KENYA SCHOOL OF GOVERNMENT
MOMBASA CAMPUS
Empowering the Public Service

TRAINING CALENDAR

2025-2026 FY

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 2025/2026 Financial Year is presented below.

SCHEDULE OF COURSES FOR 2025/2026

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.	Sept 8th - 12th , 2025	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	Aug 4th - 8th , 2025 Mar 9th - 13th , 2026	107,000 Residential Executive 87,000 Non-Residential
TLC	Transformative Leadership Course	5 Days	Public officials and other individuals responsible for institutional and business re-engineering in their organizations.	Aug 18 - 22, 2025 Nov 24th - 28th , 2025 Feb 23 – 27, 2026	107,000 Residential Executive 87,000 Non-Residential
EWL	Executive Women Leadership Program	5 Days	Women in executive positions in the public service or private sector.	Aug 18 - 22, 2025 Feb 23 – 27, 2026	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
SLDP	Strategic Leadership Development Program	6 Weeks	Officers in leadership and policy-making roles, in Job Group 'N' ('CSG.8') and above in the public service. The Officer should have undertaken the Senior Management Course.	July 21 – Aug 29, 2025 Aug 18 – Sept 26, 2025 Sept 29 – Nov 7, 2025 Oct 27 – Dec 5, 2025 Jan 19 – Feb 27, 2026 Feb 16 – Mar 27, 2026 Mar 30 – May 8, 2026 April 13 – May 22, 2026	266,815 Residential Executive 240,357 Residential Standard 152,640 Non-Residential

SCHEDULE OF COURSES FOR 2025/2026					
CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
				May 11 – June 19, 2026	
SLDP	Strategic Leadership Development Program	10 Weeks (Blended Online/Physical)	Officers in leadership and policy-making roles, in Job Group 'N' ('CSG.8') and above in the public service. The Officer should have undertaken the Senior Management Course.	July 21 – Sept 26, 2025 Sept 29 – Dec 5, 2025 Jan 19 - Mar 27, 2026 March 16 – May 22, 2026	125,280 Online
SPM	Strategic Planning and Management	5 Days	Senior officers who require knowledge and skills in envisioning the "big picture" in the organization	Feb 23 – 27, 2026	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
MANAGEMENT DEVELOPMENT PROGRAMS					
SMC	Senior Management Course	20 Days	Middle level Managers in the public service typically in Job Group 'K' ('CSG.9') and above or their equivalent	July 7 – Aug 1, 2025 Aug 4 – 29, 2025 Sep 8 – Oct 3, 2025 Oct 6 – 31, 2025 Nov 3 – 28, 2025 Nov 17 - Dec 12, 2025 Jan 12 – Feb 6, 2026 Feb 9 – March 6, 2026 Mar 9 – Apr 3, 2026 April 6 – May 1, 2026 May 11 – Jun 5, 2026 June 8 – July 3, 2026	255,316 Residential Executive 197,618 Residential Standard 132,288 Non-Residential
SMC	Senior Management Course -	8 Weeks (Blended Online/Physical)	Middle level Managers in the public service typically in Job Group 'K' ('CSG.9') and above or their equivalent	July 7 – Aug 29, 2025 Sep 8 – Oct 31, 2025 Jan 12 – Mar 6, 2026 April 6 – June 5, 2026	92,800 Online

SCHEDULE OF COURSES FOR 2025/2026					
CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
PPFI	Public Policy Formulation Implementation and Analysis	5 Days	Manager responsible for developing policies.	Aug. 11 – 15, 2025 June 8 - 12, 2026	107,000 Residential Executive 87,000 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.	Feb. 9 -13, 2026	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	Oct 13 -17, 2025 March 9 - 13, 2026	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.	Dec 1 - 5, 2025 April 13 - 17, 2026	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	March 2– 6, 2026 June 1 -5, 2026	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential

SCHEDULE OF COURSES FOR 2025/2026					
CODE	**PROGRAMME**	**DURATION**	**TARGET GROUP**	**DATES**	**COST (KSHS.)**
EYSE	Entrepreneurship for Youth engaged in SMEs	5 Days	Youth from various sectors within the economy.	Oct 13 - 17, 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	May 18 - 29, 2026	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential
ECIPS	Essentials of Counseling in the Public Service	10 Days	All public officers	Nov 10 - 21, 2025	154,675 Residential Executive 113,666 Residential Standard 77,236 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 Senior ICT officers	Nov. 10 - 21, 2025 May 11 - 22, 2026	154,675 Residential Executive 113,666 Residential Standard 77,236 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 21 – 25, 2025 Nov 24th - 28th , 2025 March 2 – 6, 2026 June 8th - 12th , 2026	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
RWC	Report Writing Course	5 Days	Officers involved in preparation of reports.	Oct 13 - 17, 2025 Feb. 9 – 13, 2026 Apr 20th - 24th , 2026 June 1 – 5, 2026	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. 6 - 10, 2025 Feb 2nd - 6th , 2026 May 18 – 22, 2026	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
CSS	Customer Care Course	5 Days	Front office staff, secretaries and personal assistants in the Public Service, private sector and Non-	Oct 20 - 24, 2025 Feb 2nd - 6th , 2025 June 8 - 12, 2026	79,576 Residential Executive 60,649 Residential Standard

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
			governmental Organizations (NGOs)		44,774 Non-Residential
CSPS	Communication Skills for Public Service Officers	5 Days	Officers in county and national governments involved in packaging and disseminating information	Nov 10 - 14, 2025 March 2 - 6, 2026 June 15 – 19 , 2026	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
	SUPERVISORY SKILLS DEVELOPMENT PROGRAMS				
MSC	Management Skills Course (formerly Supervisory Management Skills Course)	20 Days	Supervisors in JG "G" and above or equivalent	Aug. 4 - 29, 2025 Oct 27th – Nov 21st 2025 June 1 - 26, 2026	255,316 Residential Executive 197,618 Residential Standard 132,288 Non-Residential
MOA	Management Course for Office Administrators (formerly Secretarial Management Training	20 Days	Senior office administrators in ministries, county Governments and state corporations.	Nov. 17 – Dec. 12, 2025 April 6 – May 1, 2026	255,316 Residential Executive 197,618 Residential Standard 132,288 Non-Residential
EOAC	Executive Office Administrators Course	15 Days	Office administrators deployed in executive offices in MDACs and private organizations	May 4 - 22, 2026	215,800 Residential Executive 156,507 Residential Standard 97,800 Non-Residential
RMC	Records Management Course	20 Days	Officers handling records	Sept 1 – 26, 2025 Mar 2nd - 27th , 2026 June 1 – 26, 2026	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 14- 25, 2025 July 13 – 24, 2026	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential
RPP	Retirement Planning	5 Days	All employees in the public service.	July 14 - 18, 2025 Sept. 8 – 12, 2025 Nov. 17 – 21, 2025 Feb. 9 – 13, 2026 April 20 – 24, 2026	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
				June 15-19 , 2026	
**HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMS**				
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. 15 – 19, 2025 April 20 – 24, 2026	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
HRA	Human Resource Advisory Committee Course	5 Days	Members of Ministerial, County and HR Advisory Committees, Staff Advisory Committee Members	April 21 - 25, 2026	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
PIM	Productivity Measurement and Improvement	5 Days	Human resource directors and managers, development officers and quality assurance officers.	Nov 17 - 21, 2025	79,576 Residential Executive 60,649 Residential Standard 44,774 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.	Jun 8 - 12, 2026	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
PMS	Performance Management Systems	10 Days	Executive managers in the public sector	Oct. 27 – Nov.7, 2025 April 6 – 17, 2026	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential
**FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS**				

SCHEDULE OF COURSES FOR 2025/2026					
CODE	**PROGRAMME**	**DURATION**	**TARGET GROUP**	**DATES**	**COST (KSHS.)**
FNF	Finance for Non-Finance Managers Course	5 Days	Officers handling financial responsibilities but have no formal training in finance	March 16 - 20, 2026 May 4 - 8, 2026	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
PFM	Public Finance Management Course	5 Days	Officers responsible for budgeting, revenue policy, financial reporting and the financial advisory functions.	June 8- 12, 2026	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	Sept 8 – Oct 3, 2025	255,316 Residential Executive 197,618 Residential Standard 132,288 Non-Residential
ACC	Audit Committee Course	3 Days	Members of Audit Committees	Aug 12 - 14, 2025 Nov 18 - 20, 2025 Feb 24 - 26, 2026 June 9 - 11, 2026	78,800 Residential Executive 63,800 Non-Residential
ARA	Audit and Risk Assurance Training	5 Days	Heads of audit and internal auditors	Oct. 20- 24, 2025 June 8- 12, 2026	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
PPCM	Public Procurement & Contract Management	5 Days	Senior Managers and accounting Officers responsible for providing general oversight of the procurement processes.	Nov 17th -21st , 2025 May 4 - 8, 2026	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
AMC	Asset Management Course	5 Days	Managers in charge of development and maintenance of inventory of assets and liabilities.	Feb 2 – 6, 2026 Sep 22 - 26, 2025	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
CTM	Cash and Treasury Management Training	5 Days	Accountants, Revenue officers, Budget officers, and Auditors.	Dec 1 - 5, 2025 April 12 - 17, 2026	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
FIDP	Fraud Investigation, Detection and Prevention	5 Days	Law enforcement agents, internal auditors, treasurers, accountants and fund managers in all sectors.	Jan 26 – 30, 2026	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential

SCHEDULE OF COURSES FOR 2025/2026

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KSHS.)
CDP	County Development Planning	5 Days	County Officers responsible for formulation, implementation and evaluation of County development Plans, Programs and Projects.	Oct 6 – 10, 2025 Mar 9 – 13, 2026	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
MCA	Management of County Assembly Committee Affairs	5 Days	Committee Members	Jun 8 - 12, 2026	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
PROJECT MANAGEMENT AND ENVIRONMENTAL PROGRAMS					
PPM	Project Planning & Management	20 Days	Project managers, engineers, architects, surveyors, and other professionals involved in developing and managing projects	Sept. 1 -26, 2025 Mar 2 - 27, 2026 May 4th - 29th , 2026	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	Mar 2 - 27, 2026	255,316 Residential Executive 197,618 Residential Standard 132,288 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.	Feb 2 – 6, 2026	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
RPW	Research Proposal Writing	5 Days	Officers with research responsibilities and individuals enrolled in postgraduate programs	Feb 2 – 6, 2026	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
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. 11 - 22, 2025 Nov 17th - 21st , 2025 May 4 - 15, 2026	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential

	SCHEDULE OF COURSES FOR 2025/2026				
CODE	**PROGRAMME**	**DURATION**	**TARGET GROUP**	**DATES**	**COST (KSHS.)**
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	Jun 8 - 19, 2026	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential
SRM	Social Risk Management in Development	5 Days	Engineers, social specialists, environmental specialists, legal officers and decision makers responsible for project implementation.	Apr 13 – 17, 2026	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-Residential
CPPB	Climate Change Policy, Planning and Budgeting	10 Days	Officers in environment, agriculture, planning sectors and public agencies responsible for project management	Mar 9 – 20, 2026	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential
PMER	Project Monitoring, Evaluation & Reporting	10 Days	All public officers responsible for project management	April 6 – 17, 2026	154,675 Residential Executive 113,666 Residential Standard 77,236 Non-Residential
DSD	Data Analysis Skills Development	15 Days	Officers responsible for research analysis and interpretation.	May 11 – 29, 2026	215,800 Residential Executive 156,507 Residential Standard 97,800 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.	May 25 – 29, 2026	79,576 Residential Executive 60,649 Residential Standard 44,774 Non-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 per 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 IN OUR TRAINING CALENDAR

- **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. IN-HOUSE (OUTREACH) PROGRAMS NOT IN OUR TRAINING CALENDAR (TAILOR-MADE)
- **Kshs.177,062/=** per day per group (VAT-inclusive) to include material development.
- Other administrative charges will be included as per the agreement
- **Client to cater for Transport and Daily Subsistence Allowance for facilitators**

C. 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.

B. **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.

C. 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:	**522522**
Account:	**1145993303**

FOR MORE INFORMATION CONTACT US

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