



KENYA SCHOOL OF GOVERNMENT
Empowering the Public Service



MATUGA CAMPUS
TRAINING CALENDAR
2023/2024

THIS TREE WAS
PLANTED BY
JOSEPH OUK LEMAI
CABINET SECRETARY
FOR EXTERIOR
AND COORDINATOR
OF NATIONAL
GOVERNMENT
TRAINING

TRANSFORMING THE PUBLIC SERVICE THROUGH COMPETENCY DEVELOPMENT

- I. The Kenya School of Government is responsible for the transformation of the Public Service through development of knowledge and competencies among public servants, leading to continuous improvement in the quality of services offered to citizens. The School offers capacity building programs on leadership and management related issues through:
 - a. Training that is designed to promote professional expertise and public service values;
 - b. Research to improve Institutional problem-solving ability
 - c. Consultancy services to support organizational re-engineering of public institutions; and
 - d. Advisory services for policy reform
- II. The capacity development programs and services that the School offers are geared to meet expectations of citizens in institutional performance by enabling participants 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 at the KSG Matuga Campus. Online programs that are coordinated are also available to participants.
- V. Training activities may be conducted at the client's 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 calibre 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 consistently with established professional standards.
- VII. Admission into the programs is subject to fulfilment of course prerequisites.
- VIII. Consultations with the Ministry of Health has resulted in establishment of measures that enhance health and safety of course participants.
- IX. Training dates for the programs may be as far as possible scheduled to suit client convenience.
- X. Enrolment in all training programs is open.

SCHEDULE OF COURSES FOR 2023/2024

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	COST (KSH)
EXECUTIVE LEADERSHIP PROGRAMS					
AOP	Accounting Officers Program	1 Week	Accounting Officers in Ministries the national and county government, state corporations, Constitutional Commissions, Legislature, Judiciary, Independent Offices and the private sectors Corporates.	July 3 -7, 2023 Sept.4-8, 2023 Dec 11-15, 2023 April 15-19, 2024 June 10-14, 2024	175,000 (Non-Residential)
IPCS	Induction Program for Cabinet Secretaries/Ministers	4 Days	Prepares Cabinet Secretaries to appreciate their responsibilities within Cabinet and Ministries, and their obligation to citizens.	On Request	120,000 per day per group not more than 25 officers
IPPS	Induction Program for Principal Secretaries	1 Week	Prepares Principal Secretaries to appreciate their responsibilities within Ministries, and their obligation to citizens.	On Request	58,000 (Residential) 43,700 (Non-Residential)
CMP	Coaching and Mentoring in the Public Service	1 Week	Equips heads of departments with competencies to institutionalize coaching and mentorship strategies that ensure improvement of service delivery and continuous learning on the job, whilst promoting succession management.	Aug 14-18, 2023 Nov 6-10, 2023 Feb 19-23, 2024 May 13-17, 2024	58,000 (Residential) 43,700 (Non-Residential)
IPSB	Induction Program for Public Sector Boards	3 Days	Newly appointed or reconstituted Public Sector Boards. <i>The purpose of induction is to enable an officer adapt and acquaint self with the position/job requirements, organizational/ work environment, and public service culture.</i>	On request	120,000 per day per group not more than 25 officers

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	COST (KSH)
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. <i>The program helps institutions to mainstream access to information consistent with requirements for disclosure and exceptions procedure.</i>	Sept 18-22, 2023 Feb 12-16, 2024 May 20-24, 2024	58,000 (Residential) 43,700 (Non-Residential)
TLC	Transformative Leadership Course	1 Week	Public officials and other individuals responsible for institutional and business re-engineering in their organizations.	Nov 6-10, 2023 April 22-26, 2024 June 24-28, 2024	40,000 (Residential) 23,700 (Non-Residential)
SLDP	Strategic Leadership Development Program	6 Weeks	Senior officers in the Public Service and Private Sector in 'JG' N and above or its equivalent who are responsible for making policy-related decisions, and managing resources in their organizations' strategic operations and results areas. The applicant should have done a Senior Management Course of not less than four weeks.	July 24-1 Sept, 2023 Aug 7-15 Sept, 2023 Aug 21-29 Sept, 2023 Oct 2-10 Nov, 2023 Oct 16-24 Nov, 2023 Oct 30-8 Dec, 2023 Jan 15-23 Feb, 2024 Jan 29-8, March 2024 March 11-19 April, 2024 March 25-3 May, 2024 May 6-14 Jun, 2024 May 20-28 Jun, 2024	135,600 (Residential) 92,220 (Non-Residential)
SLDP-O	Strategic Leadership Development Program (Online)	10 weeks		Aug 21-27 Oct, 2023 Oct 30-29 Dec, 2023 Feb 5-12 April, 2024 April 15-21 June, 2024	89,034 (Online)
CGC	Corporate Governance Course	1 Week	Top management who have responsibility for establishing corporate direction and business performance, including executive officers, directors, and board members.	Aug 7-11, 2023 Nov 13-17, 2023 March 4-8, 2024 June 3-7, 2024	120,000 per day per group not more than 25 officers.

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	COST (KSH)
CGPB	Corporate Governance for Public Sector Boards	1 Week	Members of constitutional commissions and boards or councils of state corporations and other semi-autonomous government agencies. <i>Participants learn the critical legal, regulatory, and operating knowledge needed to serve on boards whilst developing a profound understanding of the roles and responsibilities of an effective board member.</i>	Oct 2-6, 2023 April 22-26, 2024 June 24-28, 2024	120,000 per day per group not more than 25 officers
WLP	Women Leadership Development Program	1 Week	Women leaders and women preparing for leadership positions in public service or private sector and men interested in this field. Prepares women leaders with the tools to traverse challenges and gender prejudices within the organization, and sharpen their critical governance skills.	Nov13-17, 2023 Mar 18-22, 2024 June 17-21, 2024	<ul style="list-style-type: none"> • 120,000 per day per group not more than 25 officers • 5,000 per person per day
EWL	Executive Women Leadership Program	1 Week	Women in executive positions in public service or private sector.	Oct 2-6, 2023 Feb 5-9, 2024 May 27-31, 2024	<ul style="list-style-type: none"> • 120,000 per day per group not more than 25 officers • 5,000 per person per day
TLCW	Transformative Leadership Program for County Women Executives	1 Week	Women executives in county governments.	Aug 28-1 Sept, 2023 June 24-28, 2024	<ul style="list-style-type: none"> • 120,000 per day per group not more than 25 officers • 5,000 per person per day
VESO	Public Service Values and Ethics Program for Senior Officers.	3 Days	Senior officials in public and private sector organizations. The program equips senior officers with the knowledge to model and positively reinforce integrity for all staff in their organizations.	Aug 28-30, 2023 Feb 19-21, 2024 May 13-15, 2024	<ul style="list-style-type: none"> • 120,000 per day per group not more than 25 officers • 5,000 per person per day

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	COST (KSH)
MSA	Management of Student Affairs in Universities and Tertiary Institutions	2 Weeks	Prepares officers in charge of student affairs, University heads of departments, deans, deans of students and Deputy Vice Chancellors to manage student relations amidst expanding enrollments; changing demographics; and increased expectations from the greater campus community, parents, and external constituents.	July 24-4 Aug, 2023 Jan 29-9 Feb, 2024 May 13-24, 2024	58,000 (Residential) 43,700 (Non-residential)
MANAGEMENT DEVELOPMENT PROGRAMS					
SMC	Senior Management Course	4 Weeks	Middle level managers in the public service typically in Job Grades K and their equivalent in private sector.	July 3-28, 2023 July 31-25 Aug, 2023 Aug 28-22 Sept, 2023 Sept 25-20 Oct., 2023 Oct 23-17 Nov, 2023 Nov 20-15 Dec, 2023 Jan 8-2 Feb, 2024 Feb 5-1 Mar, 2024 March 4-29, 2024 April 1-26, 2024 April 29-24 May, 2024 May 27-21 June, 2024	110,000 (Residential) 72,000 (Non-residential)
SMC-O	Senior Management Course (Online)	8 Weeks		July 3-25 Aug, 2023 Oct 2-24 Nov, 2023 Jan 22-15 March, 2024 April 29-21 June, 2024	86,800 (Online)
PPFI	Public Policy Formulation and Implementation	1 Week	Manager responsible for developing policies. Prepares participants with the knowledge and skill to Impact, influence and evaluate policy	July 17-21, 2023 Oct 9-13, 2023 Feb 12-16, 2024 June 24-28, 2024	58,000 (Residential) 43,700 (Non-residential)
NSC	Negotiation Skills Course	1 Week	Officers responsible for stakeholder negotiations. <i>Prepares participants to drive success as a negotiator and create self and organizational value through skillful, strategic and systematic negotiation.</i>	Sept.18-22, 2023 Feb 26-1 March, 2024 May 20-24, 2024	30,200 (Residential) 23,400 (Non-residential)

