280 | 125,280 | 125,280 | 125,280 | 125,280 | 125,280 |

The Director General
Kenya School of Government,
P.O. Box 23030- 00604, Lower Kabete, NAIROBI

Tel: +254-20—4182311
Fax: +254—20-4182306
Email: directorgeneral@ksg.ac.ke
Website: www.ksg.ac.ke

2024-2025 CONSOLIDATED TRAINING CALENDAR

| EXECUTIVE LEADERSHIP PROGRAMS | | | | | | |
|-------------------------------|------|---|----------|---|------------------------------------|--|
| No. | CODE | PROGRAM | DURATION | RECOMMENDED CATEGORY OF STAFF | CAMPUS/INSTITUTE | DATES |
| 1. | AOP | Accounting Officers Program | 5 Days | Accounting Officers in Ministries, State Corporations, Constitutional Commissions, Legislature, Judiciary and Independent offices | Matuga | July 15 - 19, 2024 Nov 18 -22, 2024 Mar 10 - 14, 2025 June 9 - 13, 2025 |
| | | | | | Mombasa Baringo Lower Kabete | On request |
| 2. | AOPC | Accounting Officers Program for County Governments | 5 Days | Accounting Officers in the County Governments, County Assemblies, Executive and its entities | All campuses | On Request |
| 3. | LPNT | Leadership Program for National Transformation | 7 Weeks | Public officials and other individuals poised to take up responsibilities in formulation and stewardship of strategies for national transformation in whichever role. | Lower Kabete | On Request |
| 4. | TLC | Transformative Leadership Course | 5 Days | Public officials and other individuals responsible for institutional and business re-engineering in their organizations. | Baringo | Nov 11 - 15, 2024 Feb 24 - 28, 2025 May 19 - 23, 2025 |
| | | | | | Embu | Nov 4 – 8, 2024 Mar 3 – 7, 2025 June 9 – 13, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

| | | | | | | |
|----|------|---|---------|--|--------------|--|
| | | | | | Matuga | Oct 14 - 18, 2024 Mar 10 - 14, 2025 May 19 - 23, 2025 |
| | | | | | Mombasa | Dec 2 - 6, 2024 Mar 24 - 28, 2025 |
| | | | | | Lower Kabete | Nov 11 - 15, 2024 Mar 24 - 28, 2025 |
| 5. | SLDP | Strategic Leadership Development Programme | 6 Weeks | Officers in leadership and policy making roles, typically in Job Grades N and above, and their equivalent. | Baringo | Aug 12-Sep 20, 2024 Sep 23 - Nov 1, 2024 Oct 7- 15 Nov , 2024 Jan20 - Feb 28, 2024 Feb 3 - Mar 14, 2024 Apr 14-May 23,2025 May 12-Jun 20, 2025 |
| | | | | | Embu | July 15 -Aug 23,2024 Oct 7- 15 Nov , 2024 Jan 20 -Feb 28, 2024 Mar 31 - May 9 2025 May12 -Jun 20, 2025 |
| | | | | | Matuga | July 15 -Aug 23, 2024 Aug 12- Sep 20, 2022 Sep 23 - Nov 1, 2024 Oct 7- 15 Nov , 2024 Feb 3-Mar 14, 2025 Apr 28- June 6, 2025 |
| | | | | | Mombasa | July 1 - Aug 9, 2024 July 15 -Aug 23, 2024 Sep 23 - Nov 1, 2024 Nov 4 - Dec 13, 2024 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

| | | | | | | |
|--|-------------|---|------------------------------------|--|--------------|--|
| | | | | | | <p>Jan 20 – Feb 28, 2024 Feb 3-Mar 14, 2025 Mar 17– Apr 25, 2025 Mar 31 – May 9 2025 Apr 28- June 6, 2025 May 12– Jun 20, 2025</p> |
| | | | | | Lower Kabete | <p>July 1-Aug 9, 2024 Aug 12 – Sep 20, 2024 Sep 23 – Nov 1, 2024 Nov 4 – Dec 13, 2024 Jan 6-Feb 14, 2025 Feb 3 – Mar 14, 2024 Feb 17-Mar 28, 2025 Mar 31 – May 9 2025 May 12 –Jun 20, 2025</p> |
| | SLDP | Strategic Leadership Development Program | 10 Weeks Blended (Online/Physical) | Officers in leadership and policy making roles, typically in Job Grades N and above, and their equivalent. | Baringo | <p>Sept 2 - Nov 8, 2024 Nov 11-Jan 17, 2025 Jan 20-March 28, 2025 March 31-June 6, 2025 June 16 – Aug. 22, 2025</p> |
| | | | | | Embu | <p>July 1-Sept. 6, 2024 Aug 5-11Oct. , 2024 Sept 2 - Nov 8, 2024 Oct. 7-13Dec. 8, 2024 Jan 20-March 28, 2025 Feb. 10-Apr.18, 2025 March 31-June 6, 2025 April 21-27 Jun 2025</p> |
| | | | | | Lower Kabete | <p>Oct 7-Dec 13, 2024 April 21-27 Jun 2025</p> |

2024-2025 CONSOLIDATED TRAINING CALENDAR

| | | | | | | |
|----|-----|--------------------------------|--------|---|--------------|--|
| | | | | | Matuga | Aug 5-11 Oct, 2024 Jan 20-28 Mar, 2025 April 21-27 Jun 2025 |
| | | | | | Mombasa | Aug 5-11 Oct, 2024 Oct. 7- Dec. 13, 2024 Jan 20-March 28, 2025 March 31 - June 6, 2025 June 16 - Aug. 22, 2025 |
| 6. | BPR | Business Process Reengineering | 5 Days | Senior officers in organizations responsible for processes and systems. | Lower Kabete | Sep 30-Oct 4, 2024 Mar 10-14, 2025 June 9-13, 2025 |
| | | | | | Embu | Sep 16 - 20, 2024 Mar 24 - 28, 2025 |
| | | | | | Matuga | Sep 16-20, 2024 Jan 20-24, 2025 |

MANAGEMENT DEVELOPMENT PROGRAMS

| | CODE | PROGRAM | DURATION | RECOMMENDED CATEGORY OF STAFF | CAMPUS/INSTITUTE | DATES |
|----|------|--------------------------|----------|---|------------------|--|
| 7. | SMC | Senior Management Course | 20 Days | Middle level managers in the public service typically in Job Grades K and their equivalent in private sector. | Baringo | July 15 – Aug 9, 2024 Aug 12 – Sep 6 Sep 9 – Oct 4 Oct 7 – Nov 1, 2024 Nov 4 – 29, 2024 Jan 6 – 31, 2025 Feb 3 – 28, 2025 Mar 3 – 28, 2025 Apr 7 – May 2, 2025 May 5 – 30, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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|--|--|--|--|--|--------------|---|
| | | | | | | June 2 – 27, 2025 |
| | | | | | Embu | July 15 – Aug 9, 2024 Aug 12 – Sep 6 Sep 9 – Oct 4 Oct 7 – Nov 1, 2024 Nov 4 – 29, 2024 Jan 6 – 31, 2025 Feb 3 – 28, 2025 Mar 3 – 28, 2025 Apr 7 – May 2, 2025 May 5 – 30, 2025 June 2 – 27, 2025 |
| | | | | | Lower Kabete | July 15 – Aug 9, 2024 Aug 12 – Sep 6 Sep 9 – Oct 4 Oct 7 – Nov 1, 2024 Nov 4 – 29, 2024 Jan 6 – 31, 2025 Feb 3 – 28, 2025 Mar 3 – 28, 2025 Apr 7 – May 2, 2025 May 5 – 30, 2025 June 2 – 27, 2025 |
| | | | | | Matuga | July 15 – Aug 9, 2024 Aug 12 – Sep 6 Sep 9 – Oct 4 Oct 7 – Nov 1, 2024 Nov 4 – 29, 2024 Jan 6 – 31, 2025 Feb 3 – 28, 2025 Mar 3 – 28, 2025 Apr 7 – May 2, 2025 May 5 – 30, 2025 June 2 – 27, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

