

KENYA SCHOOL OF GOVERNMENT-MOMBASA

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COURSE CALENDAR – 2018/2019

PROGRAMME	TARGET GROUP	DURATION	RESIDENTIAL (KSHS)	NON-RESIDENTIAL (KSHS)	DATES
MANAGEMENT COMMUNICATION & PERSONAL DEVELOPMENT PROGRAMMES					
Conduct of Meetings & Minute Writing Course	Managers/Officers whose portfolios entail chairing or taking minutes	1 week	35,264	24,360	29 th Oct – 2 nd Nov, 2018 4 th – 8 th March, 2019 20 th – 24 th May, 2019
Report Writing Course	Managers/Officers involved in report production	1 week	35,264	24,360	22 nd – 26 th Oct, 2018 4 th – 8 th Feb, 2019 8 th – 12 th April, 2019 3 rd – 7 th June, 2019
Protocol, Etiquette and Event Management Course	Pas, Chief Officers, County Directors, Communications Officers	1 week	35,264	24,360	10 th – 14 th Sept, 2018 4 th – 8 th Feb, 2019 17 th – 21 st June, 2019
Managing your Professional Image and Building a Personal Brand	Senior Officers in the Public Service in JG “P” and above	3 days	25,056	16,356	8 th Oct – 10 th Oct, 2018 4 th – 6 th Feb, 2019 6 th – 8 th May, 2019
Cabinet, Executive Memo and Board Paper Writing Course	Legal Secretaries, Officers in JG “N” and above	3 days	25,056	16,356	5 th – 7 th Nov, 2018 4 th – 6 th March, 2019 3 rd – 5 th June, 2019
Public Relations & Customer Care Course	Public Relations Practitioners in the Public Service, Front Office Managers, Secretarial Personnel	2 weeks	60,320	48,720	2 nd – 13 th July, 2018 17 th – 28 th Sept, 2018 12 th – 23 rd Nov, 2018 28 th Jan – 8 th Feb, 2019 25 th Feb – 8 th March, 2019 18 th – 29 th March, 2019 1 st – 12 th April, 2019 6 th – 17 th May, 2019 3 rd – 14 th June, 2019
Speech Writing and Presentation Skills	Pas, Middle Level Managers in the Public Service	3 days	25,056	16,356	4 th – 6 th February, 2019 4 th – 6 th March, 2019 4 th – 6 th June, 2019

Pre-Retirement Planning Seminar	All employees within 20 years of their retirement eligibility date who are interested in retirement planning and making informed decisions about it	1 week	35,264	24,360	8 th – 12 th Oct, 2018 5 th – 9 th Nov, 2018 18 th – 22 nd February, 2019 11 th – 15 th March, 2019 20 th – 24 th May, 2019 17 th – 21 st June, 2019
Public Speaking Course	Open	3 days	25,056	16,356	11 th – 14 th March, 2019
Consulting Process Seminar	Senior Managers in the Public Service	1 week	35,264	24,360	28 th Jan – 4 th Feb, 2019 6 th – 10 th May, 2019
EXECUTIVE LEADERSHIP PROGRAMMES					
Strategic Leadership Development Program	Senior Officers in the Public Service in JG “N” and above and must have done a Senior Management Course	6 weeks	136,648	121,800	23 rd July – 31 st Aug, 2018 6 th Aug – 14 th Sept, 2018 5 th Nov -14 th Dec, 2018 4 th Feb – 15 th March, 2019 1 st April – 10 th May, 2019 27 th May – 5 th July, 2019
Senior Management Course	Senior Managers who are responsible for making policy related decisions, managing resources in their organizations strategic operations and results areas, normally in JG “K” and above	4 weeks	120,640	97,440	2 nd – 27 th July, 2018 6 th – 31 st Aug, 2018 3 rd – 28 th Sept, 2018 1 st – 26 th Oct, 2018 5 th – 30 th Nov, 2018 28 th Jan – 22 nd Feb, 2019 4 th – 29 th March, 2019 1 st – 26 th April, 2019 29 th April – 25 th May, 2019 3 rd – 28 th June, 2019
Innovative Leadership for Growth and Excellence Seminar	Senior Managers in the Public and Private Sectors whose responsibility include initiating and implementing new service/product innovation agenda	1 week	104,400 per group per day(Non-residential)		3 rd – 7 th Dec, 2018 18 th – 22 nd March, 2019
Leadership, Ethics and Integrity Course	Senior Officers in the organization	1 week	35,264	24,360	1 st – 5 th Oct, 2018 28 th Jan – 1 st Feb, 2019 6 th – 10 th May, 2019 3 rd – 7 th June, 2019
The Women’s Executive Leadership Program	For high-potential women seeking new levels of success as team leaders and organizational visionaries	1 week	35,264	24,360	15 th – 19 th April, 2019 6 th – 10 th May, 2019 10 th – 14 th June, 2019

