



KENYA SCHOOL OF GOVERNMENT MOMBASA CAMPUS

Empowering the Public Service

TRAINING CALENDAR 2024/2025



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 have 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

The training calendar for the 2024/2025 Financial Year is presented below.

MOMBASA CAMPUS TRAINING CALENDAR

SCHEDULE OF COURSES FOR 2024/2025

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
EXECUTIVE LEADERSHIP PROGRAMS					
AOP	Accounting Officers Program	5 Days	Accounting Officers in Ministries, County Governments, State Corporations, Constitutional Commissions, Legislature, Judiciary, Independent offices, and private sector corporate.	On request	175,000 Non-Residential
LPHU	Leadership program for Heads of Universities	5 days	Vice Chancellors, Deputy Vice Chancellors, Registrars, Deans of Schools and Heads of Departments. It also targets any other Senior University Staff responsible for providing leadership at the university	On request	118,042 per group per day Non-Residential
IPSB	Induction Program for Public Sector Boards	3 Days	Newly appointed or reconstituted Public Sector Boards The purpose of induction is to enable an officer adapt and acquaint self with the position/job requirements, organizational/work environment and public service culture.	On request	118,042 per group per day Non-Residential
CMP	Coaching and Mentoring in the public service	5 days	Equips heads of departments with competencies to institutionalize coaching and mentorship strategies that ensure improvement of service delivery and continuous learning on the job, whilst promoting succession management.	Sept. 16 – 20, 2024 April 21 – 25, 2025	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
TLC	Transformative Leadership Course	5 Days	Public officials and other individuals responsible for institutional and business re-engineering in their organizations.	Nov. 11-15, 2024 March 24 – 28, 2025	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential

SCHEDULE OF COURSES FOR 2024/2025

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
CGPB	Corporate Governance for Public Sector Boards	5 Days	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
SLDP	Strategic Leadership Development Program	6 Weeks	Officers in leadership and policy-making roles, typically in Job Grades N and above, and their equivalent.	July 1 - Aug 9, 2024 Sept. 16 – Oct. 25, 2024 Sept. 30 – Nov. 8, 2024 Nov. 11 – Dec. 20, 2024 Jan. 13 – Feb. 21, 2025 Jan. 27 – March 7, 2025 March 10- April 18, 2025 March 24 - May 2, 2025 May 5 - June 13, 2025 May 19 – June 27, 2025	266,815 Residential Executive 240,357 Residential Standard 152,640 Non-Residential
SLDP	Strategic Leadership Development Program	10 Weeks	Officers in leadership and policy-making roles, typically in Job Grades N and above, and their equivalent.	July 29 - Oct. 4, 2024 Oct. 7– Dec. 13, 2024 Jan. 13 – Mar. 21, 2025 March 31 - June 6, 2025 June 16 – Aug. 22, 2025	90,601 (Online)
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 8 - Aug. 2, 2024 Aug. 12 – Sept. 6, 2024 Sept. 16- Oct. 11, 2024 Oct. 21 – Nov. 15, 2024 Nov. 25 - Dec. 20, 2024 Jan. 13 – Feb. 7, 2025 Feb. 17– March 14, 2025 March 24–April 18, 2025 April 28 – May 23, 2025 June 2 – 27, 2025	255,316 Residential Executive 197,618 Residential Standard 132,288 Non-Residential
SMC	Senior Management Course	8 Weeks	Managers responsible for managing resources in their organizations' and are in 'JG' K and above or its	July 29 – Sept. 20, 2024 Sept. 23 – Nov. 15, 2024 Jan. 27 – March 21, 2025	81,204 (Online)

SCHEDULE OF COURSES FOR 2024/2025

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
			equivalent	April 7 – May 30, 2025 June 2 – July 25, 2025	
GMU	Governance & Management of Urban Areas & Cities	10 Days	Officers involved in planning implementation, monitoring and evaluation of development programs in all levels of government and other development agencies.	July 1 – 12, 2024 Oct. 21 – 1 Nov. 2024 Dec. 2 – 13, 2024 Feb. 3 – 14, 2025 May 12 - 23, 2025 June 30 – July 11, 2025	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential
MSME	Management of Micro, Small and Medium Enterprises	5 Days	Organizations, Technical and other qualified persons (0 level leavers) Ex-Servicemen, potential entrepreneurs (Women and youth), and the retirees from public service.	Sept. 9 - 13, 2024 Feb. 10 -14, 2025	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
ERMP	Enterprise Risk Management in Public Sector	5 Days	This program is designed for chief executive officers, directors, legal officers risk and internal audit professionals, audit and risk committee members, heads of departments in finance and accounts, audit, procurement, human resource, ICT and other officers who undertake risk management roles in national government, county government and public institutions	July 8 - 12, 2024 March 10 - 14, 2025	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
SDPM	Skills Development Program for Managers of Educational Institutions	5 Days	This Program targets Boards of Management, managers of educational institutions, their deputies and heads of departments both in public and private sectors. It also targets educational officers at County and national levels.	Nov. 11-15, 2024 June 2 - 6, 2025	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential

SCHEDULE OF COURSES FOR 2024/2025

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
PPFI	Public Policy Formulation Implementation and Analysis	5 Days	Manager responsible for developing policies.	Aug. 12 - 16, 2024 Oct. 7 - 11, 2024 April 21 – 25, 2025 June 9- 13, 2025	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
YLD	Young Leaders Development Program	5 Days	Leaders from across universities & middle level colleges including elected, nominated & aspiring young leaders	Sept. 9 – 13, 2024 March 3– 7, 2025 June 2 -6, 2025	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
TOT	Training of Trainers	10 Days	Trainers, training managers, members of training committees, human resource officers and community officers	On request	118,042 per group per day Non-residential
TOT	Training of Trainers (Online)	20 Days	Trainers, training managers, members of training committees, human resource officers and community officers	On request	31,322 (Online)
MCS	Management of Child Protection Services	10 Days	Children officers	On request	
ECIPS	Essentials of Counseling in the Public Service	10 Days	All public officers	July 15 - 26, 2024 Nov. 11 - 22, 2024 Feb. 10 - 21, 2025 May 5 - 16, 2025	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential
ESCD	Mainstreaming Economic Social and Cultural Rights in Development	5 Days	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
ICPS	Innovation and Creativity in the Public Service	10 Days	Administrators, Human resource and Human development officers, Innovation and Business development officers, Marketing managers, and	Nov. 11 - 22, 2024 Feb. 3 - 14, 2025 May 12 - 23, 2025	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential

SCHEDULE OF COURSES FOR 2024/2025

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
			Senior ICT officers		
EYSE	Entrepreneurship for Youth engaged in SMEs	5 Days	Youth from various sectors within the economy.	Aug. 5-9, 2024	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
IPS	Induction Program for the Public Service	10 days	Newly employed officers and other interested persons.	On request	118,042 per group per day Non-Residential
COMMUNICATION MANAGEMENT PROGRAMS					
CMM	Conduct of Meetings and Minute Writing Course	5 Days	Officers whose portfolios entail chairing or taking minutes in meetings.	July 22 – 26, 2024 March 3 – 7, 2025 June 9– 13, 2025	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
RWC	Report Writing Course	5 Days	Officers involved in preparation of reports.	Feb. 10 – 14, 2025 April 21 - 25, 2025 June 2 – 6, 2025	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
PEM	Government Protocol, Etiquette and Event Management Course	5 Days	Senior officers, protocol officers, event managers, front office staff, and other interested persons.	Oct. 7 - 11, 2024 Feb. 3 – 7, 2025 May 19 – 23, 2025	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
BPB	Personal Branding	5 Days	All Public Officers.	On Request	118,042 per group per day Non-Residential
EBP	Preparation of Board Papers	5 Days	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	10 Days	Officers responsible for customer engagement in National and County government, as well as non-government.	Sept. 9 - 20, 2024 Nov. 11-22, 2024 Feb. 3-14, 2025 March 10- 21, 2025 May 5- 16,2025 June 9- 20,2025 July 14-25, 2025	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential
CSS	Customer Care Course	5 Days	Front office staff, secretaries and personal assistants in the Public Service, private sector and Non-	On Request	118,042 per group per day Non-Residential