| | | | | | | |
|-----------|------------|---------------------------------|-----------------------------------|---|--------------|---|
| | | | | | Mombasa | July 15 – Aug 9, 2024 Aug 12 – Sep 6 Sep 9 – Oct 4 Oct 7 – Nov 1, 2024 Nov 4 – 29, 2024 Jan 6 – 31, 2025 Feb 3 – 28, 2025 Mar 3 – 28, 2025 Apr 7 – May 2, 2025 May 5 – 30, 2025 June 2 – 27, 2025 |
| 8. | 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 the private sector. | Baringo | Aug 5-Sep 27, 2024 Oct 21-Dec 13, 2024 Jan 20-Mar 14, 2025 Apr 7-May 30, 2025 |
| | | | | | Embu | July 8-Aug 30, 2024 Sept 2 - Oct 25, 2024 Oct 21-Dec 13, 2024 Jan 20-Mar 14, 2025 Feb 3-Mar 28, 2025 Mar 17-May 9, 2025 Apr 7-May 30, 2025 May 5-June 27, 2025 |
| | | | | | Lower Kabete | Aug 5-Sep 27, 2024 Oct 21-Dec 13, 2024 Feb 3-Mar 28, 2025 May 5-June 27, 2025 |
| | | | | | Matuga | Aug 5-Sep 27, 2024 Oct 21-Dec 13, 2024 Jan 20-14 Mar, 2025 Apr 7-30 May, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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|-----|-----|--|---------|--|--------------|--|
| | | | | | Mombasa | July 29 – Sept 20, 2024 Sept 2 - Oct 25, 2024 Jan 20-Mar 14, 2025 Apr 7-May 30, 2025 June 1 – July 25, 2024 |
| 9. | ATI | Access to Information in the Public Service Course | 5 Days | Heads of Departments who bear the responsibility of coordination and release of Information within the law. | Lower Kabete | Oct 28 - Nov 1, 2024 Jan 27 - 31, 2025 May 5 - 9, 2025 |
| 10. | GMU | Governance & Management of Urban Areas & Cities | 10 Days | Officers involved in planning implementation, monitoring and evaluation of development programs in all levels of government and other development agencies. | Mombasa | July 1 – 12, 2024 Oct. 21 – 1 Nov. 2024 Dec. 2 – 13, 2024 Feb. 3 – 14, 2025 May 12 - 23, 2025 June 30 – July 11, 2025 |
| 11. | MSA | Management of Student Affairs in Universities and Tertiary Institutions | 10 Days | 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 | | |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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|-----|------|--|--------|---|--------------|--|
| | | | | enrollments; changing demographics; and increased expectations from the greater campus community, parents, and external constituents. | | |
| 12. | MSME | Management of Micro, Small and Medium Enterprises | 5 Days | Organizations, Technical and other qualified persons (0 level leavers) Ex-Servicemen, potential entrepreneurs (Women and youth), and the retirees from public service. | Baringo | Nov 25-29, 2024 Feb 10-14, 2025 May 12-16, 2025 |
| 13. | PPFI | Public Policy Formulation Implementation and Analysis | 5 Days | Manager responsible for developing policies. | Matuga | July 1-5,2024 May 26-30,2025 |
| 14. | BPR | Business Process Re-engineering | 5 Days | Senior officers in organizations responsible for processes and systems. | Lower Kabete | Sep 30-Oct 4, 2024 Mar 10-14, 2025 June 9-13, 2025 |
| | | | | | Embu | Sep 16 - 20, 2024 Mar 24 - 28, 2025 |
| | | | | | Matuga | Sep 16-20, 2024 Jan 20-24, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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|-----|-------|--|-----------------|--|--------------|--|
| 15. | YLP | Young Leaders Development Program | 5 Days | Student leaders from universities & middle level colleges. | Lower Kabete | Aug 19-23, 2024 Apr 14-18, 2025 June 23-27, 2025 |
| | | | | | Embu | Oct 7-11, 2024 May 5-9, 2025 |
| | | | | | Mombasa | Sep 9 – 13, 2024 Mar 3– 7, 2025 June 2 -6, 2025 |
| 16. | ECIPS | Essentials of Counseling in the Public Service | 10 Days | HRM officers, counselors, and Heads of Departments will benefit from this program | Embu | Aug 26-Sep 6, 2024 Nov 11-22, 2024 Feb 10-21, 2025 Apr 14-25, 2025 |
| | | | | | Mombasa | July 15 - 26, 2024 Nov 11 - 22, 2024 Feb 10 - 21, 2025 May 5 - 16, 2025 |
| 17. | ECPS | Essential Counseling Skills Program | 10 Days Blended | | Embu | On Request |
| 18. | TOT | Training of Trainers | 10 Days | Training practitioners, training managers, public officials, and private sector practitioners responsible for facilitation of programs | Baringo | Sep 9-20, 2024 Mar 10-21, 2025 |
| | | | | | Embu | Aug 19-30, 20224 Nov 18-29, 2024 Apr 7-18, 2025 |
| | | | | | Lower Kabete | Aug 19-30, 2024 Dec 2-13, 2024 Apr 7-18, 2025 June 16-27, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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|-----|-------|--|---------|---|--------------|---|
| | | | | | Matuga | Sep 9-20, 2024 Mar 3-14, 2025 |
| | | | | | Mombasa | On request |
| 19. | TOT-O | Training of Trainers (Blended online) | 20 Days | | Baringo | Oct 21- Nov 15, 2024 Mar 3-28, 2025 |
| | | | | | Embu | Oct 14-25, 2024 Mar 25-Apr 4, 2025 |
| | | | | | Matuga | May 12-6 June, 2025 |
| | | | | | Mombasa | On request |
| 20. | YEA | Youth Entrepreneurship in Agriculture | 10 Days | Youth interested in agribusiness such as crop and animal husbandry, agro- processing, manufacturing of inputs and animal feeds etc | Embu | Nov 11-22, 2024 |
| | | | | | Matuga | Nov 11-22, 2024 |
| | | | | | Lower Kabete | Oct 14-18, 2024 Feb 3-7, 2025 May 12-16, 2025 |
| 21. | EYSE | Entrepreneurship for Youth engaged in SMEs | 5 Days | Youth from various sectors within the economy. | Embu | Mar 3-7, 2025 |
| | | | | | Lower Kabete | Aug 12-16, 2024 May 12-16, 2025 |
| | | | | | Matuga | July 1-5, 2024 |
| | | | | | Mombasa | Aug 5 -9, 2024 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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|-----|-----|---|--------|--|------|-------------------------------------|
| 22. | ADR | Alternative Dispute Resolution and Restoration Program | 1 Week | Officer who play mediation and conflict resolutions in National and County Government, State Corporations, Development Agencies Water bodies providers, NGOs and private sectors | Embu | Sept 23-27, 2024 May 19-23, 2025 |
|-----|-----|---|--------|--|------|-------------------------------------|

PUBLIC SERVICE INDUCTION PROGRAMS

| | CODE | PROGRAM | DURATION | RECOMMENDED CATEGORY OF STAFF | CAMPUS/INSTITUTE | DATES |
|-----|------|---|----------|--|------------------|------------|
| 23. | IPS | Induction Program for the Public Service | 10 Days | Newly appointed, redeployed, re-designated or promoted officers at all levels | All Campuses | On request |
| 24. | IPSA | Induction Program for Special Advisors | 5 Days | Officials engaged to provide specialized policy or strategic support. | All Campuses | On Request |
| 25. | PIPI | Public Service Induction Program for Interns | 5 Days | Persons interested in joining the public service on internship program from training institutions. | All Campuses | On request |

PUBLIC SERVICE ETHICS AND INTEGRITY PROGRAMS

| | CODE | PROGRAM | DURATION | RECOMMENDED | CAMPUS/INSTITUTE | DATES |
|--|------|---------|----------|-------------|------------------|-------|
|--|------|---------|----------|-------------|------------------|-------|

2024-2025 CONSOLIDATED TRAINING CALENDAR

| | | | | CATEGORY OF STAFF | | |
|-----|------|---|--------|---|--------------|------------------------------------|
| 26. | VESO | Public Service Values and Ethics Program for Senior Officers. | 3 Days | Senior officials in public and private sector organizations. | Matuga | Mar 10-12,2025 |
| 27. | VEMO | Public Service Values and Ethics for Managerial Officers | 5 Days | Middle Level managers in the national and county governments. | All campuses | On request |
| 28. | PSV | Professional Standards & Values in the Public Service | 5 Days | Officers managing QMS in Ministries, Departments, Agencies and Counties | Embu | Mar 10-14, 2024 May 19-23, 2025 |

COMMUNICATION DEVELOPMENT PROGRAMS

| | CODE | PROGRAM | DURATION | RECOMMENDED CATEGORY OF STAFF | CAMPUS/INSTITUTE | DATES |
|-----|------|--|----------|--|------------------|--|
| 29. | CMM | Conduct of Meetings and Minute Writing | 5 Days | Officers in public and private sector organizations responsible for chairing or taking minutes in meetings | Baringo | Feb 17-21, 2025 |
| | | | | | Embu | Nov 4 -8, 2024 Apr 14-18, 2025 |
| | | | | | Lower Kabete | July 15-19, 2024 Sep 9-13, 2024 Nov 25-29, 2024 Jan 20-24, 2025 Mar 24-28, 2025 June 9-13, 2025 |
| | | | | | Matuga | Nov 25-29, 2024 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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|-------|------|--|--------|--|--------------|---|
| | | | | | Mombasa | July 22 – 26, 2024 Mar 3 – 7, 2025 June 9– 13, 2025 |
| 30. 4 | RWC | Report Writing Course | 5 Days | Officers responsible for preparation of reports | Baringo | Feb 17-21, 2025 |
| | | | | | Embu | Sep 9-13, 2024 Feb 3-7, 2025 |
| | | | | | Lower Kabete | July 29-Aug 2, 2024 Oct 14-18, 2024 Dec 2-6, 2024 Feb 3-7, 2025 Apr 21-25, 2025 June 23-27, 2025 |
| | | | | | Matuga | Sep 23-27, 2024 Apr 14-18, 2025 |
| | | | | | Mombasa | Feb 10 – 14, 2025 Apr 21 - 25, 2025 June 2 – 6, 2025 |
| 31. | PEEM | Government Protocol, Etiquette and Events Management | 5 Days | Senior officers, protocol officers, event managers, Front office staff, and other interested persons | Baringo | Feb 17-21, 2025 June 23-27, 2025 |
| | | | | | Embu | July 1-5, 2024 Nov 4-8, 2024 Feb 10-14 ,2025 |
| | | | | | Lower Kabete | July 15-19, 2025 Oct 28-Nov 1, 2024 Feb 10-14, 2025 May 12-16, 2025 June 23-27, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

| | | | | | | |
|-----|------|----------------------------------|-----------------------------|---|------------------|---|
| | | | | | Matuga | Oct 7-11, 2024 June 23-27,2025 |
| | | | | | Mombasa | Oct 7 - 11, 2024 Feb 3 – 7, 2025 May 19 – 23, 2025 |
| 32. | PRCC | Public Relations & Customer Care | 10 Days 20 Days (ONLINE) | Officers responsible for customer engagement in National and County government, as well as Non – government | Baringo | July 8-19, 2024 Sep 16-27, 2024 Jan 20-31, 2025 |
| | | | | | Baringo (Online) | On Request |
| | | | | | Embu | July 1-12, 2024 Sep 9-20, 2024 Nov 11-22, 2024 Jan 13-24, 2025 Mar 17-28, 2025 June 2 - 13, 2025 |
| | | | | | Embu (Online) | On Request |
| | | | | | Lower Kabete | July 8-19, 2024 Oct 14-25, 2024 Jan 20-31, 2025 Apr 14-25, 2025 June 9-20, 2025 |
| | | | | | Matuga | July 8-19, 2024 Mar 31- Apr 11, 2025 |
| | | | | | Matuga (Online) | Aug 5-30, 2024 Nov 4-29,2024 Mar 3-28, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

| | | | | | | |
|-----|-----|-----------------------------|--------|---|---------|---|
| | | | | | | May 5-30, 2025 |
| | | | | | Mombasa | July 15 – 26, 2024 Sep 9 - 20, 2024 Nov 11-22, 2024 Feb 3-14, 2025 May 5- 16,2025 |
| 33. | CCT | Customer Care Course | 1 Week | Front office staff, secretaries and personal assistants in the Public Service, private sector and Non-governmental Organizations (NGOs) | Embu | Aug 19-23,2024 Mar 10-14,2025 |

CUSTOMER SERVICE EXCELLENCE PROGRAMS

| | CODE | PROGRAM | DURATION | RECOMMENDED CATEGORY OF STAFF | CAMPUS/INSTITUTE | DATES |
|-----|------|---|---------------|---|------------------|---|
| 34. | CSEE | Customer Service Excellence Program for Executives | 3 Days | The Program targets executives in the Public and Private Sector. The Program is recommended for Principal Secretaries, Heads of Organizations, Industry Leaders and Directors in Ministries, Departments, Agencies and Counties (MDACs) | | July 22-24, 2024 October 28-30, 2024 February 24-26, 2025 May 19-21, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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|-----|------|---|---------|---|--|---|
| 35. | CSEM | Customer Service Excellence Program for Senior Managers | 5 Days | This Program is intended for senior managers in the Public Service, Private and Non-Governmental Organizations (NGO) | | July 15-19, 2024 October 14-18, 2024 January 20-24, 2025 April 14-18, 2025 |
| 36. | CSEF | Customer Service Excellence Program for Frontline Officers | 5 Days | The Program targets all officers working at the frontline desks or counters in Huduma Centres and any other customer facing departments, sections and organizations. They include: customer care officers from Government Ministries, Departments, Agencies and Counties (MDACs); Non-Governmental Organizations (NGOs) and the private sector. | | August 5-9, 2024 November 4-8, 2024 February 10-14, 2025 May 5-9, 2025 October 7-11, 2024 |
| 37. | CSEQ | Customer Service Excellence Program for Quality Standard Assessors | 10 Days | This training is intended for officers who wish to be trained as CSE Quality Standard Assessors/Auditors in the Public Service, the Private Sector | | July 1-12, 2024 November 4-15, 2024 April 28 - May 9, 2025 June 9-13, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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| | | | | and Non-Governmental Organizations (NGOs) | | |
| 38. | CSET | Customer Service Excellence Program for Technical Officers | 4 Weeks | The training is intended for officers in technical cadres in the Public, private and Non-Governmental Organizations (NGO) sectors who are responsible for delivery of services to customers. This presupposes some variations in objectives, learning outcomes, content and methodology depending on the level of participants. | | August 19 - September 13, 2024 November 25-29, 2024 January 6-31, 2025 March 10-21, 2025 May 26 - June 20, 2025 |
| SUPERVISORY SKILLS DEVELOPMENT PROGRAM | | | | | | |
| | CODE | PROGRAM | DURATION | RECOMMENDED CATEGORY OF STAFF | CAMPUS/INSTITUTE | DATES |
| 39. | MOA | Management Course for Office Administrators | 20 Days | Senior office administrators in ministries, county Governments and state corporations | Baringo Embu | May 5- 30, 2025 Sep 2 - 27, 2024 Nov 4- 29, 2024 Jan 20 – Feb 14, 2025 May 5 - 30, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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| | | | | | Matuga | July 22-Aug 16, 2024 Mar 24-Apr 18, 2025 |
| | | | | | Lower Kabete | July 29-Aug 23, 2024 Feb 10-Mar 7, 2025 May 19-June 13, 2025 |
| | | | | | Mombasa | Nov 18 - Dec 13, 2024 Feb 3 – 28, 2025 April 7 – May 2, 2025 |
| 40. | MSC | Management Skills Course (Supervisory Management Skills Course) | 4 Weeks | Supervisors in JG "G" and above or equivalent | Baringo | Sep 2-27, 2024 Feb 3-28, 2025 May 5-30, 2025 |
| | | | | | Embu | July 8-Aug 2, 2024 Nov 4-29 2024 Mar 3-28,2025 |
| | | | | | Matuga | Sep 2-27, 2024 Feb 3-28, 2025 |
| | | | | | Mombasa | Sep 2 - 27, 2024 Oct 28- Nov 22, 2024 Feb 3 – 28, 2025 Apr 7 – May 2, 2025 June 2 - 27, 2025 |
| 41. | HSC | Hospitality Skills Development Course | 10 Days | Officers working in housekeeping, front office, food and | Baringo | Sep 9-20, 2024 Jan 13-24, 2025 May 12-23, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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| | | | | beverage production and service, event management, tour and travel operators among other areas in the hospitality industry | Embu | July 15-26, 2024 Sep 16-27, 2024 Nov 4-15, 2024 Feb 3-14, 2025 May 5-9, 2025 |
| | | | | | Lower Kabete | Aug 12-23, 2024 Mar 10-21, 2025 May 19-30, 2025 |
| | | | | | Matuga | Sep 30-Oct 11, 2024 Mar 10-21, 2025 |
| | | | | | Mombasa | On request |
| 42. 6 | SSDC | Supervisory Skills Development Course | 10 Days | 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. | Embu | July1-12, 2024 Oct7-18, 2024 Nov4-15, 2024 Jan13-24,2025 Mar 17-28,2025 May 12-23,2025 |
| | | | 20 Days (ONLINE) | | Embu (Online) | Nov 4-29, 2024 Apr 7-May 2, 2025 |
| | | | | | Baringo | July 1-12, 2024 Sep 16-27, 2024 Nov 18-29, 2024 Feb 17-28, 2025 May 12-23, 2025 |
| | | | | | Baringo (Online) | July 3-14, 2024 Sept 16-27, 2024 Nov 18-29, 2024 Feb 17-21, 2025 May 12-23, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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| | | | | | Lower Kabete | July 15-26, 2024 Aug 12-23, 2024 Sep 16-27, 2024 Oct 14-25, 2024 Nov 11-22, 2024 Dec 2-13, 2024 Jan 20-31, 2025 Feb 17-28, 2025 Mar 17-28, 2025 Apr 14-25, 2025 May 19-30, 2025 June 16-27, 2025 |
| | | | | | Matuga | July 29-Aug 9, 2024 Nov 25-Dec 6, 2024 Feb 17-28, 2025 May 5-16, 2025 |
| | | | | | Matuga (Online) | July 8- Aug 2, 2024 Sep 30-Oct 25, 2024 Nov 18 - Dec 13 2024 Jan 27-Feb 21, 2025 Apr 21-May 16,20225 June 2-27,2025 |
| | | | | | Mombasa | July 8 – 19, 2024 Aug 12 – 23 , 2024 Sep 9 - 20, 2024 Oct 7- 18, 2024 Nov 18 – 29, 2024 Dec 2 – 13, 2024 Jan 13 - 24, 2025 Feb 10 - 21, 2025 Mar 10 – 21, 2025 Apr 14 - 25, 2025 May 5 – 16, 2025 June 2– 13, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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| | | | | | Mombasa (Online) | Jan 13 - Feb 7, 2025 Mar 3 – 28, 2025 May 5 – 30, 2025 |
| | | | | | Embu | July 1-12, 2024 Oct 7-18, 2024 Nov 4-15, 2024 Jan 13-24, 2025 Mar 17-28, 2025 May 12-23, 2025 |
| | | | | | Embu (Online) | Nov 4-29, 2024 Apr 7-May 2, 2025 |
| | | | | | Baringo | July 1-12, 2024 Sep 16-27, 2024 Nov 18-29, 2024 Feb 17-28, 2025 May 12-23, 2025 |
| 43. | RMC | Records Management Course | 20 Days | Officers responsible for maintenance of records | Baringo | Oct 7- Nov 1, 2024 Mar 3- 28, 2025 May 5-23, 2025 |
| | | | | | Embu | Aug 5-30, 2024 Apr 7-May 2, 2025 |
| | | | | | Lower Kabete | July 29-Aug 23, 2024 Nov 11-Dec 6, 2025 Feb 10-Mar 7, 2025 May 19-June 13, 2025 |
| | | | | | Matuga | Aug 19-Sep 13, 2024 Jan 27- Feb 21, 2025 May 5-30, 2025 |
| | | | | | Mombasa | Sep 2 – 27, 2024 Mar 3 - 28, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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| | | | | | | June 2 – 27, 2025 |
| 44. | SERM | Skills Enhancement Course in Records Management | 10 Days | | Baringo | Sept 9-20, 2024 Nov 11 – 22, 2024 Feb 17- 28, 2025 |
| 45. | PCC | Proficiency Course for Clerical Officers | 10 Days | Officers preparing to sit proficiency examination | Embu | July 7 – 18, 2025 July 21– Aug 1, 2025 |
| | | | | | Mombasa | July 15 - 26, 2024 |
| | | | | | Baringo Lower Kabete Matuga | On Request |
| 46. | RPP | Retirement Planning Program | 5 Days | All employees in the public service | Baringo | Sep 23-27, 2024 Mar 3-7, 2025 May 5-9, 2025 |
| | | | | | Embu | July 22-26, 2024 Oct 14-18, 2024 Feb 10-14, 2025 June 9-13, 2025 |
| | | | | | Lower Kabete | July 15-19, 2024 Sep 16-20, 2024 Nov 25-29, 2024 Jan 27-31, 2025 Mar 17-21, 2025 May 26-30, 2025 |
| | | | | | Matuga | July 29-Aug 2, 2024 Nov 25-29, 2024 Apr 7-11, 2025 June 9-13, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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|---|-------------|--|-----------------|---|-------------------------|---|
| | | | | | Mombasa | July 15 - 19, 2024 Aug 19- 23, 2024 Sep 9 – 13, 2024 Oct 21 - 25, 2024 Nov 18 – 22, 2024 Dec 2 – 6, 2024 Jan 27– 31, 2025 Feb 10 – 14, 2025 Mar 3 – 7, 2025 Apr 21 – 25, 2025 May 19 - 23, 2025 June 16 - 20, 2025 |
| 47. | PSEC | Proficiency Skills Enhancement Course | 20 Days | Officers in Job Group "A" to "G" | Matuga | May 5–30, 2025 |
| | | | | | Mombasa | July 15 – Aug 9, 2024 |
| 48. | ECS | Essential Computer Skills Course | 10 Days | All officers in need of computer skills | Embu | Jan 13- 24, 2025 |
| | | | | | Mombasa | Oct 14 – 25, 2024 Mar 17 – 28, 2025 June 16– 27, 2025 |
| HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMS | | | | | | |
| | CODE | PROGRAM | DURATION | RECOMMENDED CATEGORY OF STAFF | CAMPUS/INSTITUTE | DATES |
| 49. | MDDP | Management of Discipline and Disciplinary Processes in the Public Sector | 5 Days | Human Resource Directors, HR Managers, HR officers, Public Administrators, Chief Officers, CPSB | Mombasa | On request |
| | | | | | Embu | Dec 2-6, 2024 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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| | | | | Members and Board Secretaries. | Lower Kabete | Oct 14-18, 2024 Jan 20-24, 2025 May 5-9, 2025 |
| 50. | CBPS | Collective Bargaining in the Public Service | 5 Days | 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) | Mombasa Baringo Embu | On request |
| 51. | PIM | Productivity Improvement and Measurement | 5 Days | Human resource directors and managers, development officers and quality assurance officers | Embu | Aug 19-23, 2024 May 5-9, 2025 |
| | | | | | Baringo | July 15-19, 2024 Sep 23-27, 2024 Apr 21-25, 2025 |
| | | | | | Lower Kabete | Nov 11-15, 2024 Mar 10-14, 2025 June 9-13, 2025 |
| | | | | | Matuga | Sep 16-20, 2024 |
| | | | | | Mombasa | On request |
| 52. | JEP | Job Evaluation in the Public Service | 5 Days | Heads of HR function/ HR managers, members of public service boards, line managers, supervisors/ heads of departments, job | Mombasa Embu | On request |

