



KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service

LOWER KABETE TRAINING CALENDAR

2025/2026

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
EXECUTIVE LEADERSHIP PROGRAMS					
AOP	Accounting Officers Program	1 Week	Accounting Officers in Ministries, County Governments, State Corporations, Constitutional Commissions, Legislature, Judiciary, Independent offices, and private sector corporate.	Nov 17 - 21, 2025	175,000 (Non-Residential) 205,000 (Residential)
LPHU	Leadership program for Heads of Universities	1 Week	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	Oct 13 - 17, 2025	79,576 (Exec.Residential) 60,649 (Std. Residential) 44,774 (Non-Residential)
TLC	Transformative Leadership Course	1 Week	Public officials and other individuals responsible for institutional and business re-engineering in their organizations.	Oct 6 – 10, 2025 Feb 9 – 13, 2026	117,000 (Residential) 87,000 (Non-Residential)
SLDP	Strategic Leadership Development Program	6 Weeks	Officers in leadership and policy making roles, typically in Job Grades N and above, and their equivalent.	July 21 – Aug 29, 2025 Aug 18 – Sept 26, 2025 Sept 29 – Nov 7, 2025 Oct 27 – Dec 5, 2025 Jan 19 – Feb 27, 2026 Feb 16 – March 27, 2026 March 30 – May 8, 2026 April 13 – May 22, 2026 May 11 – June 19, 2026	266,815 (Exec. Residential) 240,357 (Std. Residential) 152,640 (Non–Residential)
SLDP-O	Strategic Leadership Development Program	10 Weeks (Blended Online/Physical)		July 21 – Sept 26, 2025 Sept 29 – Dec 5, 2025 Jan 19 - Mar 27, 2026 March 16 – May 22, 2026	125,280 (Non-residential) 149,280 (Online with one Weeks’s Accommodation)
CGC	Corporate Governance	1 Week	Officers in leadership positions or those preparing to take up such positions in the public and private sectors.	Aug 11– 15, 2025 Nov 10 – 14, 2025 March 9 – 13, 2026	117,000 (Residential) 87,000(Non-Residential)
BPR	Business Process Reengineering	1 Week	Senior officers in organizations responsible for processes and systems.	Sept 8 – 12, 2025 April 6 – 10, 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)

MANAGEMENT DEVELOPMENT PROGRAMS					
SMC	Senior Management Course	4 Weeks	Middle level managers in the public service typically in Job Grades K and their equivalent in private sector.	July 7 – Aug 1, 2025 Aug 4 – 29, 2025 Sep 8 – Oct 3, 2025 Oct 6 – 31, 2025 Nov 3 – 28, 2025 Nov 17 - Dec 12, 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	255,316 (Exec. Residential) 197,618 (Std. Residential) 132,288(Non-Residential)
SMC-O	Senior Management Course	8 Weeks (Blended Online/Physical)		July 21 – Sep 12, 2025 Sep 8 – Oct 31, 2025 Jan 12 – Mar 6, 2026 April 6 – June 5, 2026	92,800 (Online) 107,800 (Online with 3 Days accommodation)
PPFI	Public Policy Formulation and Implementation	1 Week	Manager responsible for developing policies.	Oct 13 – 17, 2025 Feb 16 – 20, 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
NSC	Negotiation Skills and Contract Management Course	1 Week	Officers responsible for stakeholder negotiations.	Aug 18 – 22, 2025 March 16 – 20, 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
ATI	Access to Information in the Public Service Course	1 Week	Heads of Departments who bear the responsibility of coordination and release of Information within the law.	Sept 15–19, 2025 April 13–17, 2026	79,576(Exec.Residential) 44,774(Non-Residential)
YLP	Young Leaders Development Program	1 Week	Student leaders from universities & middle level colleges.	Oct 20 – 24, 2025 Feb 23 – 27, 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
EYSE	Entrepreneurship for Youth engaged in SMEs	1 Week	Youth from various sectors within the economy.	May 11 - 15, 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)