SCHEDULE OF COURSES FOR 2024/2025

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
			governmental Organizations (NGOs)		
PSP	Public Speaking and Presentation Skills Course	5 Days	Heads of Departments, Commissioners, County Administrators, advisors to senior officers, and other senior public officers responsible for presenting reports and speeches.	Sept. 23 – 27 2024 Nov. 11 - 15, 2024 March 10 - 14,2025 June 2 - 6, 2025	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
CSD	Communication Skills for Public Service Officers	10 Days	Officers in county and national governments involved in packaging and disseminating information	June 17 – 28 , 2024 July 15 - 26, 2024 Sept. 30 – Oct. 11, 2024 Nov 11 - 22, 2024 March 3 - 14, 2025 June 16 – 27 , 2025	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential
SUPERVISORY SKILLS DEVELOPMENT PROGRAMS					
SSD	Supervisory Skills Development Course	10 Days	Officers in supervisory roles who are accountable for performance	July 8 – 19, 2024 Aug. 12 – 23 , 2024 Sept. 9 - 20, 2024 Oct. 7- 18, 2024 Nov. 18 – 29, 2024 Dec. 2 – 13, 2024 Jan. 13 - 24, 2025 Feb. 10 - 21, 2025 March 10 – 21, 2025 April 14 - 25, 2025 May 5 – 16, 2025 June 2– 13, 2025	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential
SSD	Supervisory Skills Development Course	4 Weeks	Officers in supervisory roles who are accountable for performance	Jan. 13 - Feb 7, 2025 March 3 – 28 2025 May 5 – 30, 2025	31,322 (Online)
SMS	Management Skills Course	4 Weeks	Supervisors in JG “G” and above or equivalent	Sept. 2 - 27, 2024 Oct. 28- 22 Nov. 2024	255,316 Residential Executive 197,618 Residential Standard

SCHEDULE OF COURSES FOR 2024/2025

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
				June 17 - July 12, 2024 Feb. 3 – 28, 2025 April 7 – May 2, 2025 June 2 - 27, 2025	132,288 Non-Residential
MOA	Management Course for Office Administrators	4 Weeks	Senior office administrators in ministries, county Governments and state corporations.	Nov. 18 – Dec. 13, 2024 Feb. 3 – 28, 2025 April 7 – May 2, 2025	255,316 Residential Executive 197,618 Residential Standard 132,288 Non-Residential
AOT	Administrative Officers Training	10 Days	Administrative Officers who have completed the induction course and have served for a minimum of six (6) months in the service	On Request	118,042 per group per day Non-Residential
OAS	Office Administrative Skills Course	10 Days	Office Administrators , Clericals officers, Officers in the Transport Unit and Front Office Staff	On Request	118,042 per group per day Non-Residential
EOAC	Executive Office Administrators Course	15 Days	Office administrators deployed in executive offices in MDACs and private organizations	On Request	118,042 per group per day Non-Residential
PPC	Public Prosecution Course	20 Days	Officers responsible for enforcement of various laws and regulations	On Request	118,042 per group per day Non-Residential
HSC	Hospitality Skills Development Course	10 Days	Officers working in housekeeping, front office, food and beverage production and service, event management, tour and travel operators among other areas in the hospitality industry	On Request	118,042 per group per day Non-Residential
RMC	Records Management Course	4 Weeks	Officers handling records	Sept. 2 – 27, 2024 March 3 - 28, 2025 June 2 – 27, 2025	255,316 Residential Executive 197,618 Residential Standard 132,288 Non-Residential
PCC	Proficiency Course for Clerical Officers	10 Days	Officers intending to sit for Proficiency Examination for Clerical Officers	July 15- 19, 2024	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential

SCHEDULE OF COURSES FOR 2024/2025

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	255,316 Residential Executive 197,618 Residential Standard 132,288 Non-Residential
RPP	Retirement Planning	5 Days	All employees in the public service.	July 15 - 19, 2024 Aug. 19- 23, 2024 Sept. 9 – 13, 2024 Oct. 21 - 25, 2024 Nov. 18 – 22, 2024 Dec. 2 – 6, 2024 Jan. 27– 31, 2025 Feb. 10 – 14, 2025 March 3 – 7, 2025 April 21 – 25, 2025 May 19-23, 2025 June 16-20, 2025	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential

HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMS

HRA	Human Resource Advisory Committee Course	5 Days	Members of Ministerial, County and HR Advisory Committees, Staff Advisory Committee Members	On request	118,042 per group per day Non-Residential
PIM	Productivity Measurement and Improvement	5 Days	Human resource directors and managers, development officers and quality assurance officers.	On Request	118,042 per group per day Non-Residential
CBPS	Collective Bargaining in the Public Service	5 Days	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	118,042 per group per day Non-Residential

SCHEDULE OF COURSES FOR 2024/2025

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
MDDP	Managing Discipline and Disciplinary Procedures in the Public Service	5 Days	Human Resource Directors, HR Managers, HR officers, Public Administrators, Chief Officers, CPSB Members and Board Secretaries.	On Request	118,042 per group per day Non-Residential
JEPS	Job Evaluation in the Public Service	5 Days	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	118,042 per group per day Non-Residential
HRM	Human Resource Management & Development Course	5 Days	Human resource managers	Oct. 7 – 11, 2024 Nov. 4 – 8, 2024 May 12 – 16, 2025 June 23 - 27, 2025	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
PMS	Performance Management Systems	10 Days	Executive managers in the public sector	July 1 – 12, 2024 Oct. 28–Nov.8, 2024 April 7 – 18, 2025	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential
PCP	Performance Contracting in the Public Service	5 Days	All managers in the public sector.	On Request	118,042 per group per day Non-Residential
SPAS	Staff Performance Appraisal System	5 Days	Officers holding supervisory positions.	On request	118,042 per group per day Non-Residential
PMP	Performance Measurement & Productivity in the Public Service	5 Days	Senior managers in organizations	On request	118,042 per group per day Non-Residential
BSC	Balanced Score Card Course	5 Days	Officers responsible for performance management.	On request	118,042 per group per day Non-Residential
SPM	Strategic Planning and Management	5 Days	Senior officers who require knowledge and skills in envisioning the “big picture” in the organization	On request	118,042 per group per day Non-Residential

SCHEDULE OF COURSES FOR 2024/2025

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS					
PFM	Public Finance Management Course	5 Days	Officers responsible for budgeting, revenue policy, financial reporting and the financial advisory functions.	Sept. 9- 13, 2024 May 12 - 16, 2025 June 9- 13, 2025	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
PSFM	Public Sector Finance Management	20 Days	Officers responsible for public finance management	On request	118,042 per group per day Non-Residential
ACC	Audit Committee Course	3 Days	Members of audit committees	On request	118,042 per group per day Non-Residential
ARA	Audit and Risk Assurance Training	5 Days	Heads of audit and internal auditors	Aug. 12- 16, 2024 Oct. 21- 25, 2024 March 17- 21, 2025 June 9- 13, 2025	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
PCMM	Public Procurement & Contract Management	10 Days	Officers responsible for procurement processes in government.	Sept. 9- 20, 2024 Nov. 4 - 15, 2024 March 17 - 28, 2025 May 19 - 30, 2025	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential
RES	Revenue Enhancements Skills Course	10 Days	Officers in MDACs responsible for revenue generation, collection and control.	On Request	118,042 per group per day Non-Residential
PBB	Program-Based Budgeting Training	5 Days	Officers involved in budgeting in the National and County Governments.	On Request	118,042 per group per day Non-Residential
AMC	Asset Management Course	5 Days	Managers in charge of development and maintenance of inventory of assets and liabilities.	On Request	118,042 per group per day Non-Residential
FNF	Finance for Non-Finance Managers Course	5 Days	Officers handling financial responsibilities but have no formal training in finance	July 8 – 12, 2024 Sept. 15 - 20, 2024 Nov. 18 - 22, 2024 March 17 - 21, 2025 May 5 - 9, 2025	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential

SCHEDULE OF COURSES FOR 2024/2025

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
FIDP	Fraud Investigation, Detection and Prevention	5 Days	Law enforcement agents, internal auditors, treasurers, accountants and fund managers in all sectors.	On Request	118,042 per group per day Non-Residential
PSFM	Public Sector Finance Management	20 Days	Officers responsible for public finance management	On Request	118,042 per group per day Non-Residential
CTM	Cash and Treasury Management Training	5 Days	Accountants, Revenue officers, Budget officers, and Auditors.	On Request	118,042 per group per day Non-Residential
QMCS	Quality Management in Customer Service Excellence	5 Days	Customer Service Excellence Quality Standard Assessors/auditors in the Public Service, Private Sector and NGOs.	On Request	118,042 per group per day 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. 2-27,2024 Oct. 28-Nov 22,2024 Feb. 3-28,2025 May 5 - 30, 2025	255,316 Residential Executive 197,618 Residential Standard 132,288 Non-Residential
PDM	Project Development & Management	20 Days	Project managers, engineers, architects, surveyors, and other professionals responsible for developing and managing projects	On Request	118,042 per group per day Non-Residential
RGP	Grant Proposal Writing	5 Days	Officers responsible for resource mobilization, planning, and managing projects in both national and county governments as well as the private sector.	On Request	118,042 per group per day Non-Residential
RPW	Research Proposal Writing	5 Days	Officers with research responsibilities and individuals enrolled in postgraduate programs	On Request	118,042 per group per day Non-Residential

