



# KENYA SCHOOL OF GOVERNMENT

*Empowering the Public Service*

## MOMBASA CAMPUS

### TRAINING CALENDAR

2023/24



## **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	118,042 per group per day (Non-residential)
<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	118,042 per group per day (Non-residential)
<b>IPSB</b>	<b>Induction Program for Public Sector Boards</b>	3 Days	Newly appointed or reconstituted Public Sector Boards	On request	118,042 per group per day (Non-residential)
<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 April 22 – 26, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
<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 March 25 – 29, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard

### SCHEDULE OF COURSES FOR 2023/2024

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
<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 July 24 – Sept. 1, 2023 Sept. 18 – Oct. 27, 2023 Oct. 2 – Nov. 10, 2023 Oct. 16 – Nov. 24, 2023 Jan. 15 – Feb. 23, 2024 Jan. 29 – March 8, 2024 March 11-Apr. 19, 2024 March 25 - May 3, 2024 May 6 - June 14, 2024 May 20 – June 28, 2024 June 17 – July 26, 2024 July 1- Aug. 9, 2024	266,815 Residential Executive 240,357 Residential Standard 152,640 Non-Residential Standard
<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	118,042 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	118,042 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	118,042 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 March 18 - 20, 2024 June 10 - 12, 2024	118,042 per group per day (Non-residential)
<b>TLW</b>	<b>Transformative</b>	1 Week	Women Executives in	On request	118,042 per group per day

SCHEDULE OF COURSES FOR 2023/2024					
CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
	Leadership Programme for County Women Executives		Leadership Positions		(Non-residential)
GMU	Governance & Management of Urban Areas & Cities	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 Dec. 4 – 15, 2023 Feb. 5 – 16, 2024 May 13 - 24, 2024 July 1 – 12, 2024	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential Executive 68,586 Non-Residential Standard
MANAGEMENT DEVELOPMENT PROGRAMS					
SMC	Senior Management Course	4 Weeks	Managers responsible for managing resources in their organizations' and are in 'JG' K and above or its equivalent	July 3 - 28, 2023 Aug. 7 – Sept. 1, 2023 Sept. 11- Oct. 6, 2023 Oct. 16 – Nov. 10, 2023 Nov. 20 - Dec. 15, 2023 Jan. 15 – Feb. 9, 2024 Feb. 19–March 15, 2024 March 25–Apr. 19, 2024 Apr. 29 – May 24, 2024 June 3 – 28, 2024 July 8 - Aug. 2, 2024	255,316 Residential Executive 197,618 Residential Standard 132,288 Non-Residential Executive 114,989 Non-Residential Standard
GDP	Gender and Development Program	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 March 18 – 22, 2024 June 10 - 14, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
YLD	Young Leaders Development Program	1 Week	Leaders from across universities & middle level colleges including elected, nominated & aspiring young	Sept. 11 – 15, 2023 March 4– 8, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard

SCHEDULE OF COURSES FOR 2023/2024					
CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
			leaders		
<b>CRC</b>	<b>Conflict Prevention Management and Resolution Course</b>	1 Week	Ward Administrators, Administration officers and security officers	Oct. 23–27, 2023 March 25 – 29, 2024 June 10 - 14, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
<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	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential Executive 68,586 Non-Residential Standard
<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 March 18 - 22, 2024 June 10 - 14, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
<b>SDG</b>	<b>Sustainable Development Goals Training Program</b>	1 week	Officers involved in planning implementation, monitoring and evaluation of development programs in all levels of government and other development agencies.	Oct. 23 – 27, 2023 April 22 – 26, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
<b>PFI</b>	<b>Public Policy Formulation and Implementation</b>	1 week	Managers who are responsible for policy development.	Aug. 14 - 18, 2023 Oct. 9 - 13, 2023 April 22 – 26, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
<b>MCS</b>	<b>Management of Child Protection Services</b>	2 Weeks	Children officers	On request	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential Executive 68,586 Non-Residential Standard
<b>CCRM</b>	<b>Essentials of Counselling in the Public Service</b>	2 Weeks	All public officers	July 17 - 28, 2023 Nov. 13 - 24, 2023 Feb. 12 - 23, 2024	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential Executive



SCHEDULE OF COURSES FOR 2023/2024					
CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
				May 6 - 17, 2024	68,586 Non-Residential Standard
ESCD	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.	On request	118,042 per group per day (Non-residential)
PSP	Pedagogy for Senior Programs	2 Weeks	Training practitioners, training managers, public officials, and private sector practitioners responsible for facilitation of programs.	Oct. 9 - 20, 2023 Feb. 19 –March 1, 2024 May 13 - 24, 2024	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential Executive 68,586 Non-Residential Standard
ICPS	Innovation and Creativity in the Public Service	2 Weeks	Administrators, Human resource and Human development officers, Innovation and Business development officers, Marketing managers, and Senior ICT officers.	Nov. 13 - 24, 2023 Feb. 5 - 16, 2024 May 13 - 24, 2024	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential Executive 68,586 Non-Residential Standard
POMC	Police Officers Middle Management Course	3 Months	Chief Inspectors	On request	
COMMUNICATION MANAGEMENT PROGRAMS					
CMW	Conduct of Meetings and Minute Writing Course	1 Week	Officers whose portfolios entail chairing or taking minutes in meetings.	Sept. 25 – 29, 2023 Dec. 4 – 8, 2023 March 4 – 8, 2024 June 10 – 14, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard



SCHEDULE OF COURSES FOR 2023/2024					
CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
				July 24 – 28, 2024	
LMIS	Integrated Library Management Information System	2 Weeks	Officers responsible for Provision of Library Services	On request	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential Executive 68,586 Non-Residential Standard
RWC	Report Writing Course	1 Week	Officers involved in preparation of reports.	Aug. 14- 18, 2023 Nov. 13 - 17, 2023 Feb. 19 – 23, 2024 April 22 - 26, 2024 June 3 – 7, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
PEM	Government Protocol, Etiquette and Event Management Course	1 Week	Senior officers, protocol officers, event managers, front office staff, and other interested persons.	July 10 - 14, 2023 Oct. 9 - 13, 2023 Feb. 5 – 9, 2024 May 20 – 24, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
BPB	Personal Branding	1 Week	All Public Officers.	July 24 – 28 , 2023 Dec. 4 - 8, 2023 April 8 – 12, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
CMC	Preparation of Cabinet Memoranda	1 Week	Senior officers in the public service responsible for production of Cabinet Memos.	On request	118,042 per group per day (Non-residential)
EBP	Preparation of Board Papers	1 Week	Senior officers in the public service and private organizations responsible for preparation of Board Papers.	On request	118,042 per group per day (Non-residential)
PRCC	Public Relations & Customer Care Course	2 Weeks	Officers responsible for customer engagement in National and County government, as well as non-government.	July 17 - 28, 2023 Sept. 4 – 15, 2023 Oct. 9 – 20, 2023 Nov. 13 – 24, 2023 Dec. 4 – 15, 2023 Feb. 4 – 15, 2024	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential Executive 68,586 Non-Residential Standard

SCHEDULE OF COURSES FOR 2023/2024					
CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
				March 11 – 22, 2024 May 6 – 17, 2024 June 10 - 21, 2024 July 15 – 26, 2024	
<b>CSET</b>	<b>Public Service Excellence for Technical Officers</b>	4 Weeks	Technical Officers in the Public, Private and NGO sectors.	On request	255,316 Residential Executive 197,618 Residential Standard 132,288 Non-Residential Executive 114,989 Non-Residential Standard
<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 Oct. 23 - 27, 2023 Feb. 5 - 9, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
<b>SWC</b>	<b>Speech Writing Course</b>	1 Week	Speech writers, communication officers, personal assistants, and advisors to senior officers.	On request	118,042 per group per day (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 Nov. 13 - 17, 2023 March 11 – 15, 2024 June 3 – 7, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
<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 Oct. 2 - 13, 2023 Nov. 13 – 24, 2023 March 4 – 15, 2024 May 13 - 24, 2024 June 17 – 28 , 2024	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential Executive 68,586 Non-Residential Standard
<b>ITCS</b>	<b>Induction Program in Public Service Excellence</b>	1 Week	Newly employed officers and other interested persons.	July 10 - 14, 2023 Nov. 13 - 17, 2023 March 11 - 15, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive

SCHEDULE OF COURSES FOR 2023/2024					
CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
					38,821 Non-Residential Standard
	SUPERVISORY SKILLS DEVELOPMENT PROGRAMS				
PSI	Public Service Induction Program	4 weeks	Newly employed officers in the public service for National and County Governments, independent commissions and state corporations	Oct. 2- 27, 2023 June 3 – 28, 2024	255,316 Residential Executive 197,618 Residential Standard 132,288 Non-Residential Executive 114,989 Non-Residential Standard
SSD	Supervisory Skills Development Course	2 Weeks	Officers in supervisory roles who are accountable for performance	July 3 – 14, 2023 Aug. 14 – 25 , 2023 Sept. 4 - 15, 2023 Nov. 13 – 24, 2023 Dec. 4 – 15, 2023 Jan. 15 - 26, 2024 Feb. 12 - 23, 2024 March 11 – 22, 2024 April 15 - 26, 2024 May 6 – 17, 2024 June 10 – 21, 2024	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential Executive 68,586 Non-Residential Standard
SMS	Management Skills Course	4 Weeks	Supervisors in JG “G” and above or equivalent	Sept. 4 – 29, 2023 Oct. 30 – Nov. 24, 2023 Feb. 5 – March 2, 2024 April 1 – 26, 2024 June 17 - July 12, 2024	255,316 Residential Executive 197,618 Residential Standard 132,288 Non-Residential Executive 114,989 Non-Residential Standard
MOA	Management Course for Office Administrators	4 Weeks	Senior office administrators in ministries, county Governments and state corporations.	Nov. 6 – Dec. 1, 2023 Feb. 5 - March 1, 2024 April 1 - 26, 2024	255,316 Residential Executive 197,618 Residential Standard 132,288 Non-Residential Executive 114,989 Non-Residential Standard
RMC	Records Management Course	4 Weeks	Officers handling records	Sept. 4 – 29, 2023 March 4 - 29, 2024 June 10 – July 5, 2024	255,316 Residential Executive 197,618 Residential Standard 132,288 Non-Residential Executive

SCHEDULE OF COURSES FOR 2023/2024					
CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
					114,989 Non-Residential Standard
PCC	Proficiency Course for Clerical Officers	2 Weeks	Officers intending to sit for Proficiency Examination for Clerical Officers	July 17 – 28, 2023	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential Executive 68,586 Non-Residential Standard
SEC	Proficiency/Skills Enhancement Course	4 Weeks	Officers in Job Group ‘A’ to ‘G’	July 15 – Aug. 9, 2024	255,316 Residential Executive 197,618 Residential Standard 132,288 Non-Residential Executive 114,989 Non-Residential Standard
RPP	Retirement Planning	1 Week	All employees in the public service.	July 17 - 21, 2023 Aug. 21- 25, 2023 Sept. 11 – 15, 2023 Oct. 23 - 27, 2023 Nov. 15 – 17, 2023 Dec. 4 – 8, 2023 Jan. 22 – 26, 2024 Feb. 12 – 16, 2024 March 4 – 8, 2024 April 22 – 26, 2024 May 20 – 24, 2024 June 17 – 21, 2024 July 1 – 5, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
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	118,042 per group per day (Non-residential)

### SCHEDULE OF COURSES FOR 2023/2024

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
PIM	Productivity Measurement and Improvement	1 Week	Human resource directors and managers, development officers and quality assurance officers.	On request	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
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	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
MDPS	Dispute Mediation in the Public Service	1 Week	Middle and senior level managers.	July 3 - 7, 2023 March 4 - 8, 2024 April 22 - 26, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
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	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
HRM	Human Resource Management & Development Course	1 Week	Human resource managers	Oct. 2 – 6, 2023 Nov. 6 – 10, 2023 May 10 – 14, 2024 June 21 - 25, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
TCC	Training Committee Course	1 week	Members of training committees	On request	118,042 per group per day (Non-residential)

SCHEDULE OF COURSES FOR 2023/2024					
CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
PMS	Performance Management Systems	2 Weeks	Executive managers in the public sector	July 3 – 14, 2023 Oct. 30–Nov. 10, 2023 April 8 – 19, 2024	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential Executive 68,586 Non-Residential Standard
PCP	Performance Contracting in the Public Service	1 Week	All managers in the public sector.	July 10 – 14, 2023 Nov. 13 - 17, 2023 May 20 – 24 , 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
PSV	Professional Standards & Values Program in the Public Service	1 Week	Executive managers in the public sector	On request	118,042 per group per day (Non-residential)
PMP	Performance Measurement & Productivity in the Public Service	1 Week	Senior managers in organizations	On request	118,042 per group per day (Non-residential)
MPC	Management of Parliamentary Committee Hearing	1 Week	Committee members	On request	118,042 per group per day (Non-residential)
ESDA	Essential Skills for Development Administration Course	1 Week	Senior managers in organizations	On request	118,042 per group per day (Non-residential)
ECS	Essential Counselling Skills in the Public Sector	2 Weeks	Senior managers in organizations	Nov. 13 – 24, 2023 March 4 – 15, 2024 June 3 -14, 2024	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential Executive 68,586 Non-Residential Standard
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 Oct. 16 -27, 2023 Feb. 12 – 23, 2024	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential Executive

SCHEDULE OF COURSES FOR 2023/2024					
CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
				April 15- 26, 2024	68,586 Non-Residential Standard
<b>DFD</b>	<b>Fiscal Decentralization</b>	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 Nov. 20 – 24, 2023 March 4 – 8, 2024 May 6 – 10, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
<b>FID</b>	<b>Fraud Investigation, Detection and Prevention</b>	1 Week	Law enforcement agents, internal auditors, treasurers, accountants and fund managers in all sectors.	Aug. 14 - 18, 2023 Oct. 16 – 20, 2023 March 11 - 15, 2024 May 27 - 31, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
<b>PFM</b>	<b>Public Finance Management Course</b>	1 week	Officers responsible for budgeting, revenue policy, financial reporting and the financial advisory functions.	Sept. 11 - 15, 2023 May 13 - 17, 2024 June 10- 14, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
<b>ACT</b>	<b>Audit Committee Training</b>	3 Days	Members of audit committees	On request	118,042 per group per day (Non-residential)
<b>ARA</b>	<b>Audit and Risk Assurance Training</b>	1 week	Heads of audit and internal auditors	Aug. 14- 18, 2023 Oct. 16- 20, 2023 March 18- 22, 2024 June 10- 14, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
<b>PCMM</b>	<b>Public Procurement &amp; Contract Management</b>	2 Weeks	Senior managers and accounting officers who are responsible for providing general oversight of the procurement process.	Sept. 11- 22, 2023 Nov. 13 - 24, 2023 March 18 - 29, 2024 May 20 - 31, 2024	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential Executive 68,586 Non-Residential Standard
<b>PCMP</b>	<b>Public Procurement &amp; Contract</b>	1 Week	Officers responsible for procurement processes in government.	On request	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive



SCHEDULE OF COURSES FOR 2023/2024					
CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
	Management for Practitioners				38,821 Non-Residential Standard
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	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
PBB	Program-Based Budgeting Training	1 week	Officers involved in budgeting in the National and County Governments.	On request	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
AMC	Asset Management Course	1 week	Managers in charge of development and maintenance of inventory of assets and liabilities.	On request	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
FNF	Finance for Non-Finance Managers Course	1 Week	Officers handling financial responsibilities but have no formal training in finance	July 10 – 14, 2023 Sept. 18 - 22, 2023 Nov. 20 - 24, 2023 March 18 - 22, 2024 May 6 - 10, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
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 Oct. 30 – Nov. 24, 2023 Feb. 5 - March 1, 2024 May 6 - 31, 2024	255,316 Residential Executive 197,618 Residential Standard 132,288 Non-Residential Executive 114,989 Non-Residential Standard
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 May 6 - 17, 2024	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential Executive 68,586 Non-Residential Standard

### SCHEDULE OF COURSES FOR 2023/2024

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
<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 March 4 – 22, 2024	215,800 Residential Executive 156,507 Residential Standard 97,800 Non-Residential Executive 86,547 Non-Residential Standard
<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 Oct. 16 – 27, 2023 Feb. 12 - 23, 2024 May 20 - 31, 2024	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential Executive 68,586 Non-Residential Standard
<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 Sept. 18 - 29, 2023 Nov. 13 - 24, 2023 April 8 - 19, 2024	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential Executive 68,586 Non-Residential Standard
<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 Oct. 2 - 6, 2023 April 8 - 12, 2024 June 3 - 7, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
<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 March 4 - 22, 2024 May 6 - 24, 2024	215,800 Residential Executive 156,507 Residential Standard 97,800 Non-Residential Executive 86,547 Non-Residential Standard
<b>PPW</b>	<b>Project Proposal Writing Course</b>	1 Week	Directors, administrators, officers, managers and coordinators involved in	July 10 - 14, 2023 Oct. 23 – 27, 2023 March 18 - 22, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard

SCHEDULE OF COURSES FOR 2023/2024					
CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
			development of programmes and projects.	May 6 - 10, 2024	
PCM	Project Cycle Management	1 Week	Officers with an interest in projects in National and County Governments, NGOs and private sectors.	Aug. 14 - 18, 2023 Dec. 5 - 9, 2023 March 11 – 15, 2024 May 6 – 10, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
RGP	Grant Proposal Writing	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 Oct 30 – Nov. 3, 2023 March 4 – 8, 2024 May 6 - 10, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
RPW	Research Proposal Writing	1 Week	Officers with research responsibilities and individuals enrolled in postgraduate programs	Aug. 21 - 25, 2023 Dec. 4 – 8, 2023 Feb. 19 – 23, 2024 May 6 – 10, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
DSD	Data Analysis Skills Development	3 Weeks	Officers responsible for research analysis and interpretation	Sept. 4 - 22, 2023 March 4 – 22, 2024 May 6 – 24, 2024	215,800 Residential Executive 156,507 Residential Standard 97,800 Non-Residential Executive 86,547 Non-Residential Standard
CMEP	Crisis Management and Emergency Preparedness	1 Week	Disaster management officers, fire brigade officers, police officers, and rescue and recovery agencies.	Aug. 21 - 25, 2023 Nov. 13 - 17, 2023 Jan. 22 - 26, 2024 June 10 - 14, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard
RBME	Results-Based Monitoring & Evaluation Course	2 Weeks	Officers involved in project development and management from all sectors including departmental heads, planners, and project coordinators.	Aug. 14 - 18, 2023 Dec. 4 – 15, 2023 March 11 – 22, 2024 May 6 - 17, 2024	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential Executive 68,586 Non-Residential Standard
MDF	Managing Donor Funded Projects	1 Week	Officers in the organizations, charged with the management	Sept. 11 – 15, 2023 Feb. 19 – 23, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive

SCHEDULE OF COURSES FOR 2023/2024					
CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
			of Donor projects	June 3 – 7, 2024	38,821 Non-Residential Standard
e-LEARNING AND ICT PROGRAMS					
ECS	Essential Computer Skills Course	2 Weeks	Officers in need of Computer Skills	Oct. 16 – 27, 2023 March 18 – 29, 2024 June 17– 28, 2024	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential Executive 68,586 Non-Residential Standard
COUNTY-SPECIFIC CAPACITY DEVELOPMENT PROGRAMS					
ICEC	Induction Program for County Executive Committee Members	1 Week	Newly employed County Executive Committee Members	On request	118,042 per group per day (Non-residential)
ICG	Induction Program for County Governors	3 Days	Newly elected Governors and Deputy Governors	On request	118,042 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	118,042 per group per day (Non-residential)
ICCO	Induction Program for County Chief Officers	1 Week	Newly employed Chief Officers	On request	118,042 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	118,042 per group per day (Non-residential)
ICD	County Leadership Program for County Directors	1 Week	Newly employed Directors	On request	118,042 per group per day (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>ICA</b>	<b>Induction Program for Ward Administrators</b>	2 Weeks	Newly employed Ward Administrators	On request	118,042 per group per day (Non-residential)
<b>ICS</b>	<b>Induction Program for County Secretaries</b>	1 Week	Newly appointed County Secretaries	On request	118,042 per group per day (Non-residential)
<b>ICPS</b>	<b>Induction Program for County Public Service Boards (CPSB)</b>	1 Week	Newly employed members of the County Public Service Board	On request	118,042 per group per day (Non-residential)
<b>MCAH</b>	<b>Management of County Assembly Committee Hearings</b>	1 Week	Elected or nominated members of the county assembly.	On request	118,042 per group per day (Non-residential)
<b>MPCH</b>	<b>Management of Parliamentary Committee Hearings</b>	1 Week	Members of National Assembly, Chairs of House Committees, Members of House Committees.	On request	118,042 per group per day (Non-residential)
<b>CPC</b>	<b>County Development Planning</b>	1 Week	Officers responsible for coordinating the preparation, development, implementation, monitoring and evaluation of plans, programs and projects in the counties.	On request	118,042 per group per day (Non-residential)
<b>CLC</b>	<b>Governance and Management of Devolved Systems</b>	1 Week	Senior officers in the county government	On request	118,042 per group per day (Non-residential)
<b>CRGE</b>	<b>County Revenue Generation Skills Enhancement Course</b>	1 Week	County officers responsible for revenue generation, collection and control.	On request	118,042 per group per day (Non-residential)

SCHEDULE OF COURSES FOR 2023/2024					
CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
CCM	County Climate Change Funding Mechanism	1 Week	Policy formulators and senior managers	On request	118,042 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	118,042 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	118,042 per group per day (Non-residential)
BSC	Balanced Score Card Course	1 Week	Officers responsible for performance management.	On request	118,042 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	118,042 per group per day (Non-residential)
ERM	E-Records and Paperless Office Management	1 Week	Officers handling records	On request	118,042 per group per day (Non-residential)
CCS	Customer Care Skills Development Course	1 Week	Front office staff, secretaries and personal assistants.	On request	118,042 per group per day (Non-residential)
SCM	Strategic Communication & Information Management	1 Week	All public officers	Nov. 20-24, 2023 Feb. 19-23, 2024 May 27-31, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential Executive 38,821 Non-Residential Standard

SCHEDULE OF COURSES FOR 2023/2024					
CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
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 Oct.30, 2023-Jan.5,2024 March 11- May 17, 2024 June 17- Aug. 23, 2024	90,601(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 Oct. 23 – Dec. 15, 2023 Feb. 12 – April 5, 2024 June 3 –July 26, 2024	81,204 (Online)
SSDC	Supervisory Skills Development Course	4 Weeks	Officers in supervisory roles	July 3 – 28, 2023 Sept. 4 - 29, 2023 Jan. 15 - Feb. 9, 2024 April 15 – May 10, 2024	31,322 (Online)

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

1. Kshs. 118,042 per day if the participants choose to have their own class and are less than 25 in number.
2. Kshs.4,722 per person/day if the participants choose to have their own class and are more than 25 in number.
3. If the training is in KSG, there will be extra charges for either:
  - Accommodation: Kshs. 4,000 per night per person
  - Conference Package: Kshs. 3,596 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. 177,062 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://41.89.60.10:7078/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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