GOVERNANCE, POLICY AND STRATEGIC PLANNING PROGRAMMES

Corporate Governance Seminar	All key members of management who bear responsibility for establishing corporate direction and business performance, including executive officers, directors and board members	1 week	104,400 per group per day(Non-residential)		15 TH – 19 TH Oct, 2018 11 th – 15 th February, 2019 6 th – 10 th May, 2019
Policy Formulation, Implementation and Analysis Seminar	Senior Managers who are responsible for developing policies and making related decisions, normally in JG “M” and above	1 week	35,264	24,360	1 st – 5 th Oct, 2018 28 th Jan – 1 st Feb, 2019 7 th – 11 th May, 2019

PERFORMANCE AND STRATEGIC HUMAN RESOURCE MANAGEMENT PROGRAMMES

Performance Management Systems Course	Senior Managers in the organization	1 week	35,264	24,360	3 rd – 7 th Sept, 2018 11 th – 15 th February, 2019 18 th – 22 nd March, 2019 3 rd – 7 th June, 2019
Performance Contracting in the Public Service Seminar	Senior Managers in the organization	3 days	25,056	16,356	22 nd – 24 th Oct, 2018 20 th – 23 rd May, 2019 10 th – 12 th June, 2019
Performance Appraisal System Seminar	Senior Managers in the organization	3 days	25,056	16,356	19 th – 21 st Nov, 2018 28 th – 30 th Jan, 2019 8 th – 10 th April, 2019 27 th – 29 th May, 2019

FINANCIAL MANAGEMENT PROGRAMMES

Public Sector Financial Management	Officers in JG “L” and above	1 week	35,264	24,360	17 th – 21 st Sept, 2018 18 th – 22 nd Feb, 2019 20 th – 24 th May, 2019
Budget Preparation	Head of Budgets, Finance officers	3 days	25,056	16,356	3 rd – 5 th Sept, 2018 5 th – 7 th Nov, 2018 18 th – 20 th March, 2019 20 th – 22 nd May, 2019
Cash and Treasury Management	Head of treasury, Cash management	1 week	35,264	24,360	3 rd – 7 th Sept, 2018 26 th – 30 th Nov, 2018 8 th – 12 th April, 2019 10 th – 14 th June, 2019
Financial Accounting, Recording and Reporting (FARR)	Head of Treasury, Accounts and Finance	1 week	35,264	24,360	1 st -5 th Oct, 2018 28 th Jan – 1 st Feb, 2019 20 th – 24 th May, 2019

Efficient Revenue Mobilization, Management and Mapping	Head of revenue, Finance officers	1 week	35,264	24,360	17 th -21 st Sept, 2018 11 th – 15 th March, 2019
Performance Auditing and Risk Management Strategies	Head of audit, Finance managers	1 week	35,264	24,360	1 st – 5 th Oct, 2018 5 th – 9 th February, 2019 23 rd – 27 th April, 2019
Designing, Developing and Managing Donor Funded Projects	Officers in the organizations, charged with management of Donor projects	1 week	35,264	24,360	10 th – 14 th Sept, 2018 19 th – 23 rd Nov, 2018 18 th – 22 nd March, 2019
Fraud Investigation & Prevention	Law enforcement agents, internal auditors, treasurers, accountants and fund managers in all sector of the economy	1 week	35,264	24,360	5 th – 9 th Nov, 2018 28 th Jan –1 st Feb , 2019 27 th - 31 st May, 2019
Audit and Risk Assurance	Head of Audit, Board of Directors, Audit Committee	1 week	35,264	24,360	24 th – 28 th Sept, 2018 25 th Feb – 1 st March, 2018
Finance for Non-Finance Managers	Officers in the organizations, who handle financial responsibilities but have no formal training in finance	1 week	35,264	24,360	9 th – 13 th July, 2018 8 th – 12 th April, 2019 8 th – 10 th May, 2019
Public Procurement Course	Supply Chain Officers, Auditors, Accountants	1 week	35,264	24,360	1 st – 5 th Oct, 2018 8 th – 12 th April, 2019 13 th – 17 th May, 2019
Public-Private Partnership Management	Finance Managers, Head of Treasury	1 week	35,264	24,360	12 th – 16 th Nov, 2018 20 th – 24 th May, 2019