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	COST (KSH)
VEMO	Public Service Values and Ethics for Managerial Officers	1 Week	Middle Level managers in the national and county governments.	July 17-21, 2023 Nov 6-10, 2023 April 15-19, 2024	30,200 (Residential) 23,400 (Non-residential)
SPI	Strategic Planning and Implementation	1 Week	Senior officers responsible for planning in national government ministries, county governments and private sector. <i>Participants gain the skills and insights into crucial decisions that an organization must get right in order to thrive in their respective industry.</i>	July 3-7, 2023 Oct 23-27, 2023 April 1-5, 2024	58,000 (Residential) 43,700 (Non-residential)
IRCM	Institutional Reengineering and Change Management Course	1 Week	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.	Nov 27- 1 Dec, 2023 Mar 11-15, 2024 June 3-7, 2024	40,000 (Residential) 23,700 (Non-residential)
PDPS	Public Service Doctrines and Professional Standards	1 Week	Open to all public servants	Sept 4-8, 2023 Mar 18-22, 2024	30,200 (Residential) 23,400 (Non-residential)
IPSA	Induction Program for Special Advisors	1 Week	Officials engaged to provide specialized policy or strategic support.	Dec 11-15, 2023 May 27-31, 2024	30,200 (Residential) 23,400 (Non-residential)
YLP	Young Leaders Development Program	1 Week	Student leaders from universities & middle-level colleges. Young adults will develop new understandings of how to self-lead and lead others	Dec 4-8, 2023 April 15-19, 2024	30,200 (Residential) 23,400 (Non-residential)
MSPS	Management of Social Protection Services	2 Weeks	Social protection practitioners in national and county governments, NGOs, civil society organizations. <i>Participants acquire managerial skills on implementation of social protection rights, including the right to health, human dignity, reasonable working conditions and access</i>	Sep 25-6 Oct, 2023 Feb 12-23, 2024	58,000 (Residential) 43,700 (Non-residential)

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	COST (KSH)
			<i>to justice for the vulnerable members of the communities they serve.</i>		
MCPS	Management of Child Protection Services	2 Weeks	Children Officers Participants will be exposed to managerial skills and attributes that safeguard practices to improve the protection of vulnerable children.	Aug 7-18, 2023 Nov 6-17,2023 March 11-22, 2024	58,000 (Residential) 43,700 (Non-residential)
CCCM	Community-based Climate Change Management	3 Days	Stakeholders at community and local levels.	Sept 18-20, 2023 Dec 11-13, 2023 March 27-29, 2024	100,000 per day per group not more than 25 officers
ECPS	Essentials of Counselling in the Public Service	2 Weeks	HRM officers, counselors, and Heads of Departments will benefit from this program. <i>On completion of the program, participants are able to understand and help individuals who have technical, personal and emotional adjustment problems interfering with their work performance.</i>	July 3-14, 2023 Sept 11-22, 2023 Nov 27-8 Dec, 2023	58,000 (Residential) 43,700 (Non-residential)
ESCR	Mainstreaming Economic Social and Cultural Rights in Development	1 Week	County executive committee members, Chief officers, County Attorneys, Officers responsible for planning, County administrators, Directors and other senior officers of ministries, departments and agencies and Council of Governors.	Oct. 2-6, 2023 April 8-12, 2024	120,000 per day per group not more than 25 officers
CRM	Conflict Prevention Management and Resolution	1 Week	County commissioners, deputy county commissioners, assistant county commissioners, chiefs and assistant chiefs, sub county administrators, senior police officers and ward administrators.	Oct. 16-20, 2023 March 25-29, 2024	30,200 (Residential) 23,400 (Non-residential)
TOT	Training of Trainers	1 Weeks	Experts and Community leaders responsible for Knowledge sharing.	July 3-7, 2023 Nov 20-24, 2023 April 1-5, 2024	58,000 (Residential) 43,700 (Non-residential)
TOT-O	Training of Trainers (Online)	4 Weeks		Oct 30-24 Nov, 2023 March 25-19April, 2024	30,780 (Online)

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PSP	Pedagogy for Senior Programs	2 Weeks	Training practitioners, training managers, public officials, and private sector practitioners responsible for facilitation of programs.	Aug 14-25, 2023 Nov 27-8 Dec, 2023 May 13-24, 2024	58,000 (Residential) 43,700 (Non-residential)
ICPS	Innovation and Creativity in Public Service	2 Weeks	Administrators, Human resource and Human development officers, Innovation and business development officers, Marketing managers, and Senior ICT officers.	July 24-4 Aug, 2023 March 4-15, 2024	58,000 (Residential) 43,700 (Non-residential)
GIB	Government Identity and Branding	2 Weeks	Administration officers, corporate communication officers, speech writers, personal assistants, office administration officers, and managers at both national and county level Governments.	Nov 6-17, 2023 April 15-26, 2024	58,000 (Residential) 43,700 (Non-residential)
IPS	Induction Program for Public Service	1 Week	Newly appointed, redeployed, re-designated or promoted officers at all levels.	Aug 28-1 Sept, 2023 Dec 4-8, 2023 May 13-17, 2024	30,200 (Residential) 23,400 (Non-residential)
PIPI	Public Service Induction Program for Interns	1 Week	Persons interested in joining the public service on internship program from training institutions	Nov.6-10, 2023 April 22-26, 2024	30,200 (Residential) 23,400 (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.	Sept 4-8, 2023 Jan 22-26, 2024 May 13-17, 2024	30,200 (Residential) 23,400 (Non-residential)
LMIS	Integrated Library Management Information System	2 Weeks	Officers responsible for the provision of Library services.	Dec 4-15, 2023 April 8-19, 2024	58,000 (Residential) 43,700 (Non-residential)
RWC	Report Writing Course	1 Week	Officers responsible for preparation of reports	Oct 2-6, 2023 Feb 26-1 March, 2024 June 3-7, 2024	30,200 (Residential) 23,400 (Non-residential)
PBC	Personal Branding	1 Week	All Public Officers	July 17-21, 2023 April 15-19, 2024	30,200 (Residential) 23,400 (Non-residential)
PEEM	Government Protocol, Etiquette and Events Management	1 Week	Senior officers, protocol officers, event managers, Front office staff, and other interested persons.	Aug 7-11, 2023 April 29-3 May, 2024	30,200 (Residential) 23,400 (Non-residential)

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CMEM	Preparation of Cabinet Memoranda	1 Week	Senior officers in the public service responsible for production of Cabinet Memos	Oct 2-6, 2023 May 20-24, 2024	30,200 (Residential) 23,400 (Non-residential)
PBP	Preparation of Board Papers	1 Week	Senior officers in the public service and private organizations responsible for preparation of Board Papers.	Nov 6-10, 2023 May 13-17, 2024	30,200 (Residential) 23,400 (Non-residential)
PRCC	Public Relations & Customer Care	2 Weeks	Officers responsible for customer engagement in National and County government, as well as Non – government.	July 3-14, 2023 Aug. 28-8 Sep, 2023 Oct.16-27, 2023 Dec.4-15, 2023 Feb. 26-8 March, 2024 April 8-19, 2024 May 27-7 June, 2024 June 24-5 July, 2024	58,000 (Residential) 43,700 (Non-residential)
PRCC-O	Public Relations & Customer Care (Online)	4 Weeks	Officers responsible for customer engagement in National and County government, as well as Non – government.	Nov. 6-1 Dec, 2023 March 4-29., 2024	30,780 (Online)
SWC	Speech Writing Course	1 Week	Speech writers, communication officers, personal assistants, and advisors to senior officers.	Sept. 4-8, 2023 Dec 11-15, 2023 June 17-21, 2024	30,200 (Residential) 23,400 (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.	July 24-28, 2023 April 29-3 May, 2024	30,200 (Residential) 23,400 (Non-residential)
CSPS	Communication Skills for Public Service Officers	2 Weeks	Officers in County and National governments responsible for packaging and disseminating information	Sept 4-15, 2023 April 8-19, 2024	58,000 (Residential) 43,700 (Non-residential)
SUPERVISORY SKILLS DEVELOPMENT PROGRAMS					
SSDC	Supervisory Skills Development Course	2 Weeks	Officers from National and County Government responsible for sections and service delivery units. They include officers in charge of front office, office administrative services, public communication, human resource sections,	July 24-4 Aug, 2023 Aug 28-8 Sep, 2023 Oct 2-13, 2023 Nov 6-17, 2023 Dec 4-15, 2023 Jan 22-2 Feb, 2024	58,000 (Residential) 43,700 (Non-residential)

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			records management, accounts, finance, supply chain management, and any other first line supervisors and team leaders	March 25-4 April, 2024 May 6-17, 2024 June 10-21, 2024	
SSDC-O	Supervisory Skills Development Course (Online)	4 Weeks	Officers from National and County Government responsible for sections and service delivery units. They include officers in charge of front office, office administrative services, public communication, human resource sections, records management, accounts, finance, supply chain management, and any other first line supervisors and team leaders	Oct 9-3Nov, 2023 Feb.5-1 March, 2024 June 10-5 July, 2024	30,780 (Online)
MSC	Management Skills Course	4 Weeks	Officers in JG “G” and above or equivalent	Aug 7-1 Sept, 2023 Oct 9-3 Nov., 2023 Feb 19-15 March, 2024 May 13-7 June, 2024	110,00 (Residential) 72,000 (Non-residential)
MSC -O	Management Skills Course (Online)	8 Weeks	Officers in JG “G” and above or equivalent	Oct 9-1 Dec, 2023 Jan 22-15 March, 2024 May 6-28 June, 2024	79,800 (Online)
EOAC	Executive Office Administrators Course	3 Weeks	Office administrators deployed in executive offices in MDACs and private organizations.	Aug 7-25. 2023 Nov 27-15 Dec, 2023 April 15-3 May, 2024	84,800 (Residential) 55,680 (Non-residential)
MOA	Management Course for Office Administrators	4 Weeks	Senior Office Administrators in Ministries, County Governments and State Corporations	Sept 25-13 Oct, 2023 Nov 20-8 Dec, 2023 Mar 25-12 April, 2024	110,000 (Residential) 72,000 (Non-residential)
PPC	Public Prosecution Course	4 Weeks	Officers responsible for enforcement of various laws and regulations	Nov 6-1 Dec, 2023 June 3-28, 2024	110,000 (Residential) 72,000 (Non-residential)
PRA	Policy Research and Analysis	3 Weeks	Officers with research responsibilities or enrolled in postgraduate programs	Aug. 21-8 Sept, 2023 May 20-7 June , 2024	84,800 (Residential) 55,680 (Non-residential)
HSC	Hospitality Skills Development Course	2 Weeks	Officers working in housekeeping, front office, food and beverage production and service, event management, tour and travel operators among other areas in the hospitality industry.	Aug 14-25, 2023 Dec 4-15, 2023 April 15-26, 2024 June 17- 28, 2024	58,000 (Residential) 43,700 (Non-residential)

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RMC	Records Management Course	3 Weeks	Officers responsible for maintenance of records	July 10-28, 2023 Nov 6-24, 2023 March 4-22, 2024 June 17-5 July, 2024	84,800 (Residential) 55,680 (Non-residential)
RPP	Retirement Planning Program	1 Week	All employees in the public service.	July 31-4 Aug, 2023 Oct 30-3 Nov, 2023 Feb. 26-1 March, 2024 April 15-19, 2024 June 17-21, 2024	30,200 (Residential) 23,400 (Non-residential)
PIM	Productivity Improvement and Measurement	1 Week	Human resource directors and managers, development officers and quality assurance officers.	Aug 7-11, 2023 April 22-26, 2024	40,000 (Residential) 23,700 (Non-residential)
PCC	Proficiency Course for Clerical Officers	2 Weeks	Officers preparing to sit proficiency examination	On request	58,000 (Residential) 43,700 (Non-residential)
HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMS					
CBN	Collective Bargaining in the Public Service	1 Week	Employers and workers representatives, industrial relations practitioners (trade unions, HR and line managers, senior managers, mediators, conflict management specialists, labor inspection team and public service boards)	Dec 11-15, 2023 April 15-19, 2024	40,000 (Residential) 23,700 (Non-residential)
PCP	Performance Contracting in the Public Service	1 Week	All managers in the public sector.	Aug 7-11, 2023 Nov 6-10, 2023 March 4-8, 2024	30,200 (Residential) 23,400 (Non-residential)
JEP	Job Evaluation in 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.	July 3-7, 2023 Oct 16-20, 2023 May 20-24 , 2024	40,000 (Residential) 23,700 (Non-residential)
DMP	Dispute Mediation in the Public Service	1 Week	Middle and senior level managers.	Dec 11-15, 2023 April 8-12, 2024	40,000 (Residential) 23,700 (Non-residential)

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HRMD	Human Resource Management & Development	1 Week	Managers across all functions in the National, County governments and state corporations.	Nov 13-17, 2023 May 27-31, 2024	30,200 (Residential) 23,400 (Non-residential)
PMS	Performance Management Systems	2 Weeks	Managers in the public and private sectors across all functions	Sept 4-15, 2023 March 4-15, 2024	58,000 (Residential) 43,700 (Non-residential)
FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS					
FNF	Finance for Non-Finance Managers	1 Week	Board/Council members, directors and managers in the public and private sectors.	Aug 7-11, 2023 Dec 4-8, 2023 April 22-26, 2024	58,000 (Residential) 43,700 (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.	Sept 4-8., 2023 April 8-12, 2024	58,000 (Residential) 43,700 (Non-residential)
PPCM	Public Procurement & Contract Management	2 Weeks	Senior managers and Accounting officers responsible for providing general oversight of the procurement process.	March 13-24, 2024	58,000 (Residential) 43,700 (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 11-15, 2023 March 11-15, 2024	30,200 (Residential) 23,400 (Non-residential)
ACC	Audit Committee Course	3 Days	Members of audit committees, ministries and public sector agencies.	On request	100,000 per day per group not more than 25 officers
PCMP	Public Procurement & Contract Management for Practitioners	2 Weeks	Officers responsible for procurement processes in government.	Oct 16-27, 2023	58,000 (Residential) 43,700 (Non-residential)
PCMU	Public Procurement & Contract Management for Users	1 Week	Members of Tender opening and evaluation committees, procurement officers, finance auditors, probity/integrity advisors and civil societies.	On request	30,200 (Residential) 23,400 (Non-residential)
AMC	Asset Management Course	1 Week	Officers responsible for development and management of assets and liabilities, and maintenance of asset registers	Oct. 23-27, 2023 June 17-21, 2024	30,200 (Residential) 23,400 (Non-residential)

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	COST (KSH)
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.	March 4-15, 2024 June 17-28, 2024	58,000 (Residential) 43,700 (Non-residential)
SIA	Social Impact Assessment in Project Management	3 Weeks	Engineers, social specialists and officers responsible for project implementation at national and county levels.	Aug 7-25, 2023 May 6-24, 2024	84,800 (Residential) 55,680 (Non-residential)
SRM	Social Risk Management in Development	2 Weeks	Engineers, social specialists, environmental specialists, legal officers and decision makers responsible for project implementation.	July 17-28, 2023 Nov.20-1 Dec, 2023 March 25-5 April, 2024	58,000 (Residential) 43,700 (Non-residential)
LED	Local Economic Development Strategy and Project Formulation	2 Weeks	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.	Nov. 6-17, 2023 April 29-10 May, 2024	58,000 (Residential) 43,700 (Non-residential)
GGCE	Green Growth and Circular Economy	1 Week	Policy and senior managers at the national and county government, public sector agencies, NGOs and private sector actors Technical officers both at the national and county governments, public sector agencies, NGOs and private sector actors.	Oct. 2-6, 2023 Mar 25-29, 2024	40,000 (Residential) 23,700 (Non-residential)
CPPB	Climate Change Policy, Planning and Budgeting	2 Weeks	Officers in environment, agriculture, planning sectors and public agencies responsible for project management	Aug 14-25, 2023 Dec 4-15, 2023 June 3-14, 2024	58,000 (Residential) 43,700 (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	Sept.4-22, 2023 Jan 15-2 Feb, 2024 May 27-14 June , 2024	84,800 (Residential) 55,680 (Non-residential)
PMER	Project Monitoring, Evaluation & Reporting	2 Weeks	All public officers responsible for project management	Aug 7-18, 2023 Dec 4-15, 2023 March 4-15, 2024	58,000 (Residential) 43,700 (Non-residential)

