



WEEKLY KSG Bulletin

6th- 12th April, 2024

Change of Guard: Prof. Nura takes over from Chweya



Left: Prof. Nura Mohamed Acting Director General of the Kenya School of Government takes over from Prof. Ludeki Chweya (Right) who served the School for the 10 years since April 2014.

BY FAITH MUSOGA AND
DOUGLAS MOCHAMA

The Cabinet Secretary, Ministry of Public Service, Performance, and Delivery Management, Hon. Moses Kuria, has appointed Prof. Nura Mohamed to serve as the acting Director General of the Kenya School of Government, with effect from Monday, April 1, 2024.

He takes over from Prof. Ludeki Chweya, who has served as the Director General of the School for the past ten years,

since April 2014. Professor Mohamed is a highly qualified and experienced finance expert with over 25 years in finance, audit, and planning. He holds a Doctor of Philosophy in Economics from the Central University of Finance and Economics, China, a Master of Business Administration (MBA) in Finance, and a Bachelor of Commerce in Finance from the University of Nairobi.

The new DG is not new to the public service, having made distinguished contributions in his previous tour of duty key among them strategic leadership in finance, administration, human

HIGHLIGHTS

- 5** KSG and GIMPA Collaborate
- 7** County First Ladies Gather for Leadership Course
- 8** Conviction, the catalyst for organizational growth
- 9** Co-Production: Key to Institutional Growth
- 10** Cheruiyot: Beyond Academic Pursuits
- 14** Mastering the Clock: The Art of Time Management
- 11** On going and new programs at KSG

Change of Guard: Prof. Nura takes over from Chweya

resources, and governance in both the public and private sectors. Having been the Director Finance and Administration at the School, Prof. Mohamed, has undertaken special presidential assignments successfully, including serving as a member of the panel for the selection of nominees for appointment to the position of Chairperson of the Public Service Commission of Kenya.

On the international sphere, he is a member of a team of experts that developed the management and leadership guide, performance management guide, and human resource planning guide for the implementation of the African Charter on Values and Principles of Public Administration, a program of Conference of African Ministers of Public Service (Camps) sponsored by the United Nations Development Program (UNDP).

In a circular dated Tuesday, April 2, 2024, the Chairperson KSG Council Justice (Rtd.) Charles Nyachae requested that the School fraternity accord the new DG support and cooperation as he takes up the mantle to steer the School in the effective delivery of its national mandate of capacity building for the public service.

Justice Nyachae expressed confidence that Prof. Mohamed would steer the School to the next level of development, given his vast experience as a consultant, researcher, and adviser in the areas of finance, economics, public policy, and organizational transformation.



Prof. Ludeki Chweya, former and first Director General Kenya School of Government.

Mohamed's predecessor Prof. Ludeki Chweya is credited for successfully steering the School transition to become what it is today by improving internal processes towards revitalizing the capacity of the School to realize its mandate.

Prof. Chweya was instrumental in bolstering staff morale through promotions and recruitment for all cadres and to see five hundred-strong, highly competent human resource comprising academic and administrative staff. Being part of the Council of the School also meant that he supported policies that facilitate development of KSG.

During his tenure, the School substantially increased its land, plant, and equipment, and modernized infrastructure in

every Campus to accommodate the expanded scope of KSG. Some of the notable facilities that were constructed during this time include Mombasa's Ultra-modern Conference Centre, the Convention Centre at Lower Kabete, the Cottages in Baringo, Embu's bakery and Administration block and the ongoing conference facility at Matuga.

Prof. Chweya was at the core of development and continuous review of new programs, and expanding the reach to handle national and international assignments and also installation of centres of excellence and institutes to cope with present and emerging organizational and performance challenges, improving the quality of services that are offered to citizens.

Change of Guard: Prof. Nura takes over from Chweya

The former Director General, Prof. Chweya, extended his congratulatory message to Prof. Mohamed as he heads the new docket. "I extend my best wishes to our new leadership as they embark on their journey to steer the School towards greater heights with continuous positive touch on public service and society." He also expressed his gratitude to the Ministry, Council, faculty and all staff for their support during his tenure.

The appointment of Prof. Mohamed is a pivotal moment for the Kenya School of Government. The School is set to play a crucial role in the development of the country, specifically in the implementation of the Fourth Medium Term (MTP IV) of the Kenya Vision 2030 and the Bottom-Up Economic Transformation Agenda (BETA) Plan. To realize the aspirations of these national instruments, the

government relies heavily on the Kenya School of Government's capacity development obligation. The School is responsible for ensuring a 21st-century public service that can invigorate and articulate government plans for the entire workforce in all ministries.