ENVIRONMENTAL GOVERNANCE, PROJECT AND PROGRAMME MANAGEMENT

Environmental Impact Assessment & Audit	Project managers/ planners/ decision makers and specialists at environmental authorities, lead agencies, industry and environmental organizations using EIA to identify and monitor environmental impact of policies, plans, programmes and projects	4 weeks	120,640	97,440	5 th – 30 th Nov, 2018 28 th Jan – 22 nd Feb, 2019 6 th – 31 st May, 2019
Project Planning & Management Course	Senior Managers in the Public Sectors	3 weeks	88,160	73,080	12 th – 30 th Nov, 2018 18 th Feb – 8 th March, 2019 4 th – 22 nd March, 2019 6 th – 24 th May, 2019 10 th – 28 th June, 2019
Project Proposal Writing Course	Project managers, agricultural officers, engineers, architects, surveyors, economists, planners and other professionals involved in project management	3 days	25,056	16,356	3 rd – 5 th Sept, 2018 18 th - 20 th Feb, 2019 8 th – 10 th April, 2019 3 rd – 5 th June, 2019

Result-Based Monitoring & Evaluation	Officers involved in project development and management from all sectors, including departmental heads, planners, project coordinators and managers	1 week	35,264	24,360	1 st – 5 th Oct, 2018 28 th Jan – 1 st February, 2019 3 rd – 7 th June, 2019
MANAGEMENT & DEVELOPMENT PROGRAMMES					
Supervisory Management Course	Supervisors who are in-charge & accountable for sections and unit performance	4 weeks	120,640	97,440	2 nd – 27 th July, 2018 3 rd – 28 th Sept, 2018 1 st – 26 th Oct, 2018 28 th Jan – 22 nd February, 2019 1 st – 26 th April, 2019 3 rd – 29 th June, 2019
Records Management Course	Officers handling Records	4 weeks	120,640	97,440	3 rd – 28 th Sept, 2018 29 th Oct – 23 rd Nov, 2018 28 th Jan -22 nd February, 2019 1 st -26 th April, 2019 3 rd – 28 th June, 2019
Communication Skills Development Course		2 weeks	60,320	48,720	2 nd – 13 th July, 2018 17 th – 28 th Sept, 2018 11 th – 22 nd February, 2019 22 nd April – 3 rd May, 2019 3 rd – 14 th June, 2019
Executive Secretarial Course	Senior Secretaries that have undergone Secretarial Management Training	3 weeks	88,160	73,080	10 th – 28 th Sept, 2018 4 th – 22 nd February, 2019 20 th May – 7 th June, 2019
Secretarial Management Training Course	Secretaries working for middle & managers	4 weeks	120,640	97,440	3 rd – 28 th Sept, 2018 28 th Jan – 22 nd Feb, 2019 1 st – 26 th April, 2019 27 th May – 21 st June, 2019
Office Management Course		2 weeks	60,320	48,720	1 st – 12 th Oct, 2018 18 th –29 th March, 2019 22 nd April to 3 rd May, 2019
Management Course for Social Development Workers	Officers involved in social development work in National and County Governments, NGOs, and CBOs.	4 weeks	120,640	97,440	24 th Sept – 19 th Oct, 2018 11 th Feb. – 8 th March, 2019 20 th May – 14 th June, 2019
Disaster Management Seminar	Officers involved in disaster preparedness and management	1 week	35,264	24,360	29 th Oct – 2 nd Nov, 2018 28 th Jan – 1 st Feb, 2019 3 rd – 7 th June, 2019 24 th – 28 th June, 2019