2024-2025 CONSOLIDATED TRAINING CALENDAR

| | | | | analysts, members of job description analysis committees. | | |
|--|--------|---|----------|---|------------------|---|
| 53. | DMP | Dispute Mediation in the Public Service | 5 Days | Middle and senior level managers. | Lower Kabete | On request |
| FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS | | | | | | |
| | CODE | PROGRAM | DURATION | RECOMMENDED CATEGORY OF STAFF | CAMPUS/INSTITUTE | DATES |
| 54. | FNF | Finance for Non Finance Managers | 5 Days | Officers handling financial responsibilities but have no formal training in finance | Mombasa | July 8 – 12, 2024 Sep 15 - 20, 2024 Nov 18 - 22, 2024 Mar 17 - 21, 2025 May 5 - 9, 2025 |
| | | | | | Lower Kabete | Nov 4-8, 2024 Mar 17-21, 2025 May 26-30, 2025 |
| | | | | | Embu | Sep 23 -27, 2024 Mar 10-14 ,2025 |
| 55. | FIPSAS | Financial Reporting Under IPSAS Accrual | 5 Days | The Program targets Officers and Managers involved in Public Finance Management. These include; Finance Officers, Accountants and Auditors. | Lower Kabete | July 22-26, 2024 Oct 14-18, 2024 Feb 3-7, 2025 June 9-13, 2025 |
| 56. | IPSAS | International Public | 15 Days | Accountants, finance | Lower Kabete | Sep 23-27, 2024 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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|--|-------------|---|-----------------|--|-------------------------|--|
| | | Sector Accounting Standards | | officers, asset managers and auditors. | | Dec 2-6, 2024 Mar 10-14, 2025 June 16-20, 2024 |
| | | | | | Embu | Sep 16-Oct 4, 2024 |
| | PPCM | Public Procurement & Contract Management | 5 Days | Senior managers and Accounting officers responsible for providing general oversight of the procurement process. | All Campuses | Nov18-22,2024 Feb24-28,2025 May 5-9 2025 |
| 57. | FARA | Financial Accounting, Reporting and Analysis | 5 Days | Accounts, finance and treasury officers in the public sector. | Lower Kabete | Aug 12-16, 2024 Nov 25-29, 2024 Apr 7-11, 2025 June 23-27, 2025 |
| | | | | | Embu | Jan 27-31, 2025 |
| 58. | PBB | Program Based Budgeting | 5 Days | Heads of Departments, County Chief officers, Finance officers, Economists, and Budget officers of National and County Governments. | Lower Kabete | Aug 19-23, 2024 Mar 3-7, 2025 June 9-13, 2025 |
| | | | | | Mombasa | On request |
| PROJECT MANAGEMENT AND ENVIRONMENTAL PROGRAMS | | | | | | |
| | CODE | PROGRAM | DURATION | RECOMMENDED CATEGORY OF STAFF | CAMPUS/INSTITUTE | DATES |
| 59. | ESSD | Environmental and Social Safeguards in Development | 10 Days | Political and community leaders, heads of MDAs, and project planners & | Lower Kabete | Nov 11-22 2024 May 19-30 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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| | | | | managers in both public and private sector | | |
| 60. | SRM | Social Risk Management in Development | 5 Days | Engineers, social specialists, environmental specialists, legal officers and decision makers responsible for project implementation. | Lower Kabete | July 29-2 Aug2024 Dec 9-13 2024 April 21-25 2025 |
| 61. | GGCE | Green Growth and Circular Economy | 5 Days | Policy and senior managers at the national and county government, public sector agencies, NGOs and private sector actors. | Lower Kabete | July 22-26 2024 Dec 9 - 13 2024 April 21-25 2025 |
| 62. | CPPB | Climate Change Policy, Planning and Budgeting | 10 Days | Officers in environment, agriculture, planning sectors and public agencies responsible for project management | Lower Kabete | Sep 23-27 2024 Dec 2-6 2024 March 10-14 2025 June 16-20 2025 |
| 63. | IEIA | Integrated Environmental Impact Assessment and Audit in Development | 15 Days | Trainers, practitioners, managers, non-governmental organizations and other interest groups responsible for development projects. | Lower Kabete | Oct 7 -25,2024 March 9-28,2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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|------------|-------------|---|---------|--|--------------|--|
| 64. | PMER | Project Monitoring, Evaluation & Reporting | 10 Days | All public officers responsible for project management | Lower Kabete | Aug 19-30 2024 Nov 18-29 2024 Feb 10-21 2025 May 12-23 2025 |
| 65. | PDM | Project Development & Management | 20 Days | Project managers, engineers, architects, surveyors, and other professionals responsible for developing and managing projects | Lower Kabete | Sep 2-27 2024 Jan 13-Feb 7 2025 April 28-May 23 2025 |
| 66. | PPM | Project Planning and Management | 20 Days | Project managers, planners, agricultural officers, economists, human resource managers and other professionals responsible for project planning and management | Lower Kabete | Nov 11-Dec 6 2024 April 14-May 9 2025 |
| 67. | RBME | Results-Based Monitoring & Evaluation | 20 Days | Officers responsible for project development and management from all sectors. | Lower Kabete | July 15-26 2024 Jan 20-31 2025 |
| 68. | GGCE | Green Growth and Circular Economy | 5 Days | Policy and senior managers at the national and county government, public sector agencies, NGOs and private sector actors Technical officers both | All campuses | On Request |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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| | | | | at the national and county governments, public sector agencies, NGOs and private sector actors | | |
| 69. | 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 | All campuses | On Request |
| 70. | IEIA | Integrated Environmental Impact Assessment and Audit in Development | 15 Days | Trainers, practitioners, managers, non-governmental organizations and other interest groups responsible for development projects. | All campuses | On Request |
| 71. | CPPB | Climate Change Policy, Planning and Budgeting | 10 Days | Officers in environment, agriculture, planning sectors and public agencies responsible for project management | All campuses | On Request |
| 72. | CFM | County Climate Change Funding Mechanism | 5 Days | Policy and Senior Managers at the National and County Governments, State Corporations and Agencies, NGOs and Private Sector Actors | All campuses | On Request |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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|--------------------|-------------|---|---------|--|-------------------|--|
| 73. 1 5 | PMER | Project Monitoring, Evaluation & Reporting | 10 Days | All public officers responsible for project management | Lower Kabete | Aug 19-30, 2024 Nov 18-29, 2024 Feb 10-21, 2025 May 12-23, 2025 |
| | | | | | Embu | Feb 3-14, 2025 |
| | | | | | Matuga Mombasa | On Request |
| 74. | PPM | Project Planning and Management | 20 Days | Project managers, planners, agricultural officers, economists, human resource managers and other professionals responsible for project planning and management | Baringo | June 16-20, 2025 |
| | | | | | Mombasa | Sep 2-27,2024 Oct 28-Nov 22,2024 Feb 3-28,2025 May 5 - 30, 2025 |
| | | | | | Embu | Sep 2-27, 2024 Feb 3-28, 2025 May 12-June 6, 2025 |
| | | | | | Lower Kabete | Nov 11-Dec 6, 2024 Apr 14-May 9, 2025 |
| | | | | | Matuga | Oct 14-Nov 8, 2024 Apr 7-May 2,2025 |
| 75. | PDM | Project Development & Management | 20 Days | Project managers, engineers, architects, surveyors, and other professionals responsible for developing and managing projects | Lower Kabete | Sep 2-27, 2024 Jan 13-Feb 7, 2025 Apr 28-May 23, 2025 |
| | | | | | | |
| | | | | | Embu | Nov 4-29,2024 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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|-------------------------------------|-------------|--|-----------------|---|-------------------------|--|
| | | | | | | June 2-27, 2025 |
| 76. | RBME | Results-Based Monitoring & Evaluation | 10 Days | Officers responsible for project development and management from all sectors. | Baringo | June 16-27, 2025 |
| | | | | | Embu | Nov 4-15, 2024 |
| | | | | | Lower Kabete | July 15-26, 2024 Jan 20-31, 2025 |
| | | | | | Matuga | July 29-9 Aug, 2024 |
| | | | | | Mombasa | Aug 12 - 23, 2024 Dec 2 – 13, 2024 Mar 10 – 21, 2025 May 5 - 16, 2025 |
| e- LEARNING AND ICT PROGRAMS | | | | | | |
| | CODE | PROGRAM | DURATION | RECOMMENDED CATEGORY OF STAFF | CAMPUS/INSTITUTE | DATES |
| 77. | CSC | Cyber Security | 5 Days | Information Technology (IT) professionals in National and County Governments and the private sector handling information Security | eLDi | Oct 21 – 25, 2024 Feb 24 – 28, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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| 78. | DPP | Data Protection | 5 Days | <p>Officers involved in personal data management including officers working in data protection, records management, human resource, ICT, finance, customer relations, legal and security.</p> <p>Officers involved in personal data management including officers working in data protection, records management, human resource, ICT, finance, customer relations, legal and security.</p> | eLDi | <p>Aug 12 – 16, 2024</p> <p>Oct 28 – Nov 1, 2024</p> <p>Feb 17 – 21, 2025</p> <p>May 12 – 16, 2025</p> |
| | | Data Protection Online | 10 Days | | eLDi | <p>Sept 16 – 27, 2024</p> <p>Jun 17 – 28, 2025</p> |
| 79. | DAP | Data Analytics | 10 Days | <p>Officers who require data analytics to inform decision-making including Statisticians, Analysts, Auditors & Economists</p> | eLDi | <p>Sept 23 – 27, 2024</p> <p>May 26 – 30, 2025</p> |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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|-----|-------|---|---------|---|------|---|
| 80. | AED | Advanced Excel for Data Modelling | 5 Days | Managers/ officers who need to improve their office productivity in MS Excel for enhanced reporting, data analysis and use of formulas and functions. | eLDi | Sept 16 -20, 2024 Oct 14 – 18, 2024 Mar 17 – 21, 2025 |
| 81. | IFMIS | Programs for: <ul style="list-style-type: none"> • Accountants • AIE Holders • Auditors • Hyperion Planning & Budgeting • Procurement • ICT Officers | 5 days | Relevant officers using IFMIS in National and County Governments | eLDi | On request/ Supplementary calendar |
| 82. | IPPD | Integrated Personal Database (IPPD)/Electronic Human Resource Information System (eHRIS) | 5 days | Human Resource Officers and Payroll Management Officers in National and County Government entities | eLDi | On request/ Supplementary calendar |
| 83. | | Payroll Administration Management | 10 Days | Human Resource Officers and Payroll Management Officers in National and County Government entities | eLDi | Sept 9 – 20, 2024 Nov 25 – Dec 6, 2024 Feb 3 – 14, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

| | | | | | | |
|-----|------|---|---------|---|------|---|
| 84. | PAD | Payroll Administration for Directors | 3 Days | Human Resource Directors and Senior Managers in National and County Government entities | eLDi | Sept 30 – Oct 4, 2024 June 2 – 6, 2025 |
| 85. | DDEP | Designing and Developing e-learning Programs | 10 Days | Officers working in ICT or Training departments who intend to become proficient in eLearning course production. | eLDi | Nov 4 – 15, 2024 May 19 – 30, 2025 |
| 86. | ERM | Electronic Records Management | 3 Weeks | Records and information management officers who include officers working in accounts, stores, registry, personnel and library | eLDi | July 29 – Aug 16, 2024 Jan 27 – Feb 14, 2025 |
| 87. | KM | Knowledge Management | 5 Days | Officers in human resource, communication, information, library, knowledge management, ICT and those who manage knowledge in National and | eLDi | Sept 2 – 6, 2024 Nov 25 – 25 Mar 24 – 28, 2025 June 9 – 13 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

| | | | | County Government entities and non-state actors | | |
|--------------------------------------|------|--|----------|---|----------------------|--|
| 88. | CSC | Cyber Security | 5 Days | Information Technology (IT) professionals in National and County Governments and the private sector handling information Security | eLDi | Oct 21 – 25, 2024 Feb 24 – 28, 2025 |
| SECURITY MANAGEMENT INSTITUTE | | | | | | |
| | CODE | PROGRAM | DURATION | RECOMMENDED CATEGORY OF STAFF | CAMPUS/INSTITUTE | DATES |
| 89. | PVES | Prevention and Control of Violent Extremism Course for Senior Officers | 5 Days | Senior security officers in JG P and above | Lower Kabete | July 15 -26, 2024 Oct 14 – 18, 2025 Feb3 -7, 2025 May 5 – 9, 2025 |
| 90. | PVEM | Prevention and Control of Violent Extremism Course for Middle Level Officers | 10 Days | Middle level officers in JG M-N | Lower Kabete | Aug 12 – 23, 2024 Nov 11 – 22, 2024 Apr 7 – 18, 2025 |
| 91. | VPC | Critical Infrastructure and VIP Protection | 5 Days | Protocol Officers and officers involved in securing VIPs | Lower Kabete/Mombasa | Oct 21 -25, 2024 Nov 25 -29, 2024 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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|-----|------|---|---------|---|----------------------|--|
| 92. | CMPB | Conflict Management and Peace Building | 10 Days | Middle level Administrators in both National and County Governments | All Campuses | Sep 9 – 20, 2024 Feb 10 – 21, 2025 May 5 – 16, 2025 |
| 93. | KCBM | Kenya Coordinated Border Management | 10 Days | All Border Control & Operations Coordination Committee (BCOCC) Members, National Security Agencies. | Mombasa | Aug 12 – 23, 2024 Oct 14 – 25, 2024 Mar 3 – 14, 2025 |
| 94. | BCS | Border Control and Safety Program | 5 Days | All Border Control & Operations Coordination Committee (BCOCC) Members, National Security Agencies. | Lower Kabete/Mombasa | July 22 – 26, 2024 Sept 16 – 20, 2024 Nov 25 – 29, 2024 Mar 17 – 21, 2025 |

MARGARET KENYATTA INSTITUTE FOR GENDER AND SOCIAL DEVELOPMENT

| | CODE | PROGRAM | DURATION | RECOMMENDED CATEGORY OF STAFF | CAMPUS/INSTITUTE | DATES |
|-----|------|---|----------|---|------------------|-----------------|
| 95. | WLP | Women Leadership Development Program | 5 Days | Women leaders and women preparing for leadership positions in public service or private sector and men interested in this field | Lower Kabete | July 8-12, 2024 |
| | | | | | Mombasa | On Request |
| 96. | EWL | Executive Women Leadership Program | 5 Days | Women in executive positions in the public | Mombasa | On Request |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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|-----|------|---|--------|---|--------------|--|
| | | | | service or private sector. | Lower Kabete | Dec 2 - 6, 2024 |
| | | | | | Embu | Sep 16 - 20, 2024 Nov 18 - 22, 2024 Feb 17 - 21, 2025 May 12 - 16, 2025 |
| 97. | WPL | Women in Political Leadership Course | 5 Days | Women political leaders and women preparing for political leadership. | Lower Kabete | Oct 14-18, 2024 |
| | | | | | Embu | Jan 27 - 31, 2025 |
| 98. | TLCW | Transformative Leadership for County Women Executives | 5 Days | Women executives in county governments | Mombasa | On Request |
| | | | | | Embu | Nov 4 - 8, 2024 Feb 10- 14, 2025 May 12 - 16, 2025 |
| | | | | | Lower Kabete | Mar 17-21, 2025 |
| 99. | GMD | Gender Mainstreaming in | 5 Days | Managers, supervisors and officers | Lower Kabete | Feb 17-21, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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|------|------|--|--------|---|--------------|----------------------|
| | | Development | | responsible for planning, budgeting and implementation of development programs | Mombasa | On Request |
| 100. | GDP | Gender in Development Planning Course | 5 Days | All public officers in the National, and County Governments who are responsible for gender and social development and participants from the private sector. | Lower Kabete | July 22-26, 2024 |
| | | | | | Matuga | Mar 31 - Apr 4, 2025 |
| 101. | CRB | Child-Responsive Budgeting | 5 Days | Directorate of Children Services (DCS) and National Council for Children Service (NCCS) staff; Planning, accountants, procurement, Human Resource and finance officers from Ministries, Departments, Agencies and Counties (MDACs); and non-state actors involved in child protection services. | Embu | Aug 26-30, 2024 |
| | | | | | Lower Kabete | Mar 24-28, 2025 |
| 102. | SFGM | Sustainable | 5 Days | Administrators, law | Baringo | Feb 3-7, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