TOT	Training of Trainers	2 Weeks	Training practitioners, training managers, public officials, and private sector practitioners responsible for facilitation of programs.	Nov 10 – 21, 2025 June 15 - 26, 2026	154,675(Exec.Residential) 113,666(Std. Residential) 77,236(Non-Residential)
ICPS	Innovation and Creativity in the Public Service	2 Weeks	Administrators, Human resource and Human development officers, Innovation and Business development officers, Marketing managers, and Senior ICT officers	Feb 2 -13, 2026	154,675(Exec.Residential) 113,666(Std. Residential) 77,236(Non-Residential)
COMMUNICATION MANAGEMENT PROGRAMS					
CMM	Conduct of Meetings and Minute Writing	1 Week	Officers in public and private sector organizations responsible for chairing or taking minutes in meetings.	Oct 20 – 24, 2025 Jan 12 – 16, 2026 April 6 – 10, 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
RWC	Report Writing Course	1 Week	Officers responsible for preparation of reports	Sep 15 – Oct 19, 2025 Feb 9 – 13, 2026 May 4 – 8, 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
PEEM	Government Protocol, Etiquette and Events Management	1 Week	Senior officers, protocol officers, event managers, Front office staff, and other interested persons.	Sept 29 – Oct 3, 2025 March 9 – 13, 2026 June 8 – 12, 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
SWC	Speech Writing	1 Week	Speech writers, communication officers, personal assistants, and advisors to senior officers.	Sept 22 – 26, 2025 April 20 – 24, 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
PSPS	Public Speaking and Presentation Skills	1 Week	Heads of Departments, Commissioners, County Administrators, advisors to senior officers, and other senior public officers responsible for presenting reports and speeches.	Aug 25 – 29, 2025 March 23 – 27, 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
CSPS	Communication skills for Public Service Officers	1 Week	Officers in County and National Government responsible for packaging and disseminating information.	July 21 – 25, 2025 Feb 23 – 27, 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)

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.	Nov 3 - 28, 2025	255,316 (Exec. Residential) 197,618 (Std. Residential) 132,288(Non-Residential)
SUPERVISORY SKILLS DEVELOPMENT PROGRAMS					
SSDC	Supervisory Skills Development Course	2 Weeks	Officers from the National and County Governments responsible for sections and service delivery units.		154,675(Exec.Residential) 113,666(Std. Residential) 77,236(Non-Residential)
RMC	Records Management Course	3 Weeks	Officers responsible for maintenance of records	Nov 3 – 28, 2025 Mar 9 – April 3, 2026	255,316 (Exec. Residential) 197,618 (Std. Residential) 132,288 (Non-Residential)
RPP	Retirement Planning Program	1 Week	All employees in the public service.	Sept 8 – 12, 2025 March 9 – 13, 2026 June 8 – 12, 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMS					
MDDP	Management of Discipline and Disciplinary Processes in the Public Sector	1 Week	Human Resource Directors, HR Managers, HR officers, Public Administrators, Chief Officers, CPSB Members and Board Secretaries.	Oct 6 – 10, 2025 June 22 – 26, 2026	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential)
PIM	Productivity Improvement and Measurement	1 Week	Human resource directors and managers, development officers and quality assurance officers	Oct 13 – 17, 2025 March 9 –13, 2026	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential)
JEPS	Job Evaluation in the Public Service	1 Week	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.	Sep 8 - 12, 2025 Apr 20 - 24, 2026	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential)

FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS					
FNF	Finance for Non Finance Managers	1 Week	Officers handling financial responsibilities but have no formal training in finance	Nov 10 – 14, 2025 May 4 – 8, 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
CTM	Cash and Treasury Management Training	1 Week	Accountants, Revenue officers, Budget officers, and Auditors.	Aug 11 – 15, 2025 March 16 – 20, 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
FIDP	Fraud Detection Investigation and Prevention	1 Week	Law enforcement agents, internal auditors, treasurers, accountants and fund managers in all sectors.	Oct 27 – 31, 2025 April 20 – 24, 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
AMC	Asset Management Course	1 Week	Officers responsible for development and management of assets and liabilities, and maintenance of asset registers.	Nov 24 – 28, 2025 May 4 – 8, 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
FARA	Financial Accounting, Reporting and Analysis	1 Week	Accounts, finance and treasury officers in the public sector.	Aug 11 – 15, 2025 May 11 – 15, 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
IPSAS	International Public Sector Accounting Standards	2 Weeks	Accountants, finance officers, asset managers and auditors.	Aug 11 – 22, 2025 Feb 16 – 20, 2026	215,800(Exec.Residential) 156,507(Std. Residential) 97,800(Non-Residential)
FIPSA	Financial Reporting Under IPSAS Accrual	1 Week	The Program targets Officers and Managers involved in Public Finance Management. These include; Finance Officers, Accountants and Auditors.	Nov 3 – 7, 2025 May 11 – 15, 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
PBB	Program Based Budgeting	1 Week	Heads of Departments, County Chief officers, Finance officers, Economists, and Budget officers of National and County Governments.	Aug 18 – 22, 2025 March 16 – 20, 2026	79,576(Exec. Residential) 60,649(Std. Residential) 44,774(Non-Residential)
PSFM	Public Sector Finance Management	4 Weeks	Officers responsible for public finance management	June 1 – 26, 2026	255,316 (Exec. Residential) 197,618 (Std. Residential) 132,288(Non-Residential)

