



# **KENYA SCHOOL OF GOVERNMENT**

**Empowering the Public Service**

## **LOWER KABETE TRAINING CALENDAR**

**2024/2025**

# TRANSFORMING THE PUBLIC SERVICE THROUGH COMPETENCY DEVELOPMENT

I. The Kenya School of Government (KSG) is dedicated to the transformation of the Public Service by fostering the development of knowledge and competencies among public servants. This commitment aims to drive continuous improvement in the quality of services provided to citizens. The School achieves this through comprehensive capacity-building programs focusing on leadership and management-related issues, encompassing:

- a. Training designed to promote professional expertise and uphold public service values;
- b. Research initiatives aimed at enhancing institutional problem-solving capabilities;
- c. Consultancy services supporting the re-engineering of public institutions; and
- d. Advisory services contributing to policy reform.

II. The capacity development programs and services offered by the School are strategically aligned to meet citizens' expectations regarding institutional performance. Public officials are empowered 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 the views of citizens in decision-making processes; and
- f. Demonstrate patriotism by prioritizing public interest above personal interest.

III. The School acknowledges the pivotal role every public servant plays in realizing Government goals. Therefore, competency development programs are made available for all levels and categories of public officials, spanning from the lowest-ranking officers to the highest. These programs cater to public servants across Government ministries, state corporations, constitutional commissions, the Judiciary, legislature, and County Governments. The School also extends a warm welcome to trainees from the private sector, non-Governmental organizations, and foreign countries.

IV. Training activities take place at KSG campuses situated in Baringo, Embu, Lower Kabete, Matuga, and Mombasa. Additionally, the School offers online programs coordinated by the e-Learning and Development Institute, providing flexibility for participants. Training sessions may also be conducted at the clients' workstations or any other preferred venue.

V. Public servants attending KSG programs are typically either newly appointed or experienced officers in their respective fields. The caliber of faculty and trainers at the School consists of distinguished professionals with extensive knowledge, training, and, most importantly, rich practical experience in public sector leadership and management. Graduates from KSG are thoroughly prepared to serve in accordance with established professional standards.

VI. The School continually reviews existing programs and introduces new syllabi to address competency shortfalls in public servants and improve service delivery. Tailor-made training programs can also be developed upon request to meet the specialized requirements of individual public institutions.

VII. Admission into the programs is subject to the fulfillment of course prerequisites

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES	CHARGES
<b>EXECUTIVE LEADERSHIP PROGRAMS</b>					
<b>TLC</b>	<b>Transformative Leadership Course</b>	1 Week	Public officials and other individuals responsible for institutional and business re-engineering in their organizations.	Oct 14-18 2024 Mar 10-14 2025 May 19-23 2025	79,576( Residential) 44,774(Non-Residential)
<b>SLDP</b>	<b>Strategic Leadership Development Program</b>	6 Weeks	Officers in leadership and policy making roles, typically in Job Grades N and above, and their equivalent.	Aug 19-Sep 27 2024 Aug 26-Oct 4 2024 Sep 9-Oct 18 2024 Sep 23-Nov 1 2024 Nov 4-Dec 13 2024 Jan 6-Feb 14 2025 Feb 3-Mar 14,2025 Feb 17-Mar 28 2025 Mar 31-May 9 2025 May 12-June 27 2025 May 26-July 4 2025	266,815 (Exec. Residential) 240,357 (Std. Residential) 152,640 (Non-Residential)
<b>SLDP</b>	<b>Strategic Leadership Development Program - Online</b>	10 Weeks (Blended Online/Physical)	Officers in leadership and policy making roles, typically in Job Grades N and above, and their equivalent.	Aug 5-Oct 11 2024 Oct 7-Dec 13 2024 April 7-June 13 2025	125,208 ( Non-residential) 149,280 (Online with one Weeks's Accommodation)
<b>CGC</b>	<b>Corporate Governance</b>	1 Week	Officers in leadership positions or those preparing to take up such positions in the public and private sectors.	Oct 28-Nov 1,2024 Jan 27-31,2025 April 7-11,2025 June 9-13,2025	79,576(Residential) 44,774(Non-Residential)
<b>BPR</b>	<b>Business Process Reengineering</b>	1 Week	Senior officers in organizations responsible for processes and systems.	Sep 30-Oct 4, 2024 Mar 10-14, 2025 June 9-13, 2025	79,576(Exec.Residential) 60,649(Std. Residential) 44,774( Non-Residential)
<b>MANAGEMENT DEVELOPMENT PROGRAMS</b>					
<b>SMC</b>	<b>Senior Management Course</b>	4 Weeks	Middle level managers in the public service typically in Job Grades K and their equivalent in private sector.	July 1-26, 2024 Aug 5 – 30, 2024 Sep 2 – 27, 2024 Sep 30 – Oct 25, 2024 Oct 28 – Nov 22, 2024 Nov 18-Dec 13,2024 Jan 6 – 31, 2025 Feb 3 – 28, 2025 Mar 3 – 28, 2025 Apr 7 – May 2, 2025 May 5 – 30, 2025	255,316 (Exec. Residential) 197,618 (Std. Residential) 132,288( Non-Residential)