Conflict Management and Resolution Course		1 week	35,264	24,360	2 nd – 6 th October, 2018 28 th Jan – 1 st Feb, 2019 6 th – 10 th May, 2019 24 th – 28 th June, 2019
Public Prosecution Course	Auditors, immigration officers & all officers whose duties include enforcement of various laws	4 weeks	120,640	97,440	3 rd – 28 th Sept, 2018 28 th Jan – 22 nd Feb, 2019 3 rd – 28 th June 2018
Supervisory Skills Development Course	Supervisors who are in-charge & accountable for sections and unit performance	2 weeks	60,320	48,720	23 rd July – 3 rd Aug, 2018 8 th – 19 th Oct, 2018 11 th - 22 nd February ,2019 25 th Feb – 8 th March, 2019 11 th – 22 nd March, 2019 18 th – 29 th March, 2019 15 th – 26 th April, 2019 13 th – 24 th May, 2019 17 th – 28 th June, 2019
Management Skills Development Course		4 weeks	120,640	97,440	22 nd Oct – 16 th Nov, 2018 28 th Jan – 22 nd Feb, 2019 6 th – 31 st May, 2019 3 rd – 28 th June, 2019
Induction Course		1 week	35,264	24,360	When need arises
Training of Trainers	Trainers, training managers, community workers and personnel officers	2 weeks	60,320	48,720	29 th Oct – 9 th Nov, 2018 28 th Jan – 8 th February, 2019 6 th – 17 th May, 2019 3 rd – 14 th June, 2019
Proficiency Course for Clerical Officers	Clerical Officers	2 weeks	60,320	48,720	July/August
Telephone Supervisors Course	Officers who have undergone Telephone operators course	3 months	327,120	-	10 th Sept – 30 th Nov, 2018 1 st April – 21 st June, 2019
Ethics & Integrity Course	Managers across all functions who understand the need to know more about critical ethical issues	1 week	35,264	24,360	3 rd – 7 th Sept, 2018 4 th – 8 th February, 2019 6 th – 10 th May, 2018

- Detailed information about the School can be accessed from the KSG Website: www.ksg.ac.ke OR www.mombasa@ksg.ac.ke
- All courses are open to participants from the **Government, NGOs, and Private Organizations.**
- The course fee is payable to the Director, Kenya School of Government, Mombasa, Kenya Commercial Bank, Treasury Square Mombasa, **A/C No. 1145993303.**
- The fees and charges are **VAT inclusive**
- **Confirmation of payment should be made two (2) weeks before the commencement of the course.**
- **The school also offers other services as detailed below:**
- Outreach programs(programs conducted outside the Campus premises shall be charged as follows:
 - a) Ksh. 5800 per participant for a minimum class of 20 persons at a venue within a radius of fifty (50) kilometers.
 - b) Ksh. 81200 per day for any group below 20 participants at avenue within a radius of fifty (50) kilometers.
 - c) Programs run outside the 50 kilometer radius will be charged at ksh. 81200 per day plus the cost of transportation and subsistence for the school's facilitators.
 - d) Other charges including cocktails and related parties shall be charged as per client requests.
- Whereas the charges for Consultancy, Research and advisory services will depend on the complexity and location of the assignment, the following rates shall apply unless otherwise guided:

▪ **HOSTEL CHARGES**

S/NO	TYPE	FULL BOARD	HALF BOARD	BED AND BREAKFAST	BED ONLY
1.	Single Self-Contained	4,037.00	2,900.00	1,740.00	1,392.00
2.	Single Non Self-Contained	3,364.00	2,320.00	1,392.00	696.00

▪ **OTHER CHARGES**

S/NO	SERVICE	CHARGES
	Hire Of Tsavo Hall (Above 100 Pax)	52,200.00
1.	Hire Of Bahari & Sokoke Halls (55 – 100 Pax)	17,400.00
2.	Hire Of Room 66 & Others (40 – 55 Pax)	9,280.00
3.	Hire Of Ordinary Rooms (15 -30 Pax)	6,960.00
4.	Hire Of Board Room Size (Less Than 15 Pax)	5,800.00
5.	Hire Of Computer Lab (25 Pax)	29,000.00
6.	Full Conference Package	2,552.00
7.	Lunch Or Supper (Per Meal)	1,160.00
8.	Tea With Snacks (10 Or 4 O'clock)	406.00
9.	Bottled Water (1 Litre)	140.00
10.	LCD Projector	5,800.00
11.	Public Address System	5,800.00

Note: Payment and confirmation of booking to be made two (2) weeks before commencement date.

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