



# KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service

## Training Calendar 2025/2026

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](http://www.ksg.ac.ke)

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

		Lower Kabete	eLDi	Mombasa	Embu	Baringo	Matuga
<b>A.</b>	<b>Training Courses</b>						
1.	<b>ONE (1) WEEK-Standard Services</b>						
a.	Residential	60,649	60,649	60,649	60,649	60,649	60,649
b.	Non - residential	38,821	38,821	38,821	38,821	38,821	38,821
2.	<b>ONE (1) WEEK-Executive Services</b>						
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
3.	<b>TWO (2) WEEKS-Standard Services</b>						
a.	Residential	113,666	113,666	113,666	113,666	113,666	113,666
b.	Non - residential	68,586	68,586	68,586	68,586	68,586	68,586
4.	<b>TWO (2) WEEKS-Executive Services</b>						
a.	Residential	154,675	154,675	154,675	154,675	154,675	154,675
b.	Non - residential	77,236	77,236	77,236	77,236	77,236	77,236
5.	<b>THREE (3) WEEKS- Standard Services</b>						
a.	Residential	156,507	169,860	156,507	156,507	156,507	156,507
b.	Non - residential	86,547	99,900	86,547	86,547	86,547	86,547
6.	<b>THREE (3) WEEKS- Executive Services</b>						
a.	Residential	215,800	254,950	215,800	215,800	215,800	215,800
b.	Non - residential	97,800	136,950	97,800	97,800	97,800	97,800
7.	<b>FOUR (4) WEEKS- Standard Services</b>						
a.	Residential	197,618	215,229	197,618	197,618	197,618	197,618
b.	Non - residential	114,989	132,600	114,989	114,989	114,989	114,989
8.	<b>FOUR (4) WEEKS- Executive Services</b>						
a.	Residential	255,316	305,028	255,316	255,316	255,316	255,316
b.	Non - residential	132,288	182,000	132,288	132,288	132,288	132,288
9.	<b>SIX (6) WEEKS-Standard Services</b>						
a.	Residential	240,357	240,357	240,357	240,357	240,357	240,357
b.	Non - residential	152,640	152,640	152,640	152,640	152,640	152,640
10.	<b>SIX (6) WEEKS-Executive Services</b>						
a.	Residential	266,815	266,815	Ultra-modern	266,815	266,815	266,815
b.	Non - residential	189,200	189,200	189,200	189,200	189,200	189,200

		Lower Kabete	eLDi	Mombasa	Embu	Baringo	Matuga
B.	Consultancy and Advisory Services						
1.	Daily rate	139,200 - 177,062	139,200 - 177,062	139,200 - 177,062	139,200 - 177,062	139,200 - 177,062	139,200 - 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.	Off Site Programs (Conducted outside KSG Campuses)						
1.	Group-based Daily Rate						
a.	Below 25 Pax	118,042	118,042	118,042	118,042	118,042	118,042
2.	Participant-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

### CUSTOMER SERVICE EXCELLENCE TRAINING PROGRAMS COST

	PROGRAM	DURATION			
No.			Residential	Non-Residential	Package
1.	CSE program for PSs	1 day	-	46,319	Executive
2.	CSE program for executives	3 days	-	84,216	Executive
3.	CSE program for senior managers	5 days	127,728	77,198	Executive
4.	CSE program for frontline officers	5 days	127,728	77,198	Executive
5.	CSE program for quality standard Assessors	10 days	255,455	154,396	Executive
6.	CSE program for Technical officers	4 weeks	296,415	181,958	Standard



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### EXECUTIVE LEADERSHIP PROGRAMS

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS	DATES
AOP	<b>Accounting Officers Program</b>	5 Days	Accounting Officers in Ministries, County Governments, State Corporations, Constitutional Commissions, Legislature, Judiciary, Independent offices, and private sector corporate.	Matuga	Nov 17 - 21, 2025 June 8 - 12, 2026
				Mombasa	On request
AOPC	<b>Accounting Officers Program for County Governments</b>	5 Days	Accounting Officers in the County Governments, County Assemblies, Executive and its entities	Matuga	Nov 3 - 7, 2025
LPHU	<b>Leadership program for Heads of Universities</b>	5 days	Vice Chancellors, Deputy Vice Chancellors, Registrars, Deans of Schools and Heads of Departments. It also targets any other Senior University Staff responsible for providing leadership at the university	Mombasa	On request
TLC	<b>Transformative Leadership Course</b>	5 Days	Public officials and other individuals responsible for institutional and business re-engineering in their organizations.	Baringo	Nov 10 - 14, 2025 Feb 23 - 27, 2026 May 18 - 22, 2026
				Embu	Nov 3-7, 2025 March 2-6, 2026 June 8-12, 2026
				Matuga	Oct 6-10, 2025 May 18 -22, 2026
				Mombasa	Nov 10 - 14, 2025
				Lower Kabete	Oct 6-10, 2025 Feb 9-13, 2026
TLCW	<b>Transformative Leadership for County Women Executives</b>	5 Days	Women executives in County Governments	Mombasa	On Request
WLP	<b>Women Leadership Development Program</b>	5 Days	Women leaders and women preparing for leadership positions in public service or private sector and men interested in this field	Mombasa	On Request

<b>EWL</b>	<b>Executive Women Leadership Program</b>	5 Days	Women in executive positions in the public service or private sector.	Mombasa	On Request
<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.	Baringo Embu Matuga Mombasa Lower Kabete	July 7 – Aug 15, 2025 July 21 – Aug 29, 2025 Aug 4 – Sept 12, 2025 Aug 18 – Sept 26, 2025 Sep 1 – Oct 10, 2025 Sept 15 – Oct 24, 2025 Sept 29 – Nov 7, 2025 Oct 13 – Nov 21, 2025 Oct 27 – Dec 5, 2025 Jan 5 – Feb 13, 2026 Jan 19 – Feb 27, 2026 Feb 2 – March 13, 2026 Feb 16 – March 27, 2026 March 2 – April 10, 2026 March 16 – April 24, 2026 March 30 – May 8, 2026 April 13 – May 22, 2026 April 27 – June 5, 2026 May 11 – June 19, 2026
<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.	Baringo Matuga Mombasa Lower Kabete	July 21 – Sept 26, 2025 Sept 29 – Dec 5, 2025 Jan 5 – March 13, 2026 March 16 – May 22, 2026
<b>CGC</b>	<b>Corporate Governance</b>	5 Days	Officers in leadership positions or those preparing to take up such positions in the public and private sectors.	Embu	July 6 – 11, 2025 Sept 21 - 26, 2025 Mar 23 - 27, 2026
				Lower Kabete	Aug 11–15, 2025 Nov 10–14, 2025 March 9–13, 2026
<b>CGPB</b>	<b>Corporate Governance for Public Sector Boards</b>	5 Days	Members of constitutional commissions and boards or councils of state corporations and other semi-autonomous government agencies.	Mombasa	On Request