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	COST (KSH)
PDM	Project Development & Management	4 Weeks	Project managers, engineers, architects, surveyors, and other professionals responsible for developing and managing projects	Oct 2-27., 2023 Feb 5-1 March, 2024 May 20-14 June, 2024	110,000 (Residential) 72,000 (Non-residential)
PPW	Project Proposal Writing	1 Week	Managers /officers responsible for planning and managing projects in both national and county governments as well as the private sector.	July 10-14, 2023 April 22-26., 2024	30,200 (Residential) 23,400 (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.	July 31-25 Aug, 2023 Nov 13-8 Dec, 2023 June 3-28, 2024	110,000 (Residential) 72,000 (Non-residential)
PCM	Project Cycle Management	1 Week	Officers with an interest in projects in National and County Governments, NGOs and Private sectors.	July 10-14, 2023 April 22-26., 2024	40,000 (Residential) 23,700 (Non-residential)
PPI	Project Planning & Implementation	4 Weeks	Project managers, planners, agricultural officers, economists, human resource managers and other professionals responsible for project planning and management.	July 31-25 Aug, 2023 Nov 13-8 Dec, 2023 June 3-28, 2024	110,000 (Residential) 72,000 (Non-residential)
RPW	Research Proposal Writing	1 Week	Officers with research responsibilities or enrolled in postgraduate program	Oct 16-20, 2023 Feb 19-23, 2024 May 20-24, 2024	30,200 (Residential) 23,400 (Non-residential)
DAS	Data Analysis Skills Development	3 Weeks	Officers responsible for research analysis and interpretation	Sept 4-22, 2023 March 11-29, 2024	84,800 (Residential) 55,680 (Non-residential)
CMEP	Crisis Management and Emergency Preparedness	1 Week	Disaster management officers, fire brigade officers, police officers, and rescue and recovery agencies.	July 24-28, 2023 Oct 16-20, 2023 April 22-26, 2024	30,200 (Residential) 23,400 (Non-residential)
COUNTY-SPECIFIC CAPACITY DEVELOPMENT PROGRAMS/DEMAND-DRIVEN PROGRAMS					
ECOR	Enhancement of County Own-Source Revenue	1 Week	County officers responsible for generation, and management of revenue from local resources.	On Request by the client	120,000 per day per group not more than 25 officers
CRGE	County Revenue Generation Skills Enhancement Course	1 Week	County employees responsible for revenue generation, collection and control.	On Request by the client	120,000 per day per group not more than 25 officers

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	COST (KSH)
IMCA	Induction Program for Members of County Assembly	1 Week	Members of County Assembly, Speakers of County Assembly, and Assembly Clerks.	On Request by the client	120,000 per day per group not more than 25 officers
ICEC	Induction Program for County Executive Committee Members (CEs)	1 Week	Newly appointed County Executive Committee Members	On Request by the client	120,000 per day per group not more than 25 officers
ICCO	Induction Program for County Chief Officers	1 Week	Newly appointed Chief Officers	On Request by the client	120,000 per day per group not more than 25 officers
MPCH	Management of Parliamentary Committee Hearings	1 Week	Members of National Assembly, Chairs of House Committees, Members of House Committees.	On Request by the client	120,000 per day per group not more than 25 officers
MCAH	Management of County Assembly Committee Hearings	1 Week	Elected or nominated members of the county assembly.	On Request by the client	120,000 per day per group not more than 25 officers
ICD	Induction Program for County Directors	1 Week	Newly employed Directors	On Request by the client	120,000 per day per group not more than 25 officers
IWA	Induction Program for Ward Administrators	2 Weeks	Newly employed Ward Administrators	On Request by the client	58,000 (Residential) 43,700 (Non-residential)
ICA	Induction Program for Sub-County Administrators	2 Weeks	Newly employed Sub County administrators	On Request by the client	58,000 (Residential) 43,700 (Non-residential)
IVA	Induction Program for Village Administrators	2 Weeks	Newly appointed village administrators	On Request by the client	58,000 (Residential) 43,700 (Non-residential)