SCHEDULE OF COURSES FOR 2024/2025

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
RBME	Results-Based Monitoring & Evaluation Course	10 Days	Officers involved in project development and management from all sectors including departmental heads, planners, and project coordinators.	Aug. 12 - 23, 2024 Dec. 2 – 13, 2024 March 10 – 21, 2025 May 5 - 16, 2025	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential
LAR	Land Acquisition and Resettlement in Development	10 Days	Lands officers, surveyors, valuers and project officers	On Request	118,042 per group per day Non-Residential
ESSD	Environmental and Social Safeguards in Development	10 Days	Political and community leaders, heads of MDAs, and project planners & managers in both public and private sector	On Request	118,042 per group per day Non-Residential
SIA	Social Impact Assessment in Project Management	15 Days	Engineers, social specialists and officers responsible for project implementation at national and county levels.	On Request	118,042 per group per day Non-Residential
SRM	Social Risk Management in Development	5 Days	Engineers, social specialists, environmental specialists, legal officers and decision makers responsible for project implementation.	On Request	118,042 per group per day Non-Residential
GGCE	Green Growth and Circular Economy	5 Days	Policy and senior managers at the national and county government, public sector agencies, NGOs and private sector actors Technical officers both at the national and county governments, public sector agencies, NGOs and private sector actors	On Request	118,042 per group per day Non-Residential
GCPM	Green Growth & Circular Economy for Policy Makers	3 Days	Technical officers both at the national and county governments, public sector agencies, NGOs and private sector actors	On Request	118,042 per group per day Non-Residential

SCHEDULE OF COURSES FOR 2024/2025

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
CPPB	Climate Change Policy, Planning and Budgeting	10 Days	Officers in environment, agriculture, planning sectors and public agencies responsible for project management	On Request	118,042 per group per day Non-Residential
CFM	County Climate Change Funding Mechanism	5 Days	Policy and Senior Managers at the National and County Governments, State Corporations and Agencies, NGOs and Private Sector Actors	On Request	118,042 per group per day Non-Residential
IEIA	Integrated Environmental Impact Assessment and Audit in Development	15 Days	Trainers, practitioners, managers, non-governmental organizations and other interest groups responsible for development projects.	On Request	118,042 per group per day Non-Residential
BEC	Basic Enforcement Course (KSG and NEMA)	10 Days	National and County officers responsible for enforcement of environmental law, M & E officers	On Request	118,042 per group per day Non-Residential
LED	Local Economic Development Strategy and Project Formulation	10 Days	Ward, Village and Sub county administrators, municipal boards, Agricultural and industrial officers, among other relevant technical officers responsible for local economic development projects in county governments	On Request	118,042 per group per day Non-Residential
PMER	Project Monitoring, Evaluation & Reporting	10 Days	All public officers responsible for project management	On Request	118,042 per group per day Non-Residential
DMS	Disaster Management Course	10 Days	Officers involved in disaster monitoring, preparedness and management	On Request	118,042 per group per day Non-Residential
DSD	Data Analysis Skills Development	3 Weeks	Officers responsible for research analysis and interpretation.	On Request	118,042 per group per day Non-Residential
CMEP	Crisis Management and Emergency	5 Days	Disaster management officers, fire brigade officers, police officers, risk managers, rescue and recovery	On Request	118,042 per group per day Non-Residential