With Prof. Mohamed at the helm, KSG is poised to continue leading the way in shaping the future of the country.

Moments with our Directors



Ag. Director General Kenya School of Government, Prof. Nura Mohamed (seated centre) with staff members after the Performance Contract signing that happened last year.



Left: Former Director General, Prof. Ludeki Chweya with the KSG Choir at the Mombasa Show last year, 2023. Right: Prof. Chweya and Prof. Nura Mohamed welcome Mr. Ekwee Ethuro at the School at a past event.

KSG and GIMPA Join Forces

Theme: "Driving Investment and Innovation: The Ghana-Kenya Experience"



Kenya School of Government. Ag. Director General Prof. Nura Mohamed with Prof. Samuel Bonsu of GIMPA at the signing of the MoU between KSG and GIMPA.

BY FAITH MUSOGA

The Kenya School of Government (KSG) has entered into collaboration with Ghana Institute of Management and Public Administration (GIMPA) in the area of capacity development in the Public Service. The MoU together with six (6) others have been signed during the State visit of Kenya's President, His Excellency William Samoei Ruto to Ghana where he was received by his Ghanaian counterpart President Nana Akufo-Addo.

Presiding the signing of the documents was the 2nd Kenya-Ghana Joint Permanent Commission for Cooperation where Kenya remains committed to strengthening ties with Ghana across various fields. The meeting was co-chaired by Prime Cabinet Secretary H.E Dr. Musalia Mudavadi and Hon. Ayorkor Botchwey, Minister for Foreign Affairs and Regional Integration of

Ghana. Prof. Nura Mohamed, Ag. Director General of the Kenya School of Government and Dr. Prisca Oluoch, Director

The MoU seeks to align with the expanding cooperation between the two nations for shared prosperity in line with the 'African Agenda, 2063; The Africa We Want'. The institutions plan to capacitate the AU through their public institutions, promoting mutual national development, proficiency and integrity among public servants.

in charge of Linkages and Collaborations were also present at this meeting.

The Memorandum of Understanding (MoU) that was on April 3, 2024, signed between KSG and GIMPA seeks to align with the expanding cooperation between the two nations for shared prosperity in line with the 'African Agenda, 2063; The Africa We Want'. The institutions plan to capacitate the AU through their public institutions, promoting mutual national development, proficiency and integrity among public servants.

The MoU was signed by KSG Ag. Director General, Prof. Nura Mohamed and Prof. Samwel Bonsu of GIMPA.

The ratified documents are in the areas of trade, manufacturing, science and technology, tourism, education, governance and defence. Under the education cluster, KSG and GIMPA have a significant role to influence transformation through capacity

KSG and GIMPA Join Forces

development of all officers- across all cadres.

Since the formation of the Jeanes School, 100 years ago, the now Kenya School of Government has stood out in responding to requirements of national development and economic growth with regards to training, research, consultancy and engagement with communities through outreach programs in Kenya, regionally and now has a global reach across continents. In fact, KSG is set to be the Africa School of Government in the near future.

Established in 1961, the Ghana Institute of Management and Public Administration (GIMPA)

started as a joint Ghana Government /United Nations (UN) special fund project and was originally named the Institute of Public Administration. It was set up to develop the public administrative system, to provide civil servants with administrative and professional competence, and to plan and administer national, regional and local services.

KSG's mandate and that of GIMPA would greatly benefit from the MoU as they are similar in their functions to offer programs to public officials and provide policy advisory to Government. The two are also

members of the African Management Development Management Institute Network (AMDIN), an association liable for exchanging knowledge and sharing of best practices with like-minded institutions with a common vision in the areas of capacity building in the public service.

The Kenya School of Government is indeed honored to be part of the bilateral relations between Ghana and Kenya to positively impact the African Continent through exchange of information and expertise, joint research, conferencing, co-publishing of research articles and any other areas of interest.



The Inter-ministerial meeting delegates co-chaired by Kenya's Prime Cabinet Secretary H.E Dr. Musalia Mudavadi and Ghana's Minister of Foreign Affairs and Regional Integration Hon. Ayorkor Botchwey. KSG's Ag. DG, Prof. Nura Mohamed and Director in charge of Linkages and Collaborations Dr. Prisca Oluoch were part of the delegation.