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	COST (KSH)
ICPB	Induction Program for County Public Service Boards	1 Week	Newly employed CPSB Members	On Request by the client	120,000 per day per group not more than 25 officers
MCAC	Management of County Assembly Committee Affairs	1 Week	Committee Members	On Request by the client	120,000 per day per group not more than 25 officers
CFM	County Climate Change Funding Mechanism	1 Week	Policy and Senior Managers at the National and County Governments, State Corporations and Agencies, NGOs and Private Sector Actors.	On Request by the client	120,000 per day per group not more than 25 officers
CHRM	County Human Resource Management	1 Week	Human resource management and development officers, secretariat of public service boards, and county human resource advisory committee members.	On Request by the client	120,000 per day per group not more than 25 officers
SECURITY MANAGEMENT INSTITUTE PROGRAMS					
SMPC	Senior Police Officers Management Course	4 Weeks	Middle - upper level police managers including officers commanding police stations.	Sept 25-20 Oct., 2023 March 25-19 April, 2024	110,000 (Residential) 72,000 (Non-residential)
LCAC	Leadership Course for Chiefs and Assistant Chiefs	2 Weeks	Chiefs and Assistant Chiefs, community leaders, CBOs	On request	58,000 (Residential) 43,700 (Non-residential)
CMPB	Conflict Management and Peace Building	2 Weeks	Middle level Administrators in both National and County Governments	Nov 6-17, 2023 April 8-19, 2024	58,000 (Residential) 43,700 (Non-residential)

NOTE:

A. TRAINING CONSULTANCIES

1. Kshs 120,000 per day for facilitation if the participants are less than 25 in number.
2. Kshs 5,000 per person per day, if the participants are more than 25 in number
3. If the training is in KSG, there will be extra charges for either:
 - Accommodation; half board at 3,200 per person per day and;
 - Conference package of either standard at Kshs.3,000 or executive at kshs.3,500 per person per day
4. If the training is out of KSG, other training administrative charges will be included as per request. Transport and accommodation charges for the facilitators as per the SRC recommended rates.

B. IN-HOUSE PREFERRED COURSES:

The charges for the In-House preferred courses will be dictated by:

- The number of days for training
- The number of participants to be trained
- The location for the training

C. APPLICATION PROCEDURE:

- All courses are open to participants from National and County Governments, NGOs and private organizations. Once you identify a course convenient to you based on the pre-qualifications given to the target group, kindly apply through the website www.matuga.ksg.ac.ke
- Create an account and you shall immediately receive a link in your email inbox. Also check in your spam folder as the confirmation link is sometimes saved in the spam folder. Click on the link, select Matuga campus and apply choosing the dates convenient to you.
- Upon successful application, a proforma invoice is generated automatically from the system and saved on your portal where you made the application. Print the invoice from the portal.
- Once your application details are verified, an offer letter will be processed and sent to your email and a copy saved on participant portal

D. PAYMENT DETAILS

The course fee should be paid after obtaining the admission letter and pro-forma invoice into the following account:

Account Name: Kenya School of Government, Matuga

Bank: Kenya Commercial Bank

Swift Code: KCBLKENX

Branch: Kwale

Bank Code: 01258

A/C No. 1146019173

E. CONTACTS

Admissions Office

Kenya School of Government, Matuga

P.O. Box 31-80406, MATUGA

Cell: 0770 770021

Email: admissions.matuga@ksg.ac.ke

Website: www.matuga.ksg.ac.ke



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