<b>IRCM</b>	<b>Institutional Re-engineering and Change Management Course</b>	5 Days	Senior officers in organizations responsible for processes and systems.  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.	Embu	Sept 15 - 19, 2025 March 23 - 27, 2026
<b>BPR</b>	<b>Business Process Reengineering</b>	5 Days	Senior officers in organizations responsible for processes and systems.	Baringo Matuga	On Request
				Lower Kabete	Sept 8-12, 2025 Jan 12-16, 2026 April 6-10, 2026
<b>SPM</b>	<b>Strategic Planning and Management</b>	5 Days	Senior Officers who require knowledge and skills in envisioning the 'big picture' in the organization.	Mombasa  Lower Kabete	On Request  Aug 4 - 8, 2025 June 8-12, 2026

**MANAGEMENT DEVELOPMENT PROGRAMS**

<b>CODE</b>	<b>PROGRAM</b>	<b>DURATION</b>	<b>RECOMMENDED CATEGORY OF STAFF</b>	<b>CAMPUS</b>	<b>DATES</b>
<b>SMC</b>	<b>Senior Management Course</b>	20 Days	Middle level managers in the public service typically in Job Grades K and their equivalent in the private sector.	Baringo Embu Matuga Mombasa Lower Kabete	July 7 – Aug 1, 2025 Aug 4 – 29, 2025 Sep 8 – Oct 3, 2025 Oct 6 – 31, 2025 Nov 3 – 28, 2025 Dec 1 – 26, 2025 Jan 12 – Feb 6, 2026 Feb 9 – March 6, 2026 March 9 – April 3, 2026 April 6 – May 1, 2026 May 11 – June 5, 2026 June 8 – July 3, 2026
		8 Weeks (Blended Online/Physical)		Baringo Embu Matuga Mombasa Lower Kabete	June 23 – Aug 15, 2025 Oct 13 – Dec 5, 2025 Jan 5 – Feb 27, 2026 April 27 – June 19, 2026
<b>MSA</b>	<b>Management of Student Affairs in Universities and Tertiary Institutions</b>	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 enrollments; changing demographics; and increased expectations from the greater campus community, parents, and external constituents.	Baringo	On request
<b>PPFI</b>	<b>Public Policy Formulation and Implementation</b>	5 Days	Manager responsible for developing policies. Prepares participants with the knowledge and skill to impact, influence and evaluate policy	Baringo	May 25-29, 2026
				Matuga	May 4-8, 2026
				Mombasa	Aug. 11 - 15, 2025 April 20 – 24, 2026 June 8 - 12, 2026
				Lower Kabete	July 14–18, 2025 Oct 13–17, 2025 Feb 16–20, 2026



<b>GMU</b>	<b>Governance &amp; Management of Urban Areas &amp; Cities</b>	10 Days	Officers involved in planning implementation, monitoring and evaluation of development programs in all levels of government and other development agencies.	Mombasa	Aug 31 – 11 Sept, 2025 June 29 – July 10, 2026
<b>GMDS</b>	<b>Governance and Management of</b>	5 Days	Senior officers in the county government	Baringo	On Request
<b>MSME</b>	<b>Management of Micro, Small and Medium Enterprises</b>	5 Days	Organizations, Technical and other qualified persons (0 level leavers) Ex-Servicemen, potential entrepreneurs (Women and youth), and the retirees from public service.	Mombasa	Feb. 9 -13, 2026
<b>MSME</b>	<b>Management of Micro, Small and Medium Enterprises</b>	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	Feb 9-13, 2026
<b>ERMP</b>	<b>Enterprise Risk Management in Public Sector</b>	5 Days	This program is designed for chief executive officers, directors, legal officers risk and internal audit professionals, audit and risk committee members, heads of departments in finance and accounts, audit, procurement, human resource, ICT and other officers who undertake risk management roles in national government, county government and public institutions	Mombasa	March 9 - 13, 2026
<b>SDPM</b>	<b>Skills Development Program for Managers of Educational Institutions</b>	5 Days	This Program targets Boards of Management, managers of educational institutions, their deputies and heads of departments both in public and private sectors. It also targets educational officers at County and national levels.	Mombasa	Nov. 10-15, 2025 June 1 - 5, 2026
<b>NSC</b>	<b>Negotiation Skills Course</b>	5 Days	Officers responsible for stakeholder negotiations.	Lower Kabete	Aug 18–22, 2025 March 16–20, 2026
<b>ATI</b>	<b>Access to Information in the Public Service Course</b>	5 Days	Heads of Departments who bear the responsibility of coordination and release of Information within the law.	Baringo	On Request
				Lower Kabete	Sept 15–19, 2025 April 13–17, 2026

<b>YLP</b>	<b>Young Leaders Development Program</b>	5 Days	Student leaders from universities & middle level colleges.	Baringo	Apr 13-17, 2026
				Mombasa	March 2– 6, 2026 June 1 -5, 2026
				Lower Kabete	Oct 20–24, 2025 Feb 23–27, 2026
				Embu Matuga	On Request
<b>YEA</b>	<b>Youth Entrepreneurship in Agriculture</b>	10 Days	Youth interested in agribusiness such as crop and animal husbandry, agro-processing, manufacturing of inputs and animal feeds etc	Embu	Nov 10-21, 2025
				Matuga	On Request
				Lower Kabete	Sept 8 – 19, 2025 May 11 – May 22, 2026
<b>EYSE</b>	<b>Entrepreneurship for Youth engaged in SMEs</b>	5 Days	Youth from various sectors within the economy.	Embu	March 2-6 2026
				Matuga	On Request
				Mombasa	Aug. 4-8, 2025
				Lower Kabete	Aug 25–29, 2025 March 23–27, 2026
<b>TOT</b>	<b>Training of Trainers</b>	10 Days	Training practitioners, training managers, public officials, and private sector practitioners responsible for facilitation of programs.	Baringo	Sep 8-19, 2025 Mar 9-20, 2026
				Embu	Aug 18-29, 2025 Nov 17-28, 2025 Apr 6-17, 2026
				Matuga	Sep 15-19, 2025 Mar 16-20, 2026
				Mombasa	On Request
				Lower Kabete	Nov 10 –21, 2025 March 9 – 20, 2026

	<b>Training of Trainers (Online)</b>	20 Days		Baringo	Oct 20- Nov 14, 2025 Mar 2-27, 2026
				Matuga	May 11- June 6, 2026
				Mombasa	On Request
<b>GMDS</b>	<b>Governance and Management of Devolved Systems</b>	5 Days	Senior officers in the county government	Baringo	On Request
<b>MCS</b>	<b>Management of Child Protection Services</b>	10 Days	Children officers	Mombasa	On Request
<b>ECIPS</b>	<b>Essentials of Counseling in the Public Service</b>	10 Days	All public officers	Baringo	Nov 10-21, 2025
				Mombasa	Feb 9 - 13, 2026 May 5 - 15, 2026
<b>ESCD</b>	<b>Mainstreaming Economic Social and Cultural Rights in Development</b>	5 Days	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	Mombasa	On Request
<b>ICPS</b>	<b>Innovation and Creativity in the Public Service</b>	10 Days	Administrators, Human resource and Human development officers, Innovation and Business development officers, Marketing managers, and Senior ICT officers	Mombasa	Nov 10 - 21, 2025 Feb 2 - 13, 2026 May 11 - 22, 2026
<b>PCG</b>	<b>Human Resource Planning for County Governments</b>	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 Mombasa	On Request

## PUBLIC SERVICE ETHICS AND INTEGRITY PROGRAMS

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS	DATES
VESO	<b>Public Service Values and Ethics Program for Senior Officers.</b>	3 Days	Senior officials in public and private sector organizations.	Matuga	Mar 16-18,2026
				Embu	On Request
VEMO	<b>Public Service Values and Ethics for Managerial Officers</b>	5 Days	Middle Level managers in the national and county governments.	Matuga	Aug 17-21,2025
EVIT	<b>Ethics, Values and Integrity Development Program for Technical Officers</b>	15 Days	Public Officers from 'JG' A-K or its equivalent	Embu	On Request
PSV	<b>Professional Standards &amp; Values in the Public Service</b>	5 Days	Officers managing QMS in Ministries, Departments, Agencies and Counties	Embu	On Request

## COMMUNICATION DEVELOPMENT PROGRAMS

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS	DATES
CMM	<b>Conduct of Meetings and Minute Writing</b>	5 Days	Officers in public and private sector organizations responsible for chairing or taking minutes in meetings.	Baringo	Feb 16-20, 2026
				Embu	Nov 3 -7, 2025 Apr 13-17, 2026
				Matuga	Oct 13-17, 2025
				Mombasa	July 21 – 25, 2025 March 2 – 6, 2026 June 8 – 12, 2025
				Lower Kabete	July 7–11, 2025 Oct 6–10, 2025 Jan 12–16, 2026 April 6–10, 2026
RWC	<b>Report Writing Course</b>	5 Days	Officers responsible for preparation of reports	Baringo	Feb 16-20, 2026
				Embu	Sept 8-12 2025 Feb 2-6, 2026
				Matuga	Apr 6-10, 2026

				Mombasa	Feb. 9 – 13, 2026 April 20 - 24, 2026 June 1 – 5, 2026
				Lower Kabete	Aug 11–15, 2025 Nov 10–14, 2025 Feb 9–13, 2026 May 11–15, 2026
<b>PEEM</b>	<b>Government Protocol, Etiquette and Events Management</b>	5 Days	Senior officers, protocol officers, event managers, Front office staff, and other interested persons.	Baringo	Feb 16-20, 2026 June 22-26, 2026
				Embu	July 7 -11, 2025 Nov 3-7, 2025 Feb 9-13 ,2026
				Matuga	Dec 8-12,2025
				Mombasa	Nov 10 – 14, 2025 Oct. 6 - 10, 2025 Feb. 2 – 6, 2026 May 18 – 22, 2026
				Lower Kabete	Sept 8–12, 2025 March 9–13, 2026 June 8–12, 2026
<b>PRCC</b>	<b>Public Relations &amp; Customer Care</b>	10 Days	Officers responsible for customer engagement in National and County government, as well as Non – government.	Matuga	July 7 -18, 2025 July 21 - 1 Aug, 2025 Aug 4 -15, 2025 Aug 18 -29, 2025 Sept 8 -19, 2025 Sept 22 - 3 Oct, 2025 Oct 13 -24, 2025 Nov 3 -14, 2025 Nov 17 -28, 2025 Dec 1 -12, 2025 Jan 12 - 23, 2026 Jan 26 - 6 Feb,2026 Feb 9 -20, 2026 Feb 23 - Mar 6,2026
	<b>Public Relations &amp; Customer Care(Online)</b>	20 Days		Matuga	Mar 9 -20, 2026 Mar 23 - 3 Apr, 2026 April 6 -17, 2026



					May 18 -29, 2026 June 8 -19, 2026 June 22 -3 July, 2026 July 7 -1 Aug, 2025 Aug 4 -29, 2025 Sept 1 -26, 2025 Oct 6 -31, 2025 Nov 3 -28, 2025 Nov 24 -19 Dec, 2025 Jan 12 -6 Feb, 2026 Feb 2 -27, 2026 Mar 2 -27,2026 Apr 6 -1 May, 2026 May 4 -29 ,2026 June 7 -3 July, 2026
<b>SWC</b>	<b>Speech Writing</b>	5 Days	Speech writers, communication officers, personal assistants, and advisors to senior officers.	Lower Kabete	Sept 22-26, 2025 April 20-24, 2026
<b>EBP</b>	<b>Preparation of Board Papers</b>	5 Days	Senior officers in the public service and private organizations responsible for preparation of Board Papers.	Mombasa	On Request
<b>PSPS</b>	<b>Public Speaking and Presentation Skills</b>	5 Days	Heads of Departments, Commissioners, County Administrators, advisors to senior officers, and other senior public officers responsible for presenting reports and speeches.	Mombasa	Sept. 22 – 26 2025 Nov 10 - 14, 2025 March 9 - 13,2026 June 1 - 5, 2026
				Lower Kabete	Aug 25-29, 2025 March 23-27, 2026
<b>CSPS</b>	<b>Communication skills for Public Service Officers</b>	5 Days	Officers in County and National Government responsible for packaging and disseminating information.	Mombasa	June 16 – 27, 2025 Nov 10 - 21, 2025 March 2 - 13, 2026 June 15 – 26, 2026
				Lower Kabete	July 21-25, 2025 Feb 23-27, 2026
<b>BPB</b>	<b>Personal Branding</b>	5 Days	All Public Officers.	Mombasa	On Request

## CUSTOMER SERVICE EXCELLENCE PROGRAMS (IN COLLABORATION WITH HUDUMA KENYA SECRETARIAT)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS	DATES
CSS	<b>Customer Care Course</b>	5 Days	Front office staff, secretaries and personal assistants in the Public Service, private sector and Non-governmental Organizations (NGOs)	Embu	Aug 18-22,2025 Mar 9-13,2026
				Mombasa	On Request
CSEM	<b>Customer Service Excellence Program for Senior Managers</b>	5 Days	This Program is intended for senior managers in the Public Service, Private and Non-Governmental Organizations (NGO)	Baringo	July 14-18, 2025 April 13-17, 2026
CSEF	<b>Customer Service Excellence Program for Frontline Officers</b>	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.	Baringo	Aug 4-8, 2025 Feb 9-13, 2026 May 4-8, 2026
CSEQ	<b>Customer Service Excellence Program for Quality Standard Assessors</b>	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 and Non-Governmental Organizations (NGOs)	Baringo	June 30-11, 2025 April 27 - May 8, 2026
CSET	<b>Customer Service Excellence Program for Technical Officers</b>	20 Days	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.	Baringo	Aug 18 - Sept 12, 2025 March 9 - 20, 2026

## SUPERVISORY SKILLS DEVELOPMENT PROGRAM

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS	DATES
SSDC	<b>Supervisory Skills Development Course</b>	10 Days	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, and any other first line supervisors and team leaders.	Matuga	July 7 -18, 2025 Aug 18 -29, 2025 Sept 8 -19, 2025 Oct 13 -24, 2025 Nov 3 -14, 2025 Nov 17 -28, 2025 Dec 1 -12, 2025 Jan 12 - 23, 2026 Feb 9 -20, 2026 Mar 9 -20, 2026 April 6 -17, 2026 May 4 -15, 2026 June 8 -19, 2026
	<b>Supervisory Skills Development Course (Online)</b>	20 Days		Matuga	July 7 -1 Aug, 2025 Aug 4 -29, 2025 Sept 1 -26, 2025 Oct 6-31, 2025 Nov 3-28, 2025 Nov 24-19 Dec, 2025 Jan 12-6 Feb, 2026 Feb 2-27, 2026 Mar 2-27,2026 Apr 6-1 May, 2026 May 4-29 ,2026 June 7-3 July, 2026
SMT	<b>Secretarial Management Training</b>	20 Days	Senior office administrators in ministries, county Governments and state corporations.	Matuga	Mar 2-27, 2026
				Mombasa	Feb 2 – 27, 2026
				Lower Kabete	July 7 – Aug 1, 2025 Nov 3 –28, 2025 March 2 –27, 2026
SMS	<b>Management Skills Course</b>	20 Days	Supervisors in JG “G” and above or equivalent	Baringo	Sep 1-26, 2025 May 4-29, 2026
				Embu	July 7-Aug 1, 2025 Nov 3-28 2025

				Matuga	Jan 19-Feb 13,2026
MOA	<b>Management Course for Office Administrators</b>	20 Days	Senior office administrators in ministries, county Governments and state corporations.	Baringo	May 4- 29, 2026
				Embu	Sep 1 - 26, 2025 Nov 3- 28, 2025 Jan. 19 – Feb 13, 2026 May 4 - 29, 2026
				Mombasa	Nov 17 – Dec 12, 2025 April 6 – May 1, 2026
AOT	<b>Administrative Officers Training</b>	10 Days	Administrative Officers who have completed the induction course and have served for a minimum of six (6) months in the service	Mombasa	On Request
OAS	<b>Office Administrative Skills Course</b>	10 Days	Office Administrators ,Clericals officers, Officers in the Transport Unit and Front Office Staff	Mombasa	On Request
EOAC	<b>Executive Office Administrators Course</b>	15 Days	Office administrators deployed in executive offices in MDACs and private organizations	Mombasa	On Request
PPC	<b>Public Prosecution Course</b>	20 Days	Officers responsible for enforcement of various laws and regulations	Mombasa	On Request
HSC	<b>Hospitality Skills Development Course</b>	10 Days	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.	Baringo	Sep 8-19, 2025 May 11-22, 2026
				Embu	July 14-25,2025 Sep 15-26,2025 Nov 3-14,2025 Feb 5-13, 2026
				Matuga	Feb 16-27,2026
				Mombasa	On Request
				Lower Kabete	Sept 8 –19, 2025 Jan 12 – 23, 2026 May 11 – 22, 2026

<b>RMC</b>	<b>Records Management Course</b>	20 Days	Officers responsible for maintenance of records	Baringo	Oct 6- 31, 2025 May 4- 22, 2026
				Embu	Aug 4-29, 2025 April 6-May 1 2026
				Matuga	Oct 13- Nov 7, 2025 May 4-29, 2026
				Mombasa	Sept 1 – 26, 2025 March 2 - 27, 2026 June 1 – 26, 2026
				Lower Kabete	Sept 8 – 26, 2025 Feb 9 – 27, 2026 May 11 – May 29, 2026
<b>PCC</b>	<b>Proficiency Course for Clerical Officers</b>	10 Days	Officers intending to sit for Proficiency Examination for Clerical Officers	Matuga	On Request
				Baringo	July 6– 17, 2026 July 20– 31, 2026
				Embu	July 6 – 17, 2026 Jul 20 – 31 2026
				Mombasa	July 14- 25, 2025 July 13 – 24, 2026
<b>SEC</b>	<b>Proficiency Skills Enhancement Course</b>	20 Days	Officers in Job Group 'A' to 'G'	Matuga	Sept 15-Oct 10,2025
				Mombasa	July 14 – Aug 8, 2025 July 13 – Aug 7, 2026
<b>RPP</b>	<b>Retirement Planning Program</b>	5 Days	All employees in the public service.	Baringo	Sep 22-26, 2025 Mar 2-6, 2026 May 4-8, 2026
				Embu	July 21-25, 2025 Oct 13-16, 2025 Feb 9-13, 2026 June 8-12,2026



				Matuga	Nov 3-7, 2025 Apr 6-10, 2026 June 15-19, 2026
				Mombasa	July 14 - 18, 2025 Aug 18- 22, 2025 Sept. 8 – 12, 2025 Oct 20 - 24, 2025 Nov 17 – 21, 2025 Dec 1 – 5, 2025 Jan. 26– 30, 2026 Feb 9 – 13, 2026 March 2 – 6, 2026 April 20 – 24, 2026 May 18-22, 2026 June 15-19, 2026
				Lower Kabete	Sept 8–12, 2025 Dec 8–12, 2025 March 9–13, 2026 June 8–12, 2026

#### HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMS

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS	DATES
<b>CMP</b>	<b>Coaching and Mentoring in the public service</b>	5 days	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.	Mombasa	Sept 15 – 19, 2025 April 20 – 24, 2026
<b>HRA</b>	<b>Human Resource Advisory Committee Course</b>	5 Days	Members of Ministerial, County and HR Advisory Committees, Staff Advisory Committee Members	Mombasa	On request
<b>PIM</b>	<b>Productivity Improvement and Measurement</b>	5 Days	Human resource directors and managers, development officers and quality assurance officers	Baringo	July 14-18, 2025 Sep 22-26, 2025 Apr 20-24, 2026
				Embu	Aug 18-22, 2025 May 4-8, 2026
				Matuga	Mar 23-27, 2026

				Mombasa	On Request
				Lower Kabete	Aug 4 – 8, 2025 Nov 3 –7, 2025 March 9 –13, 2026
<b>JEPS</b>	<b>Job Evaluation in the Public Service</b>	5 Days	Heads of HR function/ HR managers, members of public service boards, line managers, supervisors/heads of departments, job analysts, members of job description analysis committees.	Baringo Embu Mombasa	On Request
<b>SHRM</b>	<b>Strategic Human Resource Management</b>	5 Days	Directors, deputy directors and senior managers across all functions	Mombasa	June 22 - 26, 2026
<b>PCP</b>	<b>Performance Contracting in the Public Service</b>	5 Days	All managers in the public sector.	Mombasa	On Request
<b>MDDP</b>	<b>Managing Discipline and Disciplinary Procedures in the Public Service</b>	5 Days	Human Resource Directors, HR Managers, HR officers, Public Administrators, Chief Officers, CPSB Members and Board Secretaries.	Baringo Mombasa	On Request
				Lower Kabete	Oct 6 –10, 2025 June 22 –26, 2026
<b>CBPS</b>	<b>Collective Bargaining in the Public Service</b>	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)	Embu Mombasa	On Request
<b>PMS</b>	<b>Performance Management Systems</b>	10 Days	Executive managers in the public sector	Mombasa	June 30 – July 11, 2025 Oct 27–Nov 7, 2025 April 6 – 17, 2026
<b>SPAS</b>	<b>Staff Performance Appraisal System</b>	5 Days	Officers holding supervisory positions.	Mombasa	On Request

<b>PMP</b>	<b>Performance Measurement &amp; Productivity in the Public Service</b>	5 Days	Senior managers in organizations	Mombasa	On Request
<b>BSC</b>	<b>Balanced Scorecard Course</b>	5 Days	Officers responsible for performance management.	Mombasa	On Request
<b>FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS</b>					
<b>CODE</b>	<b>PROGRAM</b>	<b>DURATION</b>	<b>RECOMMENDED CATEGORY OF STAFF</b>	<b>CAMPUS</b>	<b>DATES</b>
<b>FNF</b>	<b>Finance for Non-Finance Managers</b>	5 Days	Officers handling financial responsibilities but have no formal training in finance	Baringo	Nov 3-7, 20245 March 16-20, 2026 May 25-29, 2026
				Mombasa	March 16 - 20, 2026 May 4 - 8, 2026
				Lower Kabete	Nov 3 –7, 2025 Feb 2 –6, 2026 May 4 –8, 2026
<b>CTM</b>	<b>Cash and Treasury Management Training</b>	5 Days	Accountants, Revenue officers, Budget officers, and Auditors.	Mombasa	On Request
				Lower Kabete	Aug 11 – 15, 2025 Nov 10 –14, 2025 March 16 –20, 2026
<b>FIDP</b>	<b>Fraud Detection Investigation and Prevention</b>	5 Days	Law enforcement agents, internal auditors, treasurers, accountants and fund managers in all sectors.	Mombasa	On Request
				Lower Kabete	Oct 27 – 31, 2025 Jan 26 – 30, 2026 April 27 – May 1, 2026
<b>AMC</b>	<b>Asset Management Course</b>	5 Days	Officers responsible for development and management of assets and liabilities, and maintenance of asset registers.	Mombasa	On Request
				Lower Kabete	Nov 3 –7, 2025 Feb 2 –6, 2026 May 4 –8, 2026
<b>FARA</b>	<b>Financial Accounting, Reporting and Analysis</b>	5 Days	Accounts, finance and treasury officers in the public sector.	Lower Kabete	Aug 11 –15, 2025 Nov 10 –14, 2025 May 11 –15, 2026

<b>IPSAS</b>	<b>International Public Sector Accounting Standards</b>	10 Days	Accountants, finance officers, asset managers and auditors.	Lower Kabete	Aug 11 –22, 2025
<b>FIPSAS</b>	<b>Financial Reporting Under IPSAS Accrual</b>	5 Days	The Program targets Officers and Managers involved in Public Finance Management. These include; Finance Officers, Accountants and Auditors.	Lower Kabete	Nov 3 –7, 2025 May 4 –8, 2026
<b>ACC</b>	<b>Audit Committee Course</b>	3 Days	Members of audit committees	Mombasa	On Request
<b>ARA</b>	<b>Audit and Risk Assurance</b>	5 Days	Heads of Audit and internal auditors.	Mombasa	Aug 11- 15, 2025 Oct. 20- 24, 2025 March 16- 20, 2026 June 8- 12, 2026
				Lower Kabete	Aug 18 – 22, 2025 March 16 – 20, 2026
<b>PBB</b>	<b>Program Based Budgeting</b>	5 Days	Heads of Departments, County Chief officers, Finance officers, Economists, and Budget officers of National and County Governments.	Mombasa	On Request
				Lower Kabete	Sept 15 –19, 2025 Jan 12 – 16, 2026 May 11 – 15, 2026
<b>PSFM</b>	<b>Public Sector Finance Management</b>	20 Days	Officers responsible for public finance management	Mombasa	On Request
				Lower Kabete	Sept 8 – Oct 3, 2025 May 11 – June 5, 2026
<b>PFM</b>	<b>Public Finance Management Course</b>	5 Days	Officers responsible for budgeting, revenue policy, financial reporting and the financial advisory functions in the national and county governments, private sector and NGOs.	Mombasa	June 8- 12, 2026
				Lower Kabete	Nov 3 –7, 2025 May 4 –8, 2026
<b>PPCM</b>	<b>Public Procurement &amp; Contract Management</b>	5 Days	Senior managers and Accounting officers responsible for providing general oversight of the procurement process.	Baringo	Nov 17-21, 2025 Feb 23-27, 2026 May 4-8, 2026
				Matuga	On Request

				Mombasa	May 4 - 8, 2026
				Lower Kabete	July 14 –18, 2025
<b>PNP</b>	<b>Procurement for Non-Procurement Practitioners</b>	5 Days	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.	Lower Kabete	Sept 22 –26, 2025
<b>RES</b>	<b>Revenue Enhancements Skills Course</b>	10 Days	Officers in MDACs responsible for revenue generation, collection and control.	Mombasa	On Request
				Embu	Aug 11-22, 2025 Feb 16-27, 2026
<b>MNAC</b>	<b>Management of Senate/National Assembly Committee Affairs</b>	5 Days	Committee Members	Mombasa	On Request
<b>CDP</b>	<b>County Development Planning</b>	5 Days	County Officers responsible for formulation, implementation and evaluation of county development plans, Programs and projects.	Mombasa	On Request

#### PROJECT MANAGEMENT AND ENVIRONMENTAL PROGRAMS

<b>CODE</b>	<b>PROGRAM</b>	<b>DURATION</b>	<b>RECOMMENDED CATEGORY OF STAFF</b>	<b>CAMPUS</b>	<b>DATES</b>
<b>ESSD</b>	<b>Environmental and Social Safeguards in Development</b>	10 Days	Political and community leaders, heads of MDAs, and project planners & managers in both public and private sector	Mombasa	On Request
				Lower Kabete	Oct 6 – 17, 2025 Jan 12 – 23, 2026 April 6 –17, 2026
<b>SIA</b>	<b>Social Impact Assessment in Project Management</b>	15 Days	Engineers, social specialists and officers responsible for project implementation at national and county levels.	Mombasa	On Request



<b>SRM</b>	<b>Social Risk Management in Development</b>	5 Days	Engineers, social specialists, environmental specialists, legal officers and decision makers responsible for project implementation.	Baringo Mombasa	On Request
				Lower Kabete	Sep 29 – Oct 3, 2025 Dec 8 – 12, 2025 April 6 – 10, 2026
<b>CSPS</b>	<b>County Social Protection Services</b>	5 Days	Officers responsible for social protection services in Counties.	Baringo	Sep 15– 19, 2025 June 15 – 19, 2026
<b>GGCE</b>	<b>Green Growth and Circular Economy</b>	5 Days	Policy and senior managers at the national and county government, public sector agencies, NGOs and private sector actors.	Baringo Matuga Mombasa	On Request
				Lower Kabete	Sept 22 –26, 2025 Dec 15 –19, 2025 April 20 –24, 2026
<b>CPPB</b>	<b>Climate Change Policy, Planning and Budgeting</b>	10 Days	Officers in environment, agriculture, planning sectors and public agencies responsible for project management	Baringo Matuga Mombasa	On Request
				Lower Kabete	Sept 8 –19, 2025 Jan 12 –23, 2026 May 11 – May 22, 2026
<b>IEIA</b>	<b>Integrated Environmental Impact Assessment and Audit in Development</b>	15 Days	Trainers, practitioners, managers, non-governmental organizations and other interest groups responsible for development projects.	Baringo Matuga Mombasa	On Request
				Lower Kabete	Sept 8 – 26, 2025 March 9 –27, 2026
<b>BEC</b>	<b>Basic Enforcement Course (KSG and NEMA)</b>	10 Days	Mombasa	On Request	

<b>LED</b>	<b>Local Economic Development Strategy and Project Formulation</b>	10 Days	Ward, Village and Sub county administrators, municipal boards, Agricultural and industrial officers, among other relevant technical officers responsible for local economic development projects in county governments	Mombasa	On Request
<b>GPW</b>	<b>Grant Proposal Writing</b>	5 Days	Officers responsible for resource mobilization, planning, and managing projects in both national and county governments as well as the private sector.	Embu Mombasa	On Request
<b>RPW</b>	<b>Research Proposal Writing</b>	5 Days	Officers with research responsibilities and individuals enrolled in postgraduate programs	Embu Mombasa	On Request
<b>PPD</b>	<b>Project proposal Development</b>	1 Week	Managers /officers responsible for planning and managing projects in both national and county governments as well as the private sector.	Embu	Dec 1-5, 2025
<b>PMER</b>	<b>Project Monitoring, Evaluation &amp; Reporting</b>	10 Days	All public officers responsible for project management	Embu	Feb 2-13,2026
				Matuga Mombasa	On Request
				Lower Kabete	July 7 – 18, 2025 Nov 3 – 14, 2025 March 9 –20, 2026
<b>PDM</b>	<b>Project Development &amp; Management</b>	20 Days	Project managers, engineers, architects, surveyors, and other professionals responsible for developing and managing projects	Embu	Sep 1-26, 2025 Feb 2-27, 2026 May 4-29, 2026
				Mombasa	On Request
				Lower Kabete	Aug 4 –29, 2025 April 6 – May 1, 2026
<b>PPM</b>	<b>Project Planning and Management</b>	20 Days	Project managers, planners, agricultural officers, economists, human resource managers and other professionals responsible for project planning and management	Baringo	June 15-19, 2026
				Embu	Sep 1-26, 2025 Feb 2-27, 2026 May 4-29, 2026
				Matuga	Nov 10-Dec 5, 2025
				Mombasa	Sept 1 -26 ,2025 Oct 27 - Nov 21,2025 Feb 2-27,2026 May 4 - 29, 2026
				Lower Kabete	Sept 8 – Oct 3, 2025 May 11 – June 5, 2026

<b>RBME</b>	<b>Results-Based Monitoring &amp; Evaluation</b>	10 Days	Officers responsible for project development and management from all sectors.	Baringo	June 15-26, 2026
				Mombasa	Aug 11 - 22, 2025 May 4 - 15, 2026
				Lower Kabete	Oct 6 –17, 2025 June 8 –19, 2026
				Matuga	On Request
<b>DSD</b>	<b>Data Analysis Skills Development</b>	15 Days	Officers responsible for research analysis and interpretation.	Mombasa	On Request
<b>LAR</b>	<b>Land Acquisition and Resettlement in Development</b>	10 Days	Lands officers, surveyors, valuers and project officers	Mombasa	On Request
<b>DMS</b>	<b>Disaster Management Course</b>	10 Days	Officers involved in disaster monitoring, preparedness and management	Mombasa	On Request
<b>CMEP</b>	<b>Crisis Management and Emergency Preparedness</b>	5 Days	Disaster management officers, fire brigade officers, police officers, risk managers, rescue and recovery agencies.	Mombasa	On Request
<b>ADR</b>	<b>Alternative Dispute Resolution and Restoration Program</b>	5 Days	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 22-26, 2025 May 18-22, 2026
<b>CMPB</b>	<b>Conflict Management and Peace Building</b>	10 Days	Middle level Administrators in both National and County Governments	Baringo	Sep 8 – 19, 2025 Feb 9 – 20, 2026 May 4 – 15, 2026
<b>LCAC</b>	<b>Leadership Course for Chiefs and Assistant Chiefs</b>	10 Days	Chiefs and Assistant Chiefs, Community leaders, CBOs	Mombasa	On Request
<b>MDFP</b>	<b>Managing Donor Funded Projects</b>	5 Days	Officers responsible for development projects from National and County Governments, NGOs and other Donor Funded Institutions.	Mombasa	On Request
<b>GMD</b>	<b>Gender Mainstreaming in Development</b>	5 Days	Managers, supervisors and officers responsible for planning, budgeting and implementation of development programs	Baringo Mombasa	On Request

<b>SFGM</b>	<b>Sustainable Approaches to Eradication of Female Genital Mutilation</b>	5 Days	Administrators, law 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	Baringo	Feb 2-6, 2026
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#### LONG-TERM PROGRAMS

<b>CODE</b>	<b>PROGRAM</b>	<b>DURATION</b>	<b>RECOMMENDED CATEGORY OF STAFF</b>	<b>CAMPUS</b>	<b>DATES</b>
<b>CASP</b>	<b>Creative Arts Skills Development Program</b>	9 Months	Talented youth aspiring to enhance their skills in creative arts.	Lower Kabete	On Request
<b>DPA</b>	<b>Diploma in Public Administration</b>	8 Months	Coordination of National Government officers and County administrators.	Lower Kabete	On Request
<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.	Lower Kabete	On Request
<b>CSW</b>	<b>Certificate in Social Work</b>	12 months	Officers involved in social development work in National and County Governments: Chiefs, Assistant Chiefs, Village Administrators, NGOs, and CBOs, School leavers and holders of KCSE minimum grade D (plain) or its equivalent.	Lower Kabete	On Request
<b>DSW</b>	<b>Diploma in Social Work</b>	24 months	Officers involved in social development work in National and County Governments: Chiefs, Assistant Chiefs, Village Administrators, NGOs, and CBOs and school leavers' holding KCSE minimum grade C- (minus) or its equivalent.	Lower Kabete	On Request
<b>MCPO</b>	<b>Middle Management Course for Police Officers</b>	3 Months	Chief Inspectors	Mombasa	On Request

