



# KENYA SCHOOL OF GOVERNMENT

*Empowering the Public Service*

## MOMBASA CAMPUS

### TRAINING CALENDAR 2023-2024



## **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 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 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 is subject to fulfilment of course prerequisites.
- IX. The COVID-19 pandemic in Kenya and around the world has challenged the School into placing more and more programs on the e-learning platform, including programs that focus on the competency of health workers engaged in the fight against the pandemic and frontline officers in other professions.
- X. Consultations with the Ministry of Health has resulted in establishment of measures that enhance health and safety of course participants.
- XI. Training dates for all programs may be as far as possible scheduled to suit client convenience.
- XII. Enrolment in all training programs is open. More information may be obtained at [www.ksg.ac.ke](http://www.ksg.ac.ke)

The training calendar for the 2023/2024 Financial Year is presented below.

## MOMBASA CAMPUS TRAINING CALENDAR

### SCHEDULE OF COURSES FOR 2023/2024

| CODE                                 | PROGRAMME   | DURATION | TARGET GROUP   | DATES  | COST (KSHS.)  |
|--------------------------------------|---|----------|--|--|---|
| <b>EXECUTIVE LEADERSHIP PROGRAMS</b> |   |          |  |  |   |
| <b>AOP</b>                           | <b>Accounting Officers Program</b>                          | 1 Week   | Accounting Officers in Ministries, County Governments, State Corporations, Constitutional Commissions, Legislature, Judiciary, Independent offices, and private sector corporates. | On request   | 175,000 (Non-Residential)   |
| <b>LPC</b>                           | <b>Induction Program for Cabinet Secretaries/ Ministers</b> | 4 Days   | Prepares Cabinet Secretaries to appreciate their responsibilities within Cabinet and Ministries, and their obligation to citizens.   | On request   |   |
| <b>LPS</b>                           | <b>Induction Program for Principal Secretaries</b>          | 1 Week   | Prepares Principal Secretaries to appreciate their responsibilities within Ministries, and their obligation to citizens.   | On request   |   |
| <b>IPSB</b>                          | <b>Induction Program for Public Sector Boards</b>           | 3 Days   | Newly appointed or reconstituted Public Sector Boards  | On request   |   |
| <b>ATI</b>                           | <b>Access to Information in the Public Service Course</b>   | 1 Week   | Heads of Departments who bear the responsibility of coordination and release of Information within the law.  | Sept. 18 – 22, 2023<br>April 22 – 26, 2024   | 78,200 (Resident)<br>44,000 (Non-Residential)                         |
| <b>TLC</b>                           | <b>Transformative Leadership Course</b>                     | 1 Week   | Public officials and other individuals responsible for institutional and business re-engineering in their organizations.   | Nov. 13-17, 2023<br>March 25 – 29, 2024  | 78,200 (Resident)<br>44,000 (Non-Residential)                         |
| <b>SLDP</b>                          | <b>Strategic Leadership Development Program</b>             | 6 Weeks  | Officers in leadership and policy-making roles, typically in Job Grades N and above, and their equivalent.   | July 10- Aug. 18, 2023<br>July 24 – Sept. 1, 2023<br>Sept. 18 – Oct. 27, 2023<br>Oct. 2 – Nov. 10, 2023<br>Oct. 16 – Nov. 24, 2023 | 136,648 (Residential)<br>121,800 (Non-Residential)<br>89,037 (Online) |

## SCHEDULE OF COURSES FOR 2023/2024

| CODE        | PROGRAMME  | DURATION | TARGET GROUP  | DATES  | COST (KSHS.)                                     |
|-------------|--|----------|---|--|--|
|             |  |          |   | Jan. 15 – Feb. 23, 2024<br>Jan. 29 – March 8, 2024<br>March 11-Apr. 19, 2024<br>March 25 - May 3, 2024<br>May 6 - June 14, 2024<br>May 20 – June 28, 2024<br>June 17 – July 26, 2024<br>July 1- Aug. 9, 2024 |  |
| <b>CLG</b>  | <b>Corporate Governance</b>  | 1 Week   | Officers in leadership positions or those preparing to take up such positions in the public and private sector.   | On request   | 120,000 per group per day (Non-residential)      |
| <b>CGPS</b> | <b>Corporate Governance for Public Sector Boards</b>                   | 1 Week   | Members of constitutional commissions and boards or councils of state corporations and other semi-autonomous government agencies.                           | On request   | 120,000 per group per day (Non-residential)      |
| <b>PWL</b>  | <b>Women Leadership Development Program</b>                            | 1 Week   | Women leaders and women preparing for leadership positions in public service or private sector.   | On request   | 120,000 per group per day (Non-residential)      |
| <b>PVS</b>  | <b>Public Service Values and Ethics Program for Senior Officers</b>    | 3 Days   | Senior officials in public and private sector organizations.  | Nov. 6 - 8, 2023<br>March 18 - 20, 2024<br>June 10 - 12, 2024  | 35,264 (Residential)<br>24,360 (Non-Residential) |
| <b>TLW</b>  | <b>Transformative Leadership Programme for County Women Executives</b> | 1 Week   | Women Executives in Leadership Positions  | On request   | 120,000 per group per day (Non-residential)      |
| <b>GMU</b>  | <b>Governance &amp; Management of Urban Areas &amp; Cities</b>         | 2 Weeks  | Officers involved in planning implementation, monitoring and evaluation of development programs in all levels of government and other development agencies. | Oct. 16 - 27, 2023<br>Dec. 4 – 15, 2023<br>Feb. 5 – 16, 2024<br>May 13 - 24, 2024<br>July 1 – 12, 2024   | 60,320 (Residential)<br>48,720 (Non-Residential) |

| SCHEDULE OF COURSES FOR 2023/2024 |   |          |  |   |  |
|-----------------------------------|---|----------|--|---|--|
| CODE                              | PROGRAMME   | DURATION | TARGET GROUP   | DATES   | COST (KSHS.)   |
| MANAGEMENT DEVELOPMENT PROGRAMS   |   |          |  |   |  |
| <b>SMC</b>                        | <b>Senior Management Course</b>                                 | 4 Weeks  | Managers responsible for managing resources in their organizations' and are in 'JG' K and above or its equivalent        | July 3 - 28, 2023<br>Aug. 7 – Sept. 1, 2023<br>Sept. 11- Oct. 6, 2023<br>Oct. 16 – Nov. 10, 2023<br>Nov. 20 - Dec. 15, 2023<br>Jan. 15 – Feb. 9, 2024<br>Feb. 19–March 15, 2024<br>March 25–Apr. 19, 2024<br>Apr. 29 – May 24, 2024<br>June 3 – 28, 2024<br>July 8 - Aug. 2, 2024 | 120,640 (Residential)<br>97,440 (Non-Residential)<br>79,800 (Online) |
| <b>GDP</b>                        | <b>Gender and Development Program</b>                           | 1 Week   | Officers in the public sector in Job Groups H, J and K or equivalent and have at least two (2) years working experience. | Aug. 14 - 18, 2023<br>March 18 – 22, 2024<br>June 10 - 14, 2024   | 35,264 (Residential)<br>24,360 (Non-Residential)                     |
| <b>YLD</b>                        | <b>Young Leaders Development Program</b>                        | 1 Week   | Leaders from across universities & middle level colleges including elected, nominated & aspiring young leaders           | Sept. 11 – 15, 2023<br>March 4– 8, 2024   | 35,264 (Residential)<br>24,360 (Non-Residential)                     |
| <b>CRC</b>                        | <b>Conflict Prevention Management and Resolution Course</b>     | 1 Week   | Ward Administrators, Administration officers and security officers   | Oct. 23–27, 2023<br>March 25 – 29, 2024<br>June 10 - 14, 2024   | 35,264 (Residential)<br>24,360 (Non-Residential)                     |
| <b>TOT</b>                        | <b>Training of Trainers</b>                                     | 2 Weeks  | Trainers, training managers, members of training committees, human resource officers and community officers              | On request  | 60,320 (Residential)<br>48,720 (Non-Residential)<br>30,780 (Online)  |
| <b>PVM</b>                        | <b>Public Service Values and Ethics for Managerial Officers</b> | 1 Week   | Middle level-managers in the national and county governments.  | Nov. 6 - 10, 2023<br>March 18 - 22, 2024<br>June 10 - 14, 2024  | 35,264 (Residential)<br>24,360 (Non-Residential)                     |
| <b>SDG</b>                        | <b>Sustainable Development</b>                                  | 1 week   | Officers involved in planning  | Oct. 23 – 27, 2023  | 35,264 (Residential)   |

| SCHEDULE OF COURSES FOR 2023/2024 |   |          |   |  |  |
|-----------------------------------|---|----------|---|--|--|
| CODE                              | PROGRAMME   | DURATION | TARGET GROUP  | DATES  | COST (KSHS.)                                     |
|                                   | <b>Goals Training Program</b>   |          | implementation, monitoring and evaluation of development programs in all levels of government and other development agencies.   | April 22 – 26, 2024  | 24,360 (Non-Residential)                         |
| <b>PFI</b>                        | <b>Public Policy Formulation and Implementation</b>                     | 1 week   | Managers who are responsible for policy development.  | Aug. 14 - 18, 2023<br>Oct. 9 - 13, 2023<br>April 22 – 26, 2024                     | 35,264 (Residential)<br>24,360 (Non-Residential) |
| <b>MCS</b>                        | <b>Management of Child Protection Services</b>                          | 2 Weeks  | Children officers   | On request   | 44,000 (Non-Residential)<br>30,780 (Online)      |
| <b>CCRM</b>                       | <b>Essentials of Counselling in the Public Service</b>                  | 2 Weeks  | All public officers   | July 17 - 28, 2023<br>Nov. 13 - 24, 2023<br>Feb. 12 - 23, 2024<br>May 6 - 17, 2024 | 60,320 (Residential)<br>48,720 (Non-Residential) |
| <b>ESCD</b>                       | <b>Mainstreaming Economic Social and Cultural Rights in Development</b> | 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. | On request   | 120,000 per group per day (Non-residential)      |
| <b>PSP</b>                        | <b>Pedagogy for Senior Programs</b>                                     | 2 Weeks  | Training practitioners, training managers, public officials, and private sector practitioners responsible for facilitation of programs.   | Oct. 9 - 20, 2023<br>Feb. 19 – March 1, 2024<br>May 13 - 24, 2024                  | 60,320 (Residential)<br>48,720 (Non-Residential) |
| <b>ICPS</b>                       | <b>Innovation and Creativity in the Public Service</b>                  | 2 Weeks  | Administrators, Human resource and Human development officers, Innovation and Business development officers, Marketing managers, and Senior ICT officers.   | Nov. 13 - 24, 2023<br>Feb. 5 - 16, 2024<br>May 13 - 24, 2024                       | 60,320 (Residential)<br>48,720 (Non-Residential) |



| <b>SCHEDULE OF COURSES FOR 2023/2024</b> |   |                 |  |  |  |
|--|---|-----------------|--|--|--|
| <b>CODE</b>                              | <b>PROGRAMME</b>  | <b>DURATION</b> | <b>TARGET GROUP</b>  | <b>DATES</b>   | <b>COST (KSHS.)</b>                              |
| <b>POMC</b>                              | <b>Police Officers Middle Management Course</b>                   | 3 Months        | Chief Inspectors   | On request   | 202,500 (Residential)                            |
| <b>COMMUNICATION MANAGEMENT PROGRAMS</b> |   |                 |  |  |  |
| <b>CMW</b>                               | <b>Conduct of Meetings and Minute Writing Course</b>              | 1 Week          | Officers whose portfolios entail chairing or taking minutes in meetings.                                     | Sept. 25 – 29, 2023<br>Dec. 4 – 8, 2023<br>March 4 – 8, 2024<br>June 10 – 14, 2024<br>July 24 – 28, 2024 | 35,264 (Residential)<br>24,360 (Non-Residential) |
| <b>LMIS</b>                              | <b>Integrated Library Management Information System</b>           | 2 Weeks         | Officers responsible for Provision of Library Services   | On request   | 60,320 (Residential)<br>48,720 (Non-Residential) |
| <b>RWC</b>                               | <b>Report Writing Course</b>                                      | 1 Week          | Officers involved in preparation of reports.   | Aug. 14- 18, 2023<br>Nov. 13 - 17, 2023<br>Feb. 19 – 23, 2024<br>April 22 - 26, 2024<br>June 3 – 7, 2024 | 35,264 (Residential)<br>24,360 (Non-Residential) |
| <b>PEM</b>                               | <b>Government Protocol, Etiquette and Event Management Course</b> | 1 Week          | Senior officers, protocol officers, event managers, front office staff, and other interested persons.        | July 10 - 14, 2023<br>Oct. 9 - 13, 2023<br>Feb. 5 – 9, 2024<br>May 20 – 24, 2024                         | 35,264 (Residential)<br>24,360 (Non-Residential) |
| <b>BPB</b>                               | <b>Personal Branding</b>  | 1 Week          | All Public Officers.   | July 24 – 28 , 2023<br>Dec. 4 - 8, 2023<br>April 8 – 12, 2024  | 35,264 (Residential)<br>24,360 (Non-Residential) |
| <b>CMC</b>                               | <b>Preparation of Cabinet Memoranda</b>                           | 1 Week          | Senior officers in the public service responsible for production of Cabinet Memos.                           | On request   | 35,264 (Residential)<br>24,360 (Non-Residential) |
| <b>EBP</b>                               | <b>Preparation of Board Papers</b>                                | 1 Week          | Senior officers in the public service and private organizations responsible for preparation of Board Papers. | On request   | 35,264 (Residential)<br>24,360 (Non-Residential) |
| <b>PRCC</b>                              | <b>Public Relations &amp; Customer Care Course</b>                | 2 Weeks         | Officers responsible for customer engagement in  | July 17 - 28, 2023<br>Sept. 4 – 15, 2023   | 60,320 (Residential)<br>48,720 (Non-Residential) |



| SCHEDULE OF COURSES FOR 2023/2024 |   |          |  |  |   |
|-----------------------------------|---|----------|--|--|---|
| CODE                              | PROGRAMME   | DURATION | TARGET GROUP   | DATES  | COST (KSHS.)                                      |
|                                   |   |          | National and County government, as well as non-government.   | Oct. 9 – 20, 2023<br>Nov. 13 – 24, 2023<br>Dec. 4 – 15, 2023<br>Feb. 4 – 15, 2024<br>March 11 – 22, 2024<br>May 6 – 17, 2024<br>June 10 – 21, 2024<br>July 15 – 26, 2024 | 30,780 (Online)                                   |
| <b>CSET</b>                       | <b>Public Service Excellence for Technical Officers</b> | 4 Weeks  | Technical Officers in the Public, Private and NGO sectors.   | On request   | 120,640 (Residential)<br>97,440 (Non-Residential) |
| <b>QMCS</b>                       | <b>Service Quality Audit</b>                            | 1 Week   | Customer Service Excellence Quality Standard Assessors/ auditors in the Public Service, Private Sector and NGOs.   | July 24 - 28, 2023<br>Oct. 23 - 27, 2023<br>Feb. 5 - 9, 2024   | 35,264 (Residential)<br>24,360 (Non-Residential)  |
| <b>SWC</b>                        | <b>Speech Writing Course</b>                            | 1 Week   | Speech writers, communication officers, personal assistants, and advisors to senior officers.  | On request   | 35,264 (Residential)<br>24,360 (Non-Residential)  |
| <b>PSP</b>                        | <b>Public Speaking and Presentation Skills Course</b>   | 1 Week   | Heads of Departments, Commissioners, County Administrators, advisors to senior officers, and other senior public officers responsible for presenting reports and speeches. | Sept. 25 – 29 2023<br>Nov. 13 - 17, 2023<br>March 11 – 15, 2024<br>June 3 – 7, 2024  | 35,264 (Residential)<br>24,360 (Non-Residential)  |
| <b>CSD</b>                        | <b>Communication Skills for Public Service Officers</b> | 2 Weeks  | Officers in county and national governments involved in packaging and disseminating information  | July 17 - 28, 2023<br>Oct. 2 - 13, 2023<br>Nov. 13 – 24, 2023<br>March 4 – 15, 2024<br>May 13 - 24, 2024<br>June 17 – 28 , 2024  | 60,320 (Residential)<br>48,720 (Non-Residential)  |
| <b>ITCS</b>                       | <b>Induction Program in Public Service Excellence</b>   | 1 Week   | Newly employed officers and other interested persons.  | July 10 - 14, 2023<br>Nov. 13 - 17, 2023<br>March 11 - 15, 2024  | 35,264 (Residential)<br>24,360 (Non-Residential)  |

| SCHEDULE OF COURSES FOR 2023/2024 |  |          |   |   |   |
|-----------------------------------|--|----------|---|---|---|
| CODE                              | PROGRAMME  | DURATION | TARGET GROUP  | DATES   | COST (KSHS.)  |
|                                   | <b>SUPERVISORY SKILLS DEVELOPMENT PROGRAMS</b>     |          |   |   |   |
| <b>PSI</b>                        | <b>Public Service Induction Program</b>            | 4 weeks  | Newly employed officers in the public service for National and County Governments, independent commissions and state corporations | Oct. 2- 27, 2023<br>June 3 – 28, 2024   | 120,640 (Residential)<br>97,440 (Non-Residential)                   |
| <b>SSD</b>                        | <b>Supervisory Skills Development Course</b>       | 2 Weeks  | Officers in supervisory roles who are accountable for performance   | July 3 – 14, 2023<br>Aug. 14 – 25 , 2023<br>Sept. 4 - 15, 2023<br>Nov. 13 – 24, 2023<br>Dec. 4 – 15, 2023<br>Jan. 15 - 26, 2024<br>Feb. 12 - 23, 2024<br>March 11 – 22, 2024<br>April 15 - 26, 2024<br>May 6 – 17, 2024<br>June 10 – 21, 2024 | 60,320 (Residential)<br>48,720 (Non-Residential)<br>30,780 (Online) |
| <b>SMS</b>                        | <b>Management Skills Course</b>                    | 4 Weeks  | Supervisors in JG “G” and above or equivalent   | Sept. 4 – 29, 2023<br>Oct. 30 – Nov. 24, 2023<br>Feb. 5 – March 2, 2024<br>April 1 – 26, 2024<br>June 17 - July 12, 2024  | 120,640 (Residential)<br>97,440 (Non-Residential)                   |
| <b>MOA</b>                        | <b>Management Course for Office Administrators</b> | 4 Weeks  | Senior office administrators in ministries, county Governments and state corporations.  | Nov. 6 – Dec. 1, 2023<br>Feb. 5 - March 1, 2024<br>April 1 - 26, 2024   | 120,640 (Residential)<br>97,440 (Non-Residential)                   |
| <b>RMC</b>                        | <b>Records Management Course</b>                   | 4 Weeks  | Officers handling records   | Sept. 4 – 29, 2023<br>March 4 - 29, 2024<br>June 10 – July 5, 2024  | 120,640 (Residential)<br>97,440 (Non-Residential)                   |
| <b>PCC</b>                        | <b>Proficiency Course for Clerical Officers</b>    | 2 Weeks  | Officers intending to sit for Proficiency Examination for Clerical Officers   | July 17 – 28, 2023  | 60,320 (Residential)<br>48,720 (Non-Residential)                    |

| SCHEDULE OF COURSES FOR 2023/2024                  |   |          |  |   |   |
|--|---|----------|--|---|---|
| CODE   | PROGRAMME                                   | DURATION | TARGET GROUP   | DATES   | COST (KSHS.)                                      |
| SEC  | Proficiency/Skills Enhancement Course       | 4 Weeks  | Officers in Job Group 'A' to 'G'   | July 15 – Aug. 9, 2024  | 120,640 (Residential)<br>97,440 (Non-Residential) |
| RPP  | Retirement Planning                         | 1 Week   | All employees in the public service.   | July 17 - 21, 2023<br>Aug. 21- 25, 2023<br>Sept. 11 – 15, 2023<br>Oct. 23 - 27, 2023<br>Nov. 15 – 17, 2023<br>Dec. 4 – 8, 2023<br>Jan. 22 – 26, 2024<br>Feb. 12 – 16, 2024<br>March 4 – 8, 2024<br>April 22 – 26, 2024<br>May 20 – 24, 2024<br>June 17 – 21, 2024<br>July 1 – 5, 2024 | 35,264 (Residential)<br>24,360 (Non-Residential)  |
| HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMS |   |          |  |   |   |
| HRA  | Human Resource Advisory Committee Course    | 1 Week   | Members of Ministerial, County and HR Advisory Committees, Staff Advisory Committee Members  | On request  | 120,000 per group per day (Non-residential)       |
| PIM  | Productivity Measurement and Improvement    | 1 Week   | Human resource directors and managers, development officers and quality assurance officers.  | On request  | 78,200 (Residential)<br>44,000 (Non-Residential)  |
| CBPS   | 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) | On request  | 78,200 (Residential)<br>44,000 (Non-Residential)  |

### SCHEDULE OF COURSES FOR 2023/2024

| CODE | PROGRAMME   | DURATION | TARGET GROUP  | DATES  | COST (KSHS.)                                     |
|------|---|----------|---|--|--|
| MDPS | Dispute Mediation in the Public Service                       | 1 Week   | Middle and senior level managers.   | July 3 - 7, 2023<br>March 4 - 8, 2024<br>April 22 - 26, 2024                     | 78,200 (Residential)<br>44,000 (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. | On request   | 78,200 (Residential)<br>44,000 (Non-Residential) |
| HRM  | Human Resource Management & Development Course                | 1 Week   | Human resource managers   | Oct. 2 – 6, 2023<br>Nov. 6 – 10, 2023<br>May 10 – 14, 2024<br>June 21 - 25, 2024 | 35,264 (Residential)<br>24,360 (Non-Residential) |
| TCC  | Training Committee Course                                     | 1 week   | Members of training committees  | On request   | 120,000 per group per day (Non-residential)      |
| PMS  | Performance Management Systems                                | 2 Weeks  | Executive managers in the public sector   | July 3 – 14, 2023<br>Oct. 30–Nov. 10, 2023<br>April 8 – 19, 2024                 | 60,320 (Residential)<br>48,720 (Non-Residential) |
| PCP  | Performance Contracting in the Public Service                 | 1 Week   | All managers in the public sector.  | July 10 – 14, 2023<br>Nov. 13 - 17, 2023<br>May 20 – 24 , 2024                   | 35,264 (Residential)<br>24,360 (Non-Residential) |
| PSV  | Professional Standards & Values Program in the Public Service | 1 Week   | Executive managers in the public sector   | On request   | 120,000 per group per day (Non-residential)      |
| PMP  | Performance Measurement & Productivity in the Public Service  | 1 Week   | Senior managers in organizations  | On request   | 120,000 per group per day (Non-residential)      |
| MPC  | Management of Parliamentary Committee Hearing                 | 1 Week   | Committee members   | On request   | 120,000 per group per day (Non-residential)      |

| SCHEDULE OF COURSES FOR 2023/2024           |  |          |   |  |  |
|---|--|----------|---|--|--|
| CODE  | PROGRAMME  | DURATION | TARGET GROUP  | DATES  | COST (KSHS.)                                     |
| ESDA  | Essential Skills for Development Administration Course   | 1 Week   | Senior managers in organizations  | On request   | 120,000 per group per day (Non-residential)      |
| ECS   | Essential Counselling Skills in the Public Sector        | 2 Weeks  | Senior managers in organizations  | Nov. 13 – 24, 2023<br>March 4 – 15, 2024<br>June 3 -14, 2024                         | 60,320 (Residential)<br>48,720 (Non-Residential) |
| FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS |  |          |   |  |  |
| IPSA  | International Public Sector Accounting Standards (IPSAS) | 2 weeks  | Officers involved in financial recording, accounting and reporting.   | July 17 - 28, 2023<br>Oct. 16 -27, 2023<br>Feb. 12 – 23, 2024<br>April 15- 26, 2024  | 60,320 (Residential)<br>48,720 (Non-Residential) |
| DFD   | Fiscal Decentralization                                  | 1 week   | Parliamentary committee clerks, county assembly committee clerks, senior staff in county Governments, and Institutions responsible for inter-governmental fiscal relations. | Aug. 14 - 18, 2023<br>Nov. 20 – 24, 2023<br>March 4 – 8, 2024<br>May 6 – 10, 2024    | 35,264 (Residential)<br>24,360 (Non-Residential) |
| FID   | Fraud Investigation, Detection and Prevention            | 1 Week   | Law enforcement agents, internal auditors, treasurers, accountants and fund managers in all sectors.  | Aug. 14 - 18, 2023<br>Oct. 16 – 20, 2023<br>March 11 - 15, 2024<br>May 27 - 31, 2024 | 35,264 (Residential)<br>24,360 (Non-Residential) |
| PFM   | Public Finance Management Course                         | 1 week   | Officers responsible for budgeting, revenue policy, financial reporting and the financial advisory functions.   | Sept. 11 - 15, 2023<br>May 13 - 17, 2024<br>June 10- 14, 2024                        | 35,264 (Residential)<br>24,360 (Non-Residential) |
| ACT   | Audit Committee Training                                 | 3 Days   | Members of audit committees   | On request   | 120,000 per group per day (Non-residential)      |
| ARA   | Audit and Risk Assurance Training                        | 1 week   | Heads of audit and internal auditors  | Aug. 14- 18, 2023<br>Oct. 16- 20, 2023<br>March 18- 22, 2024<br>June 10- 14, 2024    | 35,264 (Residential)<br>24,360 (Non-Residential) |

| SCHEDULE OF COURSES FOR 2023/2024             |  |          |  |  |   |
|---|--|----------|--|--|---|
| CODE  | PROGRAMME  | DURATION | TARGET GROUP   | DATES  | COST (KSHS.)                                      |
| PCMM  | Public Procurement & Contract Management                   | 2 Weeks  | Senior managers and accounting officers who are responsible for providing general oversight of the procurement process.                      | Sept. 11- 22, 2023<br>Nov. 13 - 24, 2023<br>March 18 - 29, 2024<br>May 20 - 31, 2024                       | 60,360 (Residential)<br>48,720 (Non-Residential)  |
| PCMP  | Public Procurement & Contract Management for Practitioners | 1 Week   | Officers responsible for procurement processes in government.  | On request   | 35,264 (Residential)<br>24,360 (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   | 35,264 (Residential)<br>24,360 (Non-Residential)  |
| PBB   | Program-Based Budgeting Training                           | 1 week   | Officers involved in budgeting in the National and County Governments.   | On request   | 35,264 (Residential)<br>24,360 (Non-Residential)  |
| AMC   | Asset Management Course                                    | 1 week   | Managers in charge of development and maintenance of inventory of assets and liabilities.  | On request   | 35,264 (Residential)<br>24,360 (Non-Residential)  |
| FNF   | Finance for Non-Finance Managers Course                    | 1 Week   | Officers handling financial responsibilities but have no formal training in finance  | July 10 – 14, 2023<br>Sept. 18 - 22, 2023<br>Nov. 20 - 24, 2023<br>March 18 - 22, 2024<br>May 6 - 10, 2024 | 35,264 (Residential)<br>24,360 (Non-Residential)  |
| PROJECT MANAGEMENT AND ENVIRONMENTAL PROGRAMS |  |          |  |  |   |
| PPM   | Project Planning & Management                              | 4 Weeks  | Project managers, engineers, architects, surveyors, and other professionals involved in developing and managing projects                     | Sept. 4 - 29, 2023<br>Oct. 30 – Nov. 24, 2023<br>Feb. 5 - March 1, 2024<br>May 6 - 31, 2024                | 120,640 (Residential)<br>97,440 (Non-Residential) |
| 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                            | Sept. 18 - 29, 2023<br>May 6 - 17, 2024  | 60,360 (Residential)<br>48,720 (Non-Residential)  |

| <b>SCHEDULE OF COURSES FOR 2023/2024</b> |  |                 |  |   |  |
|--|--|-----------------|--|---|--|
| <b>CODE</b>                              | <b>PROGRAMME</b>   | <b>DURATION</b> | <b>TARGET GROUP</b>  | <b>DATES</b>  | <b>COST (KSHS.)</b>                              |
| <b>SIA</b>                               | <b>Social Impact Assessment in Project Management</b>                      | 3 Weeks         | Engineers, social specialists and officers responsible for project implementation at national and county levels.   | Sept. 4 – 22, 2023<br>March 4 – 22, 2024  | 90,000 (Residential)<br>73,030 (Non-Residential) |
| <b>SRM</b>                               | <b>Social Risk Management in Development</b>                               | 2 Weeks         | Engineers, social specialists, environmental specialists, legal officers and decision makers responsible for project implementation.   | Aug. 14 - 25, 2023<br>Oct. 16 – 27, 2023<br>Feb. 12 - 23, 2024<br>May 20 - 31, 2024   | 60,360 (Residential)<br>48,720 (Non-Residential) |
| <b>LEDP</b>                              | <b>Local Economic Development</b>  | 2 Weeks         | Ward, Village and Sub county administrators, municipal boards, agricultural and industrial officers, among other technical officers responsible for local economic development projects in county Governments. | July 17 - 28, 2023<br>Sept. 18 - 29, 2023<br>Nov. 13 - 24, 2023<br>April 8 - 19, 2024 | 60,360 (Residential)<br>48,720 (Non-Residential) |
| <b>GGEM</b>                              | <b>Green Growth and Circular Economy</b>                                   | 1 Week          | Policy makers, senior managers and technical officers at the national and county government, public sector agencies, NGOs, and private sector actors.  | Aug. 7 - 11, 2023<br>Oct. 2 - 6, 2023<br>April 8 - 12, 2024<br>June 3 - 7, 2024       | 60,320 (Residential)<br>46,400 (Non-Residential) |
| <b>IEIA</b>                              | <b>Integrated Environmental Impact Assessment and Audit in Development</b> | 3 Weeks         | Trainers, practitioners, managers, non-governmental organizations, and other interest groups responsible for development projects.   | Sept. 4 - 22. 2023<br>March 4 - 22 2024<br>May 6 - 24,2024                            | 90,000 (Residential)<br>73,030 (Non-Residential) |
| <b>PPW</b>                               | <b>Project Proposal Writing Course</b>                                     | 1 Week          | Directors, administrators, officers, managers and coordinators involved in development of programmes and projects.   | July 10 - 14, 2023<br>Oct. 23 – 27, 2023<br>March 18 - 22, 2024<br>May 6 - 10, 2024   | 35,264 (Residential)<br>24,360 (Non-Residential) |
| <b>PCM</b>                               | <b>Project Cycle Management</b>  | 1 Week          | Officers with an interest in projects in National and County   | Aug. 14 - 18, 2023<br>Dec. 5 - 9, 2023  | 46,400 (Residential)<br>23,200 (Non-Residential) |



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|-----------------------------------|---|----------|--|--|--|
| CODE                              | PROGRAMME   | DURATION | TARGET GROUP   | DATES  | COST (KSHS.)                                     |
|                                   |   |          | Governments, NGOs and private sectors.   | March 11 – 15, 2024<br>May 6 – 10, 2024  |  |
| <b>RGP</b>                        | <b>Grant Proposal Writing</b>                           | 1 Week   | Officers responsible for resource mobilization, planning, and managing projects in both national and county governments as well as the private sector. | Aug. 21 - 25, 2023<br>Oct 30 – Nov. 3, 2023<br>March 4 – 8, 2024<br>May 6 - 10, 2024 | 35,264 (Residential)<br>24,360 (Non-Residential) |
| <b>RPW</b>                        | <b>Research Proposal Writing</b>                        | 1 Week   | Officers with research responsibilities and individuals enrolled in postgraduate programs  | Aug. 21 - 25, 2023<br>Dec. 4 – 8, 2023<br>Feb. 19 – 23, 2024<br>May 6 – 10, 2024     | 35,264 (Residential)<br>24,360 (Non-Residential) |
| <b>DSD</b>                        | <b>Data Analysis Skills Development</b>                 | 3 Weeks  | Officers responsible for research analysis and interpretation  | Sept. 4 - 22, 2023<br>March 4 – 22, 2024<br>May 6 – 24, 2024                         | 90,000 (Residential)<br>73,030 (Non-Residential) |
| <b>CMEP</b>                       | <b>Crisis Management and Emergency Preparedness</b>     | 1 Week   | Disaster management officers, fire brigade officers, police officers, and rescue and recovery agencies.  | Aug. 21 - 25, 2023<br>Nov. 13 - 17, 2023<br>Jan. 22 - 26, 2024<br>June 10 - 14, 2024 | 35,264 (Residential)<br>24,360 (Non-Residential) |
| <b>RBME</b>                       | <b>Results-Based Monitoring &amp; Evaluation Course</b> | 2 Weeks  | Officers involved in project development and management from all sectors including departmental heads, planners, and project coordinators.             | Aug. 14 - 18, 2023<br>Dec. 4 – 15, 2023<br>March 11 – 22, 2024<br>May 6 - 17, 2024   | 60,320 (Residential)<br>48,720 (Non-Residential) |
| <b>MDF</b>                        | <b>Managing Donor Funded Projects</b>                   | 1 Week   | Officers in the organizations, charged with the management of Donor projects   | Sept. 11 – 15, 2023<br>Feb. 19 – 23, 2024<br>June 3 – 7, 2024                        | 35,264 (Residential)<br>24,360 (Non-Residential) |
| e-LEARNING AND ICT PROGRAMS       |   |          |  |  |  |
| <b>ECS</b>                        | <b>Essential Computer Skills Course</b>                 | 2 Weeks  | Officers in need of computer skills  | Oct. 16 – 27, 2023<br>March 18 – 29, 2024<br>June 17– 28, 2024                       | 60,320 (Residential)<br>48,720 (Non-Residential) |

| SCHEDULE OF COURSES FOR 2023/2024             |   |          |  |            |   |
|---|---|----------|--|------------|---|
| CODE  | PROGRAMME   | DURATION | TARGET GROUP   | DATES      | COST (KSHS.)                                |
| COUNTY-SPECIFIC CAPACITY DEVELOPMENT PROGRAMS |   |          |  |            |   |
| ICEC  | Induction Program for County Executive Committee Members  | 1 Week   | Newly employed County Executive Committee Members  | On request | 120,000 per group per day (Non-residential) |
| ICG   | Induction Program for County Governors                    | 3 Days   | Newly elected Governors and Deputy Governors   | On request | 120,000 per group per day (Non-residential) |
| OSR   | Enhancement of County Own-Source Revenue                  | 1 Week   | County officers responsible for generation, and management of revenue from local resources | On request | 120,000 per group per day (Non-residential) |
| ICCO  | Induction Program for County Chief Officers               | 1 Week   | Newly employed Chief Officers  | On request | 120,000 per group per day (Non-residential) |
| IMCA  | Induction Program for Members of County Assembly (MCAs)   | 1 Week   | Elected or Nominated Members of County Assembly and County Assembly Clerks                 | On request | 120,000 per group per day (Non-residential) |
| ICD   | County Leadership Program for County Directors            | 1 Week   | Newly employed Directors   | On request | 120,000 per group per day (Non-residential) |
| ICA   | Induction Program for Ward Administrators                 | 2 Weeks  | Newly employed Ward Administrators   | On request | 120,000 per group per day (Non-residential) |
| ICS   | Induction Program for County Secretaries                  | 1 Week   | Newly appointed County Secretaries   | On request | 120,000 per group per day (Non-residential) |
| ICPS  | Induction Program for County Public Service Boards (CPSB) | 1 Week   | Newly employed members of the County Public Service Board                                  | On request | 120,000 per group per day (Non-residential) |
| MCAH  | Management of County Assembly Committee Hearings          | 1 Week   | Elected or nominated members of the county assembly.                                       | On request | 120,000 per group per day (Non-residential) |
| MPCH  | Management of Parliamentary Committee Hearings            | 1 Week   | Members of National Assembly, Chairs of House Committees, Members of House Committees.     | On request | 120,000 per group per day (Non-residential) |

| SCHEDULE OF COURSES FOR 2023/2024 |   |          |  |            |   |
|-----------------------------------|---|----------|--|------------|---|
| CODE                              | PROGRAMME   | DURATION | TARGET GROUP   | DATES      | COST (KSHS.)                                |
| CPC                               | County Development Planning                         | 1 Week   | Officers responsible for coordinating the preparation, development, implementation, monitoring and evaluation of plans, programs and projects in the counties. | On request | 120,000 per group per day (Non-residential) |
| CLC                               | Governance and Management of Devolved Systems       | 1 Week   | Senior officers in the county government   | On request | 120,000 per group per day (Non-residential) |
| CRGE                              | County Revenue Generation Skills Enhancement Course | 1 Week   | County officers responsible for revenue generation, collection and control.  | On request | 120,000 per group per day (Non-residential) |
| CCM                               | County Climate Change Funding Mechanism             | 1 Week   | Policy formulators and senior managers   | On request | 120,000 per group per day (Non-residential) |
| CHR                               | County Human Resource Management                    | 1 Week   | Human resource management and development officers, the secretariat of public service boards, and county human resource advisory committee members.            | On request | 120,000 per group per day (Non-residential) |
| CUSTOM-MADE PROGRAMS              |   |          |  |            |   |
| IPSB                              | Induction Program for the Public Service            | 1 Week   | Newly appointed, redeployed, re-designated or promoted officers at all levels.   | On request | 120,000 per group per day (Non-residential) |
| BSC                               | Balanced Score Card Course                          | 1 Week   | Officers responsible for performance management.   | On request | 120,000 per group per day (Non-residential) |
| IIPS                              | Public Service Induction Program for Interns        | 1 Week   | Persons interested in joining the public service internship program from training institutions.  | On request | 120,000 per group per day (Non-residential) |

| SCHEDULE OF COURSES FOR 2023/2024 |  |          |   |   |  |
|-----------------------------------|--|----------|---|---|--|
| CODE                              | PROGRAMME  | DURATION | TARGET GROUP  | DATES   | COST (KSHS.)                                     |
| ERM                               | E-Records and Paperless Office Management        | 1 Week   | Officers handling records   | On request  | 120,000 per group per day (Non-residential)      |
| CCS                               | Customer Care Skills Development Course          | 1 Week   | Front office staff, secretaries and personal assistants.  | On request  | 120,000 per group per day (Non-residential)      |
| SCM                               | Strategic Communication & Information Management | 1 Week   | All public officers   | Nov. 20-24, 2023<br>Feb. 19-23, 2024<br>May 27-31, 2024   | 78,200 (Residential)<br>44,000 (Non-Residential) |
| ONLINE PROGRAMS                   |  |          |   |   |  |
| SLDP                              | Strategic Leadership Development Program         | 10 Weeks | Officers in leadership and policy making roles, typically in Job Grades N and above, and their equivalent.        | Jul 31-Oct. 6, 2023<br>Oct.30, 2023-Jan.5,2024<br>March 11- May 17, 2024<br>June 17- Aug. 23, 2024      | 89,037 (Online)                                  |
| SMC                               | Senior Management Course                         | 8 Weeks  | Managers responsible for managing resources in their organizations' and are in 'JG' K and above or its equivalent | July 31 – Sept. 22, 2023<br>Oct. 23 – Dec. 15, 2023<br>Feb. 12 – April 5, 2024<br>June 3 –July 26, 2024 | 79,800 (Online)                                  |
| SSDC                              | Supervisory Skills Development Course            | 4 Weeks  | Officers in supervisory roles   | July 3 – 28, 2023<br>Sept. 4 - 29, 2023<br>Jan. 15 - Feb. 9, 2024<br>April 15 – May 10, 2024            | 30,780 (Online)                                  |

### **Charges for Customized Programs apply as follows:**

1. Kshs. 120,000 per day if the participants choose to have their own class and are less than 25 in number (tax -exclusive).
2. Kshs. 3,500 per person/day if the participants choose to have their own class and are more than 25 in number (tax-exclusive).
3. If the training is in KSG, there will be extra charges for either:
  - Accommodation: Kshs. 4,900 per night per person (tax-inclusive) or
  - Conference Package: Kshs. 3,500 per person per day (tax- inclusive)
4. If the training is out of KSG, other training administrative charges will be included. Transport and accommodation charges for the facilitators as per the SRC recommended rates.

### **A. 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

### **B. CONSULTANCIES**

- Kshs. 120,000 per day for consultancies (tax-exclusive) for participants less than 25.
- Other administrative charges will be included as per the agreement.
- If the consultancy is out of KSG, charges will be included such as transport and accommodation for the consultants as per the SRC recommended rates.

### **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, apply through the website or the link to the application portal: <http://41.89.60.50:7078/Account/Login>
- 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 the link sent to your email and apply for the course. For Campus select Mombasa and select the dates convenient to you.
- Upon successful application, a pro forma invoice is generated automatically from the system and saved on your portal where you made the application. Print the pro forma invoice from your participant's portal. Once your application details are verified, the offer letter will be processed and sent to your email, and a copy saved on the participant portal.

#### D. PAYMENT DETAILS

The course fee should be paid into the Kenya School of Government Mombasa Account, **after obtaining the admission letter and pro-forma invoice.**

Account Name: Kenya School of Government Mombasa Campus  
Account Number: 1145993303  
Bank Name: Kenya Commercial Bank  
Bank Branch: Treasury Square Mombasa  
Bank Code: 1102  
Swift Code: KCBLKENYX  
Pay bill No: 125338  
Account Number (Your Name)

#### E. FOR MORE INFORMATION CONTACT US

| KSG MOMBASA CAMPUS  |
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| Admissions Office<br>Kenya School of Government<br>P.O. Box 84027 - 80100<br>Mombasa, Kenya<br>Tel: (041) 2312785/2227113/ 2228800 /2226871<br>Cell: +254-743-178-109/+254-758-825-085<br>Email: <a href="mailto:admissions.mombasa@ksg.ac.ke">admissions.mombasa@ksg.ac.ke</a> |