| | | | | | | |
|------|------|---|---------|---|--|--------------------|
| | | Approaches to Eradication of Female Genital Mutilation | | enforcers, educators and counselors. Professionals responsible for managing female genital mutilation programs from national and county governments, private sector, and community based organizations and Non-Governmental Organizations | Lower Kabete | May 19-23, 2025 |
| 103. | MCPS | Management of Child Protection Services | 10 Days | Children Officers Participants will be exposed to managerial skills and attributes that safeguard practices to improve the protection of vulnerable children | Lower Kabete | Sep 23-Oct 4, 2024 |
| 104. | LPSG | Leadership Program for Spouses of Governors | 5 Days | The recommended participants for this Program are the spouses of governors | Lower Kabete, Baringo, Embu, Matuga, Mombasa | On Request |
| 105. | WSP | Wellness and Self Care Program | 10 Days | The Wellness and Self-Care Program targets the following: health officers, psychologists, social development officers, human | Lower Kabete | Sep 2-13, 2024 |
| | | | | | Mombasa | Jan 13-20, 2025 |
| | | | | | Embu | June 16-27, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

| | | | | resource development officers, uniformed officers, counselors, teachers/lecturers/tutors, administrators, supervisors, line managers and the clergy. | | |
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| INSTITUTE FOR DEVOLUTION STUDIES | | | | | | |
| | CODE | PROGRAM | DURATION | RECOMMENDED CATEGORY OF STAFF | CAMPUS/INSTITUTE | DATES |
| 106. | GMDS | Governance and Management of Devolved Systems | 5 Days | Senior officers in the county government | Mombasa | On Request |
| 107. | PCG | Human Resource Planning for County Governments | 5 Days | This program is designed for County Executive Committee Members, County Directors, County Chief Officers, County Secretaries, Members of County Public Service Boards, and County Assembly Service Board. | Baringo | On Request |
| 108. | CRGE | County Revenue Generation Skills Enhancement Course | 5 Days | County employees responsible for revenue generation, collection and control. | All Campuses | On Request |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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| 109. | CFM | County Climate Change Funding Mechanism | 5 Days | Policy and Senior Managers at the National and County Governments, State Corporations and Agencies, NGOs and Private Sector Actors | Embu Matuga | On Request |
| 110. | CHRM | County Human Resource Management | 5 Days | Human resource management and development officers, secretariat of public service boards, and county human resource advisory committee members. | Mombasa Matuga | On Request |
| 111. | LCD | County Leadership Course | 5 Days | Newly Employed Directors | Embu | On Request |
| 112. | CSPS | County Social Protection Services | 5 Days | Officers responsible for social protection services in Counties. | Embu | Sep. 16– 20, 2024 Nov. 11 – 15, 2024 March 10 - 14, 2025 June 16 – 20, 2025 |
| 113. | ECOR | Enhancement of County Own-Source Revenue | 5 Days | County officers responsible for generation, and management of revenue from local resources | All Campuses | On Request |

ROAD SAFETY PROGRAMS

2024-2025 CONSOLIDATED TRAINING CALENDAR

| | CODE | PROGRAM | DURATION | RECOMMENDED CATEGORY OF STAFF | CAMPUS/INSTITUTE | DATES |
|------|------|--|----------|---|---------------------|--|
| 114. | FRS | Fundamentals to Road Safety Program | 5 Days | Managers, administrators, fleet managers, and training and security personnel from across the national government, county government, and other non-state actors in road safety | Nairobi | July 8 – 12, 2024 July 15 – 19, 2024 July 22– 26, 2024 July 29 – Aug 2, 2024 |
| | | | | | Embu | July 8 – 12, 2024 July 15 – 19, 2024 July 22 – 26, 2024 July 29 – Aug 2, 2024 |
| 115. | LRS | Leadership for Road Safety Program | 5 Days | Public servants involved in policy making and implementation, Private sector policy practitioners, Civil society leaders, Leaders of faith-based organizations | Nairobi | Aug 12 – 16, 2024 Aug 19 – 29, 2024 |
| | | | | | Embu | Aug 19 – 29, 2024 |
| 116. | | Induction on Road Safety Management for County Transport and Safety Committees | 5 Days | County Transport and Safety Committees (CTSCs), Technical support/secretariat members, NTSA, Council of Governors | All campuses | Sept – Dec, 2024 |
| 117. | RTPP | Road Transport Policy, Planning and Management | 10 Days | Directors and managers in government ministries, | Embu | Jan 20-31, 2025 |
| | | | | | Mombasa | Mar 3 -14, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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| | | | | <p>departments and agencies at national, sub-national levels and county levels in the road transport sector and road safety sectors, Officers and persons in charge of road transport and road safety in corporate and private sector, Advocates from Government and civil society organizations, Individuals from non-governmental organizations and other non-profit organizations who champion better road safety laws and regulations, Regional and international road safety actors, Road safety managers for PSV and HCV operators and companies, Urban planners and engineers dealing with road transport and safety, Individuals from relevant parliamentary committees and other parliamentary staff</p> | Nairobi | May 5 – 16, 2025 |
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2024-2025 CONSOLIDATED TRAINING CALENDAR