SCHEDULE OF COURSES FOR 2024/2025

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
	Preparedness		agencies.		
LCAC	Leadership Course for Chiefs and Assistant Chiefs	10 Days	Chiefs and Assistant Chiefs, Community leaders, CBOs	On Request	118,042 per group per day Non-Residential
MDFP	Managing Donor Funded Projects	5 Days	Officers responsible for development projects from National and County Governments, NGOs and other Donor Funded Institutions.	On Request	118,042 per group per day Non-Residential
GMD	Gender Mainstreaming in Development	5 Days	Managers, supervisors and officers responsible for planning, budgeting and implementation of development programs	On Request	118,042 per group per day Non-Residential
TLCW	Transformative Leadership for County Women Executives	5 Days	Women executives in County Governments	On Request	118,042 per group per day Non-Residential
WLP	Women Leadership Development Program	5 Days	Women leaders and women preparing for leadership positions in public service or private sector and men interested in this field	On Request	118,042 per group per day Non-Residential
EWL	Executive Women Leadership Program	5 Days	Women in executive positions in the public service or private sector.	On Request	118,042 per group per day Non-Residential
e-LEARNING AND ICT PROGRAMS					
ECS	Essential Computer Skills Course	10 Days	Officers in need of Computer Skills	Oct. 14 – 25, 2024 March 17 – 28, 2025 June 16– 27, 2025	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential
COUNTY-SPECIFIC CAPACITY DEVELOPMENT PROGRAMS					
ICEC	Induction Program for County Executive Committee Members	5 Days	Newly employed County Executive Committee Members	On request	118,042 per group per day Non-Residential

SCHEDULE OF COURSES FOR 2024/2025

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
ICCO	Induction Program for County Chief Officers	5 Days	Newly employed Chief Officers	On request	118,042 per group per day Non-Residential
IMCA	Induction Program for Members of County Assembly (MCAs)	5 Days	Elected or Nominated Members of County Assembly and County Assembly Clerks	On request	118,042 per group per day Non-Residential
ICA	Induction Program for Ward Administrators	5 Days	Newly employed Ward Administrators	On request	118,042 per group per day Non-Residential
ICS	Induction Program for County Secretaries	5 Days	Newly appointed County Secretaries	On request	118,042 per group per day Non-Residential
ICPS	Induction Program for County Public Service Boards (CPSB)	5 Days	Newly employed members of the County Public Service Board	On request	118,042 per group per day Non-Residential
CCM	County Climate Change Funding Mechanism	5 Days	Policy formulators and senior managers	On request	118,042 per group per day Non-Residential
PCG	Human Resource Planning for County Governments	5 Days	This program is designed for County Executive Committee Members, County Directors, County Chief Officers, County Secretaries, Members of County Public Service Boards, and County Assembly Service Board.	On request	118,042 per group per day Non-Residential
ECOR	Enhancement of County Own-Source Revenue	5 Days	County officers responsible for generation, and management of revenue from local resources	On request	118,042 per group per day Non-Residential
CRGE	County Revenue Generation Skills Enhancement Course	5 Days	County employees responsible for revenue generation, collection and control.	On request	118,042 per group per day Non-Residential
ITCS	Induction Program in Public Service Excellence	5 Days	Newly employed officers and other interested persons.	On request	118,042 per group per day Non-Residential

SCHEDULE OF COURSES FOR 2024/2025

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
MNAC	Management of Senate/National Assembly Committee Affairs	5 Days	Committee Members	On request	118,042 per group per day Non-Residential
CDP	County Development Planning	5 Days	County Officers responsible for formulation, implementation and evaluation of county development plans, Programs and projects.	On request	118,042 per group per day Non-Residential
LONG TERM					
MCPO	Middle Management Course for Police Officers	3 Months	Chief Inspectors	On Request	202,500 Residential

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 (tax -inclusive).
2. Kshs. 4,722 per person/day if the participants choose to have their own class and are more than 25 in number (tax-inclusive).
3. If the training is in KSG, there will be extra charges for either:
 - Accommodation: Kshs. 5,000 per night per person (tax-inclusive) or
 - Conference Package: Kshs. 4,524 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 (OUTREACH) PREFERRED COURSES

- Kshs.118,042 per day if the participants are less than 25 people (TAX-inclusive)
- Kshs.4,722 per person per day if the participants are more than 25 people (TAX-inclusive)
- Client to cater for transport and Daily Subsistence Allowance for facilitators

B. CONSULTANCIES

- Kshs.177,062 per day for consultancies (VAT-inclusive)
- 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
Admissions Office Kenya School of Government P.O. Box 84027 - 80100 Mombasa, Kenya Tel: (041) 2312785/2227113/ 2228800 /2226871 Cell: +254-743-178-109/+254-758-825-085 Email: admissions.mombasa@ksg.ac.ke