**PUBLIC SERVICE INDUCTION PROGRAMS**

<b>CODE</b>	<b>PROGRAM</b>	<b>DURATION</b>	<b>RECOMMENDED CATEGORY OF STAFF</b>	<b>CAMPUS</b>	<b>DATES</b>
<b>IPSA</b>	<b>Induction Program for Special Advisors</b>	5 Days	Officials engaged to provide specialized policy or strategic support.	Matuga	Dec 1-5, 2025
<b>PIPI</b>	<b>Public Service Induction Program for Interns</b>	5 Days	Persons interested in joining the public service on internship program from training institutions.	Matuga	April 6 -10, 2026
<b>IP</b>	<b>Induction programs</b>	3 Days to 20 Days	Newly employed County Executive Committee Members	Baringo Embu Matuga Mombasa Lower Kabete	On Request
			Newly employed Chief Officers		
			Elected or Nominated Members of County Assembly and County Assembly Clerks		
			Newly employed Ward Administrators		
			Newly appointed County Secretaries		
			Newly employed members of the County Public Service Board		
			Newly employed officers and other interested persons.		

## ROAD SAFETY PROGRAMS (IN COLLABORATION WITH NATIONAL TRANSPORT AND SAFETY AUTHORITY-NTSA)

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS	DATES
RCA	<b>Road Safety Compliance Audit Program</b>	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 14 – 25, 2025
RSQ	<b>Road Safety Quality Assurance</b>	10 Days	Quality assurance officers, driving school inspectors, driver test examiners and driving instructors.	Baringo	July 14 – 25, 2025
DSM	<b>Driving School Management</b>	15 Days	Driver instructors.	Baringo	July 7 – 25, 2025
DISP	<b>Driving Instructors Skills Program</b>	15 Days	Driver instructors.	Baringo	Aug 11 – 29, 2025
DEP	<b>Driver Test Examinations Program</b>	10 Days	Driver examiners, driving instructors and quality assurance officers	Baringo	Sep 15-26, 2025
RTSC	<b>Road and Traffic Safety for Children</b>	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 14 – 25, 2025

## e-LEARNING & ICT PROGRAMS

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS	DATES
ECS	<b>Essential Computer Skills Course</b>	10 Days	Officers in need of Computer Skills	Mombasa	Oct 13 – 24, 2025 March 16 – 27, 2026 June 15– 26, 2026
FOP	<b>Facilitation of Online Programs</b>	25 Days	Officers in education and training who intend to tutor in online programs	eLDi	Nov 3 – Dec 5, 2025 May 4 -June 5, 2026
DDEP	<b>Designing and Developing e- learning Programs</b> (Face to face)	10 Days	Officers working in ICT or Training departments who intend to become proficient in eLearning course production.	eLDi	Oct 6 - 17, 2025 June 7 -18, 2026
PAM	<b>Payroll Administration Management</b>	10 Days	Human Resource Officers and Payroll Management Officers in National and County Government entities	eLDi	On Request
PAD	<b>Payroll Administration for Directors</b>	3 Days	Human Resource Directors and Senior Managers in National and County Government entities	eLDi	On Request
AED	<b>Advanced Excel for Data Modelling</b>	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	Aug 18 – 22, 2025 Oct 25 - 31, 2025 Feb 23 – 27, 2026 April 13-17 ,2026
CSC	<b>Cyber Security</b>	5 Days	Information Technology (IT) professionals in National and County Governments and the private sector handling information Security	eLDi	Aug 18 – 22, 2025 Oct 25 - 31, 2025 Feb 23 – 27, 2026 April 13-17 ,2026
ISS	<b>Information System Security</b>	5 Days	Non-technical ICT officers who include HR, Procurement, Administration, Accountants, Auditors, and other specialized areas who need to secure information they handle.	eLDi	Nov 3- 7, 2025  Mar 9-13, 2026
ISMS	<b>Information Security Management System- (ISMS)</b>	5 Days	Implementers of ISO 27001:2013, HR & Administration, Finance & ICT officers.	eLDi	May 25 - 29,2026

<b>ERM</b>	<b>Electronic Records Management</b>	15 Days	Records and information management officers who include officers working in accounts, stores, registry, personnel and library	eLDi	28 Jul – Aug 15, 2025 26 Jan -14 Feb, 2026
<b>KMC</b>	<b>Knowledge Management</b>	5 Days	Officers in human resource, communication, information, library, knowledge management, ICT and those who manage knowledge in National and County Government entities and	eLDi	Sept 15 - 19, 2025 Nov 3- 7, 2025 Feb 23 –27, 2026 April 20-24, 2026
<b>DPA</b>	<b>Data Processing and Analytics</b>	5 Days	Officers who require data analytics to inform decision- making including Statisticians, Analysts, Auditors & Economists	eLDi	Sept 22 - 26, 2025 June 21-25,2026
<b>DPP</b>	<b>Data Protection program</b>	5 Days	Officers involved in personal data management including officers working in data protection, records management, human resource, ICT, finance, customer relations, legal and security.	eLDi	Aug 11 – 15, 2025 Oct 25 - 31, 2025 Feb 23 – 27 Mar, 2026 May 10 – 15, 2026
<b>DPPO</b>	<b>Data Protection - Online</b>	10 Days	Officers involved in personal data management including officers working in data protection, records management, human resource, ICT, finance, customer relations, legal and security.	eLDi	Nov 28 -Dec 5, 2025 Apr 13 – 24,2026
<b>FMDP</b>	<b>Financial Management for Government &amp; World Bank funded Devolved Projects</b>	5 Days	Project accountants and finance managers working within the Kenyan Devolved System for government projects funded by the World Bank.	eLDi	Sept 1 – 5, 2025 Oct 13 – 17, 2025 Dec 1 -5, 2025 Feb 9 –14, 2026 March 23 –27, 2026 June 21 –25, 2026
<b>FMWB</b>	<b>Financial Management for Project Accountants Implementing Government and World Bank Funded projects</b>	10 Days	Project accountants, finance managers with less than three years' experience in a government Project financed by the World Bank Project	eLDi	Aug 18 – 29, 2025 Nov 10 -21, 2025 March 9–20,2026



<b>IAIE</b>	<b>Integrated Financial Management Information System for AIE Holders</b>	3 days	Accounting Officers in National and County Government including CECs, Chief Officers and Clerks of Assembly	eLDi	On Request
<b>IHP</b>	<b>Integrated Financial Management Information System Hyperion Planning &amp; Budgeting</b>	5 Days	Finance, Planning and Budgeting Officers in National and County Government	eLDi	On Request
<b>IAC</b>	<b>Integrated Financial Management Information System for Accountants</b>	5 Days	Officers managing cash, accounts and general ledger in National and County Government	eLDi	On Request
<b>IPO</b>	<b>Integrated Financial Management Information System for Procurement Officers</b>	5 Days	Procurement and supply chain officers in National and County Government	eLDi	On Request
<b>IAO</b>	<b>Integrated Financial Management Information System of Auditors</b>	5 Days	Auditors working on IFMIS in National and County Government	eLDi	On Request

#### SECURITY MANAGEMENT INSTITUTE PROGRAMS

<b>CODE</b>	<b>PROGRAM</b>	<b>DURATION</b>	<b>RECOMMENDED CATEGORY OF STAFF</b>	<b>CAMPUS</b>	<b>DATES</b>
<b>PVES</b>	<b>Prevention and Control of Violent Extremism Course for Senior Officers</b>	5 Days	Senior security officers in JG P and above	Lower Kabete	Aug 4-8, 2025 Nov 3-7, 2025 March 23-27, 2026
<b>PVEM</b>	<b>Prevention and Control of Violent Extremism Course for Middle Level Officers</b>	10 Days	Middle level officers in JG M-N	Mombasa	July 7-18, 2025 Feb 2-13, 2026

<b>VPC</b>	<b>Critical Infrastructure and VIP Protection</b>	5 Days	Protocol Officers and officers involved in securing VIPs	Lower Kabete/ Mombasa	Sep 22-26, 2025 May 25-29, 2026
<b>CMPB</b>	<b>Conflict Management and Peace Building</b>	10 Days	Middle level Administrators in both National and County Governments	All Campuses	Oct 20-31, 2025 Jan 19-30, 2026
<b>KCBMP</b>	<b>Kenya Coordinated Border Management Program</b>	10 Days	All Border Control & Operations Coordination Committee (BCOCC) Members, National Security Agencies.	Lower Kabete/ Mombasa/Embu	Sep 1-12, 2025 March 9-20, 2026 May 11-22, 2026

**MARGARET KENYATTA INSTITUTE FOR GENDER AND SOCIAL DEVELOPMENT**

<b>CODE</b>	<b>PROGRAM</b>	<b>DURATION</b>	<b>RECOMMENDED CATEGORY OF STAFF</b>	<b>CAMPUS</b>	<b>DATES</b>
<b>LPSG</b>	<b>Leadership Program for Spouses of Governors</b>	5 Days	The recommended participants for this Program are the spouses of governors	Lower Kabete	Oct 6-10, 2025
<b>SFGM</b>	<b>Sustainable Approaches to Eradication of Female Genital Mutilation</b>	5 Days	Administrators, law 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	Baringo	Sep 8-12, 2025
				Lower Kabete	March 16-20, 2026
<b>GMD</b>	<b>Gender Mainstreaming in Development</b>	5 Days	Managers, supervisors and officers responsible for planning, budgeting and implementation of development programs	Lower Kabete	Aug 25- 29, 2025
<b>WPL</b>	<b>Women in Political Leadership Course</b>	5 Days	Women political leaders and women preparing for political leadership.	Lower Kabete	Sept 1-5, 2025 March 2-6, 2026
				Embu	Feb 9-13, 2026
				Mombasa	May 11-15, 2026 June 8-12, 2026
<b>EWL</b>	<b>Executive Women Leadership Program</b>	5 Days	Women in executive positions in public service or private sector.	Lower Kabete	Nov 10-14, 2025
				Lower Kabete	Jan 26-30, 2026

<b>WLP</b>	<b>Women Leadership Development Program</b>	5 Days	Women leaders and women preparing for leadership positions in public service or private sector and men interested in this field.	Lower Kabete	Dec 1-5, 2025
				Matuga	April 6-10, 2026
<b>WSCP</b>	<b>Wellness and Self Care Program</b>	5 days	The Wellness and Self-Care Program targets the following: health officers, psychologists, social development officers, human resource development officers, uniformed officers, counsellors, teachers/lecturers/tutors, administrators, supervisors, line managers and the clergy.	All Campuses	On Request
<b>GDP</b>	<b>Gender in Development Planning Course</b>	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.	All Campuses	On Request
<b>TLCW</b>	<b>Transformative Leadership Program for County Women Executives</b>	5 Days	Women executives in county governments.	All Campuses	On Request
<b>CRB</b>	<b>Child-Responsive Budgeting</b>	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.	All Campuses	On Request
<b>MCPS</b>	<b>Management of Child Protection Services</b>	10 Days	Children Officers Participants will be exposed to managerial skills and attributes that safeguard practices to improve the protection of vulnerable children.	On request	On Request

# INSTITUTE FOR DEVOLUTION STUDIES PROGRAMS

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS	DATES
CDP	County Development Planning	5 Days	County Officers responsible for formulation, implementation and evaluation of county development plans, Programs and projects.	Lower Kabete/ Any location preferred by Participants	On Request
ICEC	Induction Program for County Executive Committee Members	5 Days	Newly employed County Executive Committee Members	Lower Kabete/ Any location preferred by Participants	On Request
ICCO	Induction Program for County Chief Officers	5 Days	Newly employed Chief Officers	Lower Kabete/ Any location preferred by Participants	On Request
IMCA	Induction Program for Members of County Assembly (MCAs)	5 Days	Elected or Nominated Members of County Assembly and County Assembly Clerks	Lower Kabete/ Any location preferred by Participants	On Request
ICA	Induction Program for Ward Administrators	5 Days	Newly employed Ward Administrators	Lower Kabete/ Any location preferred by Participants	On Request
ICS	Induction Program for County Secretaries	5 Days	Newly appointed County Secretaries	Lower Kabete/ Any location preferred by Participants	On Request
ICPS	Induction Program for County Public Service Boards (CPSB)	5 Days	Newly employed members of the County Public Service Board	Lower Kabete/ Any location preferred by Participants	On Request
IPMB	Induction Program for Municipal Boards	5 Days	Newly appointed Municipal Board Members	Lower Kabete/ Any location preferred by Participants	On Request
CCM	County Climate Change Funding Mechanism	5 Days	Policy formulators and senior managers	Lower Kabete/ Any location preferred by Participants	On Request
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.	Lower Kabete/ Any location preferred by Participants	On Request

<b>ECOR</b>	<b>Enhancement of County Own-Source Revenue</b>	5 Days	County officers responsible for generation, and management of revenue from local resources	Lower Kabete/ Any location preferred by Participants	On Request
<b>CRGE</b>	<b>County Revenue Generation Skills Enhancement Course</b>	5 Days	County employees responsible for revenue generation, collection and control.	Lower Kabete/ Any location preferred by Participants	On Request
<b>ITCS</b>	<b>Induction Program in Public Service Excellence</b>	5 Days	Newly employed officers and other interested persons.	Lower Kabete/ Any location preferred by Participants	On Request
<b>MNAC</b>	<b>Management of Senate/National Assembly Committee Affairs</b>	5 Days	Committee Members	Lower Kabete/ Any location preferred by Participants	On Request
<b>CDP</b>	<b>County Development Planning</b>	5 Days	County Officers responsible for formulation, implementation and evaluation of county development plans, Programs and projects.	Lower Kabete/ Any location preferred by Participants	On Request

**For more information contact us:**

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