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| | | | | interested in road safety. | | |
| 118. | RRD | Road safety Research and Data Analytics | 10 Days | <p>Road Safety policy Makers, Officers dealing with data in various government MDAs and county government, CECM in charge of transport in counties, Liaison and focal officers in government MDAs dealing with road safety mainstreaming</p> <p>Road Transport and Road Safety Researchers, Road Safety Officers in government, Academia and University Students, Road Safety Data Coordinators</p> <p>Regional and International road safety players, Officers and persons in charge of road transport and road safety in corporate and private sector, Civil Society and NGO and Non</p> | Baringo | Sep 2-13, 2024 Oct 14-25, 2024 |
| | | | | | Embu | Nov 4 – 15, 2024 |
| | | | | | Kwale | June 2 – 13, 2025 |
| | | | | | Mombasa | Feb 10 – 21, 2025 |
| | | | | | Nairobi | March 3 – 14, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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| | | | | State actors/officers | | |
| 119. | RAS | Road safety advocacy and Strategy | 10 Days | Civil Society and NGO and Non State actors/officers, Media practitioners, Road safety managers Parliamentarians Committee of road transport and road safety in parliament/County assemblies, Government managers dealing with road safety, Road safety policy makers | Kwale | Oct 21-Nov 1, 2024 |
| | | | | | Mombasa | Feb 10 – 21, 2025 |
| | | | | | Nairobi | March 3 – 14, 2025 |
| 120. | RCA | Road Safety Compliance Audit Program | 10 Days | Road safety officers, Operations personnel of PSV SACCOS and companies, Line managers and supervisors within the organization's safety management system, Transport managers and officers in ministries, state corporations and agencies | Baringo | July 15 – 26, 2024 |
| | | | | | Embu | Aug 5 – 16, 2024 |
| | | | | | Kwale | Sept 16 – 27, 2024 |
| | | | | | Mombasa | Nov 18 – 29, 2024 |
| | | | | | Nairobi | Feb 24 – Mar 7, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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| 121. | RSQ | Road Safety Quality Assurance | 10 Days | Quality assurance officers, driving school inspectors, driver test examiners and driving instructors. | Baringo | July 15 – 26, 2024 |
| | | | | | Embu | Aug 5 – 16, 2024 |
| | | | | | Kwale | Sept 16 – 27, 2024 |
| | | | | | Mombasa | Nov 18 – 29, 2024 |
| | | | | | Nairobi | Feb 24 – Mar 7, 2025 |
| 122. | RSCB | Road Safety Strategic Communication & Behavior Change | 10 Days | Road safety practitioners, road safety officers, driving instructors, emergency responders, media and other related professions. | Mombasa | Aug 19 – 30, 2024 |
| | | | | | Nairobi | Sept 2 – 13, 2024 |
| 123. | RCRM | Road Crash Risk Management Program | 5 Days | Road safety practitioners, road safety enforcement officers; NTSA, traffic police, County enforcement officers, driving instructors, emergency responders and other related professions. | Baringo | Aug 12 – 16, 2024 |
| | | | | | Embu | Sept 16 – 20, 2024 |
| | | | | | Kwale | Oct 28 – Nov 1, 2024 |
| | | | | | Mombasa | April 7 – 11, 2025 |
| | | | | | Nairobi | May 12 – 16, 2025 |
| 124. | TCE | Traffic Law Compliance and Enforcement Program | 15 Days | All officers whose job description includes enforcement of traffic laws | Baringo | July 8 – 26, 2024 |
| | | | | | Embu | Aug 12 – 30, 2024 |
| | | | | | Kwale | Nov 11- 29, 2024 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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| | | | | | Mombasa | May 5 – 23, 2025 |
| | | | | | Nairobi | June 2 – 20, 2025 |
| 125. | DSM | Driving School Management | 15 Days | Driver instructors. | Baringo | July 8 – 26, 2024 |
| | | | | | Embu | Aug 12 – 30, 2024 |
| | | | | | Kwale | Nov 11- 29, 2024 |
| | | | | | Mombasa | May 5 – 23, 2025 |
| | | | | | Nairobi | June 2 – 20, 2025 |
| 126. | DISP | Driving Instructors Skills Program | 15 Days | Driver instructors. | Baringo | Aug 12 – 30, 2024 |
| | | | | | Embu | Nov 11- 29, 2024 |
| | | | | | Kwale | May 5 – 23, 2025 |
| | | | | | Mombasa | June 2 – 20, 2025 |
| | | | | | Nairobi | July 8 – 26, 2024 |
| 127. | DEP | Driver Test Examinations Program | 10 Days | Driver examiners, driving instructors and quality assurance officers | Baringo | Sep 16-27, 2024 |
| | | | | | Embu | Nov 4 – 15, 2024 |
| | | | | | Kwale | Oct 21-Nov 1, 2024 |
| | | | | | Mombasa | Feb 10 – 21, 2025 |
| | | | | | Nairobi | March 3 – 14, 2025 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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| 128. | SMP | Speed Management Program | 3 Days | All drivers, speed limiter providers, managers and enforcers. | Baringo | July 8 – 10, 2024 |
| | | | | | Embu | Aug 5 – 7, 2024 |
| | | | | | Kwale | Sep 9 – 11, 2024 |
| | | | | | Mombasa | Feb 10 – 12, 2024 |
| | | | | | Nairobi | April 7 – 9, 2024 |
| 129. | RTSC | Road and Traffic Safety for Children | 10 Days | Government officers involved in children programs, Road safety traffic marshals, Teachers, Civil Society, NGO and Non State actors/officers Children handlers, Drivers, Road construction engineers Police Transport managers Education managers | Baringo | July 15 – 26, 2024 |
| | | | | | Embu | Aug 5 – 16, 2024 |
| | | | | | Kwale | Sept 16 – 27, 2024 |
| | | | | | Mombasa | Nov 18 – 29, 2024 |
| | | | | | Nairobi | Feb 24 – Mar 7, 2025 |
| 130. | RSM | Road Safety Marshals Program | 5 Days | Law enforcement officers; NTSA, traffic police, County enforcement officers, construction site marshals/flaggers and other related professions. | Baringo | Aug 26 – 30, 2024 |
| | | | | | Embu | Oct 14 – 18, 2024 |
| | | | | | Kwale | Nov 25 – 29, 2024 |
| | | | | | Mombasa | Jan 27 – 31, 2024 |
| | | | | | Nairobi | Mar 3 – 7, 2024 |
| 131. | RCIP | | | | Baringo | July 15 – 26, 2024 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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| | | Investigation Program | 10 Days | transport management agencies investigation officers - NTSA, KENHA, KURRA, KERRA, County government traffic enforcement unit, Law enforcement and accident investigation agencies-Traffic police, Insurance companies, and any other road Safety Professionals. | Embu | Aug 5 – 16, 2024 |
| | | | | | Kwale | Sept 16 – 27, 2024 |
| | | | | | Mombasa | Nov 18 – 29, 2024 |
| | | | | | Nairobi | Feb 24 – Mar 7, 2025 |
| 132. | PER | Post-Crash Emergency Response and Care | 10 Days | Policy makers Officials in voluntary organizations, Transport and road engineers, Medical personnel, Road safety professionals, Law enforcers, Researchers, Lecturers in universities and colleges teaching road safety | Baringo | Sep 16-27, 2024 |
| | | | | | Embu | Nov 4 – 15, 2024 |
| | | | | | Kwale | Oct 21-Nov 1, 2024 |
| | | | | | Mombasa | Feb 10 – 21, 2025 |
| | | | | | Nairobi | March 3 – 14, 2025 |
| 133. | EPL | Executive Program for Legislators | 5 Days | Parliamentary/County committee health, budget, security and transport, Legal Officers. | Mombasa | Jan 27 – 31, 2024 |

2024-2025 CONSOLIDATED TRAINING CALENDAR

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|-------------|-------------|--|--------|--|---------|----------------------|
| 134. | RSCP | Road Safety Communication Program | 5 Days | Specifically for communication specialists, media actors, journalists in Government, county Governments, Media Houses, NGOs, INGOs and Private Sector entities. | Mombasa | Sept 16 – 20, 2024 |
| | | | | | Kwale | Oct 28 – Nov 1, 2024 |
| | | | | | Nairobi | April 7 – 11, 2025 |
| 135. | FSE | Fundamentals on Road Safety for Engineers | 5 Days | Civil Engineers, Automotive engineers, Transportation Engineers, Urban Planners, Road Safety Auditors, Traffic Management Professionals. | Baringo | Aug 12 – 16, 2024 |
| | | | | | Embu | Sept 16 – 20, 2024 |
| | | | | | Kwale | Oct 28 – Nov 1, 2024 |
| | | | | | Mombasa | April 7 – 11, 2025 |
| | | | | | Nairobi | May 12 – 16, 2025 |
| 136. | RSM | Road Safety Mainstreaming | 5 Days | County Executive Committee Members (CECMs), MDAs, State Corporations, County Transport and Safety Committees (CTSC), Transport managers/administrators, traffic law enforcers (Gazetted Officers), Road Safety Mainstreaming Committees, and non-state actors in road safety | Mombasa | Sept 16 – 20, 2024 |
| | | | | | Nairobi | Oct 28 – Nov 1, 2024 |

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| 137. | CSE | Customer Service Excellence | 5 Days | Civil Engineers, Automotive engineers, Transportation Engineers, ,Urban Planners, Road Safety Auditors, NTSA, Traffic Management Professionals) | All campuses | On Request |
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Detailed information about the programs can be accessed at KSG website: www.ksg.ac.ke

For more Information contact us:

| KSG LOWER KABETE | KSG MOMBASA | KSG MATUGA |
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| <p>Admissions Office Kenya School of Government P.O Box 23030-00604 Lower Kabete.</p> <p>Tel: +254-20-4015000 Cell: 0727 496-698 Email: info@ksg.ac.ke</p> | <p>Admissions Office Kenya School of Government P.O. Box 84027 - 80100 Mombasa, Kenya.</p> <p>Tel: (041) 2312785/2227113/ 2228800 / 2226871 Email: admissions.mombasa@ksg.ac.ke</p> | <p>Admissions Office Kenya School of Government P.O Box 31-80406 Matuga, Kenya.</p> <p>Tel: 0770770021 Email: admissions.matuga@ksg.ac.ke info.matuga@ksg.ac.ke</p> |
| KSG BARINGO | KSG EMBU | KSG eLDi |
| <p>Admissions Office Kenya School of Government P.O Box 91-30400 Kabarnet</p> <p>Tel: 0709252900.</p> <p>Email: admission.baringo@ksg.ac.ke</p> | <p>Admissions Office Kenya School of Government P.O Box 402-60100 Embu</p> <p>Tel: (068) 2231824/ 2231364/ 0792718171/ 0733900035</p> <p>Email: admissions.embu@ksg.ac.ke /info.embu@ksg.ac.ke</p> | <p>Admissions Office Kenya School of Government P.O. Box 30627 00100, Lower Kabete, Kenya</p> <p>Tel: 020-3535873/4 Mob:+254-728-606991</p> <p>Email: info.eldi@ksg.ac.ke</p> |