				June 2 – 27, 2025	
<b>SMC</b>	<b>Senior Management Course</b>	8 Weeks (Blended Online/Physical)	Middle level managers in the public service typically in Job Grades K and their equivalent in private sector	Aug 5-Sep 27 2024 Oct 14-Dec 6 2024 Feb 3-March 28 2025 May 5-June 27 2025	92,800 (Online) 117,204 (Online with 3 Days accommodation)
<b>PPFI</b>	<b>Public Policy Formulation and Implementation</b>	1 Week	Manager responsible for developing policies. Prepares participants with the knowledge and skill to Impact, influence and evaluate policy	July 22-26 2024 Feb 17-21 2025 June 23-27 2025	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
<b>NSC</b>	<b>Negotiation Skills Course</b>	1 Week	Officers responsible for stakeholder negotiations.	Oct 14-18 2024 March 3-7 2025 May 12-16 2025	79,576(Exec.Residential) 60,649(Std. Residential) 44,774( Non-Residential)
<b>ATI</b>	<b>Access to Information in the Public Service Course</b>	1 Week	Heads of Departments who bear the responsibility of coordination and release of Information within the law.	Oct 28 - Nov 1, 2024 Jan 27 - 31, 2025 May 5 - 9, 2025	79,576(Exec.Residential) 44,774( Non-Residential)
<b>YLP</b>	<b>Young Leaders Development Program</b>	1 Week	Student leaders from universities & middle level colleges.	Aug 19-23, 2024 Apr 14-18, 2025 June 23-27, 2025	79,576(Exec.Residential) 60,649(Std. Residential) 44,774( Non-Residential)
<b>YEA</b>	<b>Youth Entrepreneurship in Agriculture</b>	2 Weeks	Youth interested in agribusiness such as crop and animal husbandry, agro-processing, manufacturing of inputs and animal feeds etc	Oct 14-18, 2024 Feb 3-7, 2025 May 12-16, 2025	79,576(Exec.Residential) 60,649(Std. Residential) 44,774( Non-Residential)
<b>EYSE</b>	<b>Entrepreneurship for Youth engaged in SMEs</b>	1 Week	Youth from various sectors within the economy.	Aug 12-16, 2024 May 12-16, 2025	79,576(Exec.Residential) 60,649(Std. Residential) 44,774( Non-Residential)
<b>TOT</b>	<b>Training of Trainers</b>	2 Weeks	Training practitioners, training managers, public officials, and private sector practitioners responsible for facilitation of programs.	Aug 19-30 2024 Dec 2-13 2024 April 7-18 2025 June 16-27 2025	154,675(Exec.Residential) 113,666(Std. Residential) 77,236(Non-Residential)
<b>COMMUNICATION MANAGEMENT PROGRAMS</b>					
<b>CMM</b>	<b>Conduct of Meetings</b>	1 Week	Officers in public and private sector	Sep 9-13 2024	79,576(Exec.Residential)

	<b>and Minute Writing</b>		organizations responsible for chairing or taking minutes in meetings.	Nov 25-29 2024 Jan 20-24 2025 Mar 24-28 2025 Jun 9-13 2025	60,649(Std. Residential) 44,774(Non-Residential)
<b>RWC</b>	<b>Report Writing Course</b>	1 Week	Officers responsible for preparation of reports	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	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
<b>PEEM</b>	<b>Government Protocol, Etiquette and Events Management</b>	1 Week	Senior officers, protocol officers, event managers, Front office staff, and other interested persons.	Oct 28-Nov 1 2024 Feb 10-14 2025 May 12-16 2025 June 23-27 2025	79,576(Exec.Residential) 60,649(Std. Residential) 44,774( Non-Residential)
<b>PRCC</b>	<b>Public Relations &amp; Customer Care</b>	2 Weeks	Officers responsible for customer engagement in National and County government, as well as Non – government.	Oct 14-25 2024 Jan 20-31 2025 Apr 14-25 2025 June 9-20 2025	154,675(Exec.Residential) 113,666(Std. Residential) 77,236(Non-Residential)
<b>SWC</b>	<b>Speech Writing</b>	1 Week	Speech writers, communication officers, personal assistants, and advisors to senior officers.	August 26-30 2024 Feb 17-21 2025 June 16-20 2025	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
<b>PSPS</b>	<b>Public Speaking and Presentation Skills</b>	1 Week	Heads of Departments, Commissioners, County Administrators, advisors to senior officers, and other senior public officers responsible for presenting reports and speeches.	Sept 16-20 2024 Feb 17-21 2025 June 9-13 2025	79,576(Exec.Residential) 60,649(Std. Residential) 44,774( Non-Residential)
<b>CSPS</b>	<b>Communication skills for Public Service Officers</b>	1 Week	Officers in County and National Government responsible for packaging and disseminating information.	Oct 29-Nov 1 2024 March 10-14 2025 June 9-13 2025	79,576(Exec.Residential) 60,649(Std. Residential) 44,774( Non-Residential)

**SUPERVISORY SKILLS DEVELOPMENT PROGRAMS**

<b>SSDC</b>	<b>Supervisory Skills Development Course</b>	2 Weeks	Officers from the National and County Governments responsible for sections and	Aug 12-23 2024 Sep 16-27 2024	154,675(Exec.Residential) 113,666(Std. Residential)
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			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.	Oct 14-25 2024 Nov 11-22 2024 Dec 2-13 2024 Jan 20-31 2025 Feb 17-28 2025 March 17-28 2025 April 14-25 2025 May 19-30 2025 June 16-27 2025	77,236(Non-Residential)
<b>MOA</b>	<b>Management Course for Office Administrators</b>	4 Weeks	Senior office administrators in ministries, county Governments and state corporations.	Nov 4-29 2024 Feb 10-Mar 7 2025 May 19-June 13 2025	255,316 (Exec. Residential) 197,618 (Std. Residential) 132,288(Non-Residential)
<b>HSC</b>	<b>Hospitality Skills Development Course</b>	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 12-23, 2024 Mar 10-21, 2025 May 19-30, 2025	79,576(Exec.Residential) 60,649(Std. Residential) 44,774( Non-Residential)
<b>RMC</b>	<b>Records Management Course</b>	3 Weeks	Officers responsible for maintenance of records	Nov 11-Dec 6 2025 Feb 10-Mar 7 2025 May 19-June 13 2025	255,316 (Exec. Residential) 197,618 (Std. Residential) 132,288 (Non-Residential)
<b>RPP</b>	<b>Retirement Planning Program</b>	1 Week	All employees in the public service.	Sep16-20 2024 Nov 25-29 2024 Jan 27-31 2025 March 17-21 2025 May 26-30 2025	79,576(Exec.Residential) 60,649(Std. Residential) 44,774( Non-Residential)
<b>HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMS</b>					
<b>SPM</b>	<b>Strategic Planning and Management</b>	1 Week	Senior Officers who require knowledge and skills in envisioning the ‘big picture’ in the organization.	Aug 26-30 2024 Feb 24-28 2025 May 5-9 2025	79,576(Exec. Residential) 60,649(Std. Residential) 44,774( Non-Residential)
<b>MDDP</b>	<b>Management of Discipline and Disciplinary Processes in</b>	1 Week	Human Resource Directors, HR Managers, HR officers, Public Administrators, Chief Officers, CPSB Members and Board	Oct 14-18, 2024 Jan 20-24, 2025 May 5-9, 2025	79,576(Exec. Residential) 60,649(Std. Residential) 44,774( Non-Residential)

	<b>the Public Sector</b>		Secretaries.		
<b>PIM</b>	<b>Productivity Improvement and Measurement</b>	1 Week	Human resource directors and managers, development officers and quality assurance officers	Nov 11-15, 2024 Mar 10-14, 2025 June 9-13, 2025	79,576(Exec. Residential) 60,649(Std. Residential) 44,774( Non-Residential)
<b>SHRM</b>	<b>Strategic Human Resource Management</b>	1 Week	Directors, deputy directors and senior managers across all functions	Sep 2-6 2024 Feb 10-14 2025 May 12-16 2025	79,576(Exec. Residential) 60,649(Std. Residential) 44,774( Non-Residential)
<b>FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS</b>					
<b>FNF</b>	<b>Finance for Non Finance Managers</b>	1 Week	Officers handling financial responsibilities but have no formal training in finance	Nov 4-8, 2024 Mar 17-21, 2025 May 26-30, 2025	79,576(Exec.Residential) 60,649(Std. Residential) 44,774( Non-Residential)
<b>CTM</b>	<b>Cash and Treasury Management Training</b>	1 Week	Accountants, Revenue officers, Budget officers, and Auditors.	Aug 19-23 2024 Nov 4-8 2025 March 3-7 2025	79,576(Exec.Residential) 60,649(Std. Residential) 44,774( Non-Residential)
<b>FIDP</b>	<b>Fraud Detection Investigation and Prevention</b>	1 Week	Law enforcement agents, internal auditors, treasurers, accountants and fund managers in all sectors.	Oct 28-Nov 1 2025 Feb 10-14 2025 May 5-9 2025	79,576(Exec.Residential) 60,649(Std. Residential) 44,774( Non-Residential)
<b>AMC</b>	<b>Asset Management Course</b>	1 Week	Officers responsible for development and management of assets and liabilities, and maintenance of asset registers.	Oct 7-11 2024 April 7-11 2025 May 5-9 2025	79,576(Exec.Residential) 60,649(Std. Residential) 44,774( Non-Residential)
<b>FARA</b>	<b>Financial Accounting, Reporting and Analysis</b>	1 Week	Accounts, finance and treasury officers in the public sector.	Aug 12-16 2024 Nov 25-29 2024 April 7-11 2025 June 23-27 2025	79,576(Exec.Residential) 60,649(Std. Residential) 44,774( Non-Residential)
<b>IPSAS</b>	<b>International Public Sector Accounting Standards</b>	1 Week	Accountants, finance officers, asset managers and auditors.	Sep 23-27 2024 Dec 2-6 2024 March 10-14 2025 June 16-20 2025	215,800(Exec.Residential) 156,507(Std. Residential) 97,800(Non-Residential)



<b>FIPSAS</b>	<b>Financial Reporting Under IPSAS Accrual</b>	1 Week	The Program targets Officers and Managers involved in Public Finance Management. These include; Finance Officers, Accountants and Auditors.	Oct 14-18, 2024 Feb 3-7, 2025 June 9-13, 2025	79,576(Exec.Residential) 60,649(Std. Residential) 44,774( Non-Residential)
<b>ARA</b>	<b>Audit and Risk Assurance</b>	1 Week	Heads of Audit and internal auditors.	Aug 12-16 2024 Dec 2-6 2024 June 16-20 2025	79,576(Exec. Residential) 60,649(Std. Residential) 44,774( Non-Residential)
<b>PBB</b>	<b>Program Based Budgeting</b>	1 Week	Heads of Departments, County Chief officers, Finance officers, Economists, and Budget officers of National and County Governments.	Aug 19-23 2024 March 3-7 2025 June 9-13 2025	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential)
<b>PSFM</b>	<b>Public Sector Finance Management</b>	4 Weeks	Officers responsible for public finance management	Sep 16-Oct 11 2024 Jan 20-Feb 14 2025 April 14-May 9 2025	255,316 (Exec. Residential) 197,618 (Std. Residential) 132,288( Non-Residential)
<b>PFM</b>	<b>Public Finance Management Course</b>	1 Week	Officers responsible for budgeting, revenue policy, financial reporting and the financial advisory functions in the national and county governments, private sector and NGOs.	Oct 14-18 2024 June 9-13 2025	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
<b>PPCM</b>	<b>Public Procurement &amp; Contract Management</b>	1 Week	Senior managers and Accounting officers responsible for providing general oversight of the procurement process.	Nov 18-22 2024 Feb 24-28 2025 May 5-9 2025	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
<b>PNP</b>	<b>Procurement for Non-Procurement Practitioners</b>	1 Week	Intended for non-procurement practitioners such as consultants, stakeholders and asset managers to public sector or utility responsible for defining the technical specifications and organization requirements to go out to tender.	Aug 4-9 2024 Nov 18-22 2024 March 17-21 2025 June 9-13 2025	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
<b>PROJECT MANAGEMENT AND ENVIRONMENTAL PROGRAMS</b>					
<b>ESSD</b>	<b>Environmental and Social Safeguards in Development</b>	2 Weeks	Political and community leaders, heads of MDAs, and project planners & managers in both public and private sector	Nov 11-22 2024 May 19-30 2025	154,675(Exec.Residential) 113,666(Std. Residential) 77,236(Non-Residential)
<b>SRM</b>	<b>Social Risk Management in</b>	1 Week	Engineers, social specialists, environmental	Dec 9-13 2024	79,576(Exec.Residential)



	<b>Development</b>		specialists, legal officers and decision makers responsible for project implementation.	April 21-25 2025	60,649(Std. Residential) 44,774( Non-Residential)
<b>GGCE</b>	<b>Green Growth and Circular Economy</b>	1 Week	Policy and senior managers at the national and county government, public sector agencies, NGOs and private sector actors.	Dec 9 - 13 2024 April 21-25 2025	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
<b>CPPB</b>	<b>Climate Change Policy, Planning and Budgeting</b>	2 Weeks	Officers in environment, agriculture, planning sectors and public agencies responsible for project management	Oct 21-25 2024 March 10-14 2025 June 16-20 2025	154,675(Exec.Residential) 113,666(Std. Residential) 77,236(Non-Residential)
<b>IEIA</b>	<b>Integrated Environmental Impact Assessment and Audit in Development</b>	3 Weeks	Trainers, practitioners, managers, non-governmental organizations and other interest groups responsible for development projects.	Oct 7 -25,2024 March 10-28,2025 June 2-20 2025	215,800(Exec.Residential) 156,507(Std. Residential) 97,800( Non-Residential)
<b>PMER</b>	<b>Project Monitoring, Evaluation &amp; Reporting</b>	2 Weeks	All public officers responsible for project management	Aug 19-30 2024 Nov 18-29 2024 Feb 10-21 2025 May 12-23 2025	154,675(Exec.Residential) 113,666(Std. Residential) 77,236(Non-Residential)
<b>PDM</b>	<b>Project Development &amp; Management</b>	4 Weeks	Project managers, engineers, architects, surveyors, and other professionals responsible for developing and managing projects	Sep 2-27 2024 Jan 13-Feb 7 2025 April 28-May 23 2025	255,316 (Exec. Residential) 197,618 (Std. Residential) 132,288( Non-Residential)
<b>PPM</b>	<b>Project Planning and Management</b>	4 Weeks	Project managers, planners, agricultural officers, economists, human resource managers and other professionals responsible for project planning and management	Nov 11-Dec 6 2024 April 14-May 9 2025	255,316 (Exec. Residential) 197,618 (Std. Residential) 132,288( Non-Residential)
<b>RBME</b>	<b>Results-Based Monitoring &amp; Evaluation</b>	2 Weeks	Officers responsible for project development and management from all sectors.	Jan 20-31 2025	154,675(Exec.Residential) 113,666(Std. Residential) 77,236(Non-Residential)

**ICT PROGRAMS**

**LONG TERM TRAINING PROGRAMS  
(More than two months)**

<b>CASP</b>	<b>Creative Arts Skills Development Program</b>	9 Months	Talented youth aspiring to enhance their skills in creative arts.	TBA	
<b>DPA</b>	<b>Diploma in Public Administration</b>	8 Months	Coordination of National Government officers and County administrators.	TBA	
<b>MPA</b>	<b>Masters in Public Administration</b>	2 Years	Administrators in both private and public sectors who have attained a first degree in the relevant field.	TBA	
<b>SPECIFIC CAPACITY DEVELOPMENT PROGRAMS</b> Tailor made programs					
<b>IP</b>	<b>Induction programs</b>	1 to 4 weeks	Customized	On request	

**APPLICATION PROCEDURE**

To ensure a smooth application process, kindly follow the outlined steps below:

Access the Course application portal by clicking on the following link: <http://41.89.60.10:7078/Account/Login>

Create an account on the portal. Upon account creation, you will receive an email with a confirmation link. Please check both your inbox and spam folder, as sometimes the confirmation link may be filtered into the spam folder.

Click on the confirmation link received in your email to activate your account and proceed with the application process. When applying for the course, please ensure to select the appropriate campus, either Nairobi or another campus, and choose the dates that are convenient for you.

After successfully submitting your application, the system will automatically generate a proforma invoice. You can access and download this invoice from your participant portal, where you made the application.

It is essential to print or download the proforma invoice for your records. We will process your offer letter accordingly.

Should you have any queries or require further clarification during the application process, please do not hesitate to contact us on [info@ksg.ac.ke](mailto:info@ksg.ac.ke). Our team is here to assist you every step of the way.

### **Charges for Customized Trainings out of Campus**

**1. Participant Group: Less than 25**

- Charges range from Ksh 177,042 to Ksh 118,042 per day.

**2. Participant Group: More than 25**

- Charges range from Ksh 10,000 per person per day.

**3. Training at KSG**

- Additional charges apply for:
  - **Accommodation:** Ksh 5,000 per person per night
  - **Day Meals:** Ksh 2,500 per person per day

**4. Training Outside KSG**

- Additional training administrative charges will be included, covering transport and daily subsistence allowance (DSA) for facilitators, as per the SRC recommended rate.

### **In-House Preferred Courses**

Charges for in-house preferred courses will be determined by the following factors:

- Level of participants and nature of training

- Number of training days
- Number of participants
- Training location

## CONSULTANCIES

Kshs. 177,042 per day for consultancies.

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:

<b>KSG LOWER KABETE</b>	<b>KSG MOMBASA</b>
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<b>KSG EMBU</b>	<b>KSG eLDi</b>

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