PFM	Public Finance Management Course	1 Week	Officers responsible for budgeting, revenue policy, financial reporting and the financial advisory functions in the national and county governments, private sector and NGOs.	Dec 1 – 5, 2025 April 27 – May 1, 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
PPCM	Public Procurement & Contract Management	1 Week	Senior managers and Accounting officers responsible for providing general oversight of the procurement process.	Sept 22 – 26, 2025 June 15-19 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
PNP	Procurement for Non-Procurement Practitioners	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.	Oct 13-17.2025 May 18-22 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
PROJECT MANAGEMENT AND ENVIRONMENTAL PROGRAMS					
ESSD	Environmental and Social Safeguards in Development	2 Weeks	Political and community leaders, heads of MDAs, and project planners & managers in both public and private sector	Oct 6 – 17, 2025 April 6 –17, 2026	154,675(Exec.Residential) 113,666(Std. Residential) 77,236(Non-Residential)
SRM	Social Risk Management in Development	1 Week	Engineers, social specialists, environmental specialists, legal officers and decision makers responsible for project implementation.	Sep 29 – Oct 3, 2025 April 6 – 10, 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
GGCE	Green Growth and Circular Economy	1 Week	Policy and senior managers at the national and county government, public sector agencies, NGOs and private sector actors.	Sept 22 – 26, 2025 April 27 – 1 May, 2026	79,576(Exec.Residential) 60,649(Std. Residential) 44,774(Non-Residential)
CPPB	Climate Change Policy, Planning and Budgeting	2 Weeks	Officers in environment, agriculture, planning sectors and public agencies responsible for project management	Oct 13 – 24, 2025 June 15-26 2026	154,675(Exec.Residential) 113,666(Std. Residential) 77,236(Non-Residential)
IEIA	Integrated Environmental Impact Assessment and Audit in Development	3 Weeks	Trainers, practitioners, managers, non-governmental organizations and other interest groups responsible for development projects.	March 9 – 27, 2026	215,800(Exec.Residential) 156,507(Std. Residential) 97,800(Non-Residential)
PMER	Project Monitoring, Evaluation & Reporting	2 Weeks	All public officers responsible for project management	Nov 3 – 14, 2025 June 8-19 2026	154,675(Exec.Residential) 113,666(Std. Residential) 77,236(Non-Residential)

PDM	Project Development & Management	4 Weeks	Project managers, engineers, architects, surveyors, and other professionals responsible for developing and managing projects	Oct 6 – 31, 2025 April 6 – May 1, 2026	255,316 (Exec. Residential) 197,618 (Std. Residential) 132,288(Non-Residential)
PPM	Project Planning and Management	4 Weeks	Project managers, planners, agricultural officers, economists, human resource managers and other professionals responsible for project planning and management	Aug 4 – 29, 2025 Mar 2 – 27, 2026	255,316 (Exec. Residential) 197,618 (Std. Residential) 132,288(Non-Residential)
RBME	Results-Based Monitoring & Evaluation	2 Weeks	Officers responsible for project development and management from all sectors.	Oct 20 –31, 2025 June 8 –19, 2026	154,675(Exec.Residential) 113,666(Std. Residential) 77,236(Non-Residential)

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. 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 118,042 to Ksh 177,042 per day.
2. **Participant Group: More than 25**
 - Charges range from Ksh 4,722 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:

KSG LOWER KABETE	KSG MOMBASA
Admissions Office Kenya School of Government P.O BOX 23030-00604 Lower Kabete Tel: +254-20 4015000 Cell: 0727 496-698 Email: info@ksg.ac.ke	Admissions Office Kenya School of Government P.O. Box 84027 - 80100 Mombasa, KENYA. Tel: (041) 2312785/2227113/ 2228800 /2226871 Email: admissions.mombasa@ksg.ac.ke
KSG MATUGA	KSG BARINGO

Admissions Office Kenya School of Government P.O Box 31-80406 MATUGA Tel: 0770770021 Email: admissions.matuga@ksg.ac.ke / info.matuga@ksg.ac.ke	Admissions Office Kenya School of Government P.O Box 91 - 30400 Kabarnet Tel: 053-22056/22325/0733900019 Email: admission.baringo@ksg.ac.ke
KSG EMBU	KSG eLDi
Admissions Office Kenya School of Government P.O Box 402-60100 Embu Tel: (068) 2231824/ 2231364/ 0792718171 / 0733900035 Email: admissions.embu@ksg.ac.ke / info.embu@ksg.ac.ke	Admissions Office Kenya School of Government P.O. Box 30627 00100, Lower Kabete, Kenya Tel: 020-3535873 / 4 Mob: +254-728-606991 Email: info.eldi@ksg.ac.ke