County First Ladies Gather for Leadership on Social Transformation



County First Ladies at the Kenya School of Government , Mombasa Campus

BY GLENN LUMITI

Kenya's County First Ladies converged at Sarova Whitesands in Mombasa County for the momentous opening ceremony of the inaugural Leadership Program for County Social Transformation. This week-long program, hosted by the Kenya School of Government Mombasa, serves as a platform for discussing and formulating strategies that should drive positive social change at the local level.

The Margaret Kenyatta Institute (MKI), an institution established by KSG Council in April 2021 with a focus on social and economic transformation of society, was instrumental in organizing this forum. The program is further bolstered by collaborative effort with the Beyond Zero Initiative.

The opening ceremony witnessed the presence of Chief Guest, the First Lady of Migori County, Dr. Agnes Ochilo, whose impassioned address resonated

with the essence of practical implementation. According to Dr. Ochilo knowledge must translate to action, affirming, "Whatever we learn must be implemented in our counties, even if it is just implementing in one area, to change the life of one mother or one child."

Recognizing the impact of the School in matters of leadership, she urged for more influence through training and guidance on spouses of senators, MPs, and MCAs in all 47 counties, and as the School does so, give consideration to the diverse needs of this extensive demographic in its curriculum development.

A powerful message of unity and collaboration was passed through a speech delivered on behalf of Her Excellency, Margaret Kenyatta, former First Lady of Kenya. In her speech she emphasized the significance of the gathering, the wealth of collective experience that would serve as a springboard for mutual learning and growth. "Your presence here amidst your

demanding schedule is deeply appreciated. We are hopeful that this program will attract more leaders in future as we continue to roll it out," she revealed.

The program promises to breathe life into a previously developed toolkit designed to empower social advocates. Esteemed speakers, both physically present and those participating virtually, will share their personal stories and insights, enriching the program with practical experience. The ultimate goal, as expressed by Mrs. Kenyatta, is for the County First Ladies to emerge from this program "integrated and empowered to continue their journey towards effecting change."

The emphasis on introspection serves as a powerful undercurrent. The program intends to provide space for participants to consider the legacies they aspire to leave behind. This journey, coupled with the exchange of knowledge and best practices, holds immense potential to empower these County First Ladies to become agents of social transformation within their respective communities.

The Leadership Program for County Social Transformation is a milestone event. It signifies a growing recognition of the crucial role County First Ladies can play in shaping a brighter future for Kenya. By empowering them with the tools and nurturing collaboration, this program has the potential to create a ripple effect of positive change across the nation. We look forward to have these influential women embark on a collaborative effort to drive social change at the local level.

County First Ladies Pictorial



Ag. Directors; Dr. Rukia Atikya of Mombasa Campus and Ms. Lynette Otwori of Margaret Kenyatta Institute of Gender and Social Development, welcome Hon. Justice Njoki Ndung'u to the County First Ladies training. Together with them are Ms. Jane Kiragu of Beyond Zero Initiative and Ms. Jane Mwangi of KSG .



Attendees and facilitators participate in the inaugural Leadership Program for County Social Transformation that took place in Mombasa. KSG hosted the week-long program providing a platform for discussing and formulating strategies that should drive positive social change at the local level.



Conviction, the catalyst for organizational growth



Mr. Elema Halake, Chief Executive Officer of IPOA presents a certificate of completion to a participant of Cohort 408/2024. Looking on is Dr. Josephine Mwanzia, Director Academic Affairs at the School.

BY BETH MUIGAI

Stategic Leadership Development Program Cohort 408/ 2024 conducted at KSG Lower Kabete has concluded training today, Friday, April 5, 2024.

Speaking at the graduation ceremony of the training Chief Guest and Chief Executive Officer of the Independent Policing Authority (IPOA) Mr. Elema Halake, recognized the role of leadership in different settings – whether it be in a family or an organization. Leadership must exhibit reliability and resilience.

According to Mr. Halake one must have personal conviction in leadership in order to be impactful, influential and inspirational even amidst challenging settings. “True leaders transcend obstacles and drive meaningful change through unwavering commitment,” he remarked.

He stated that there is a cost to leadership because to see

change, one will have to disrupt the status quo. “For impactful change, you will have to upset people and interrupt the normal flow of things. Leadership has a price to it, which sometimes goes as high as putting your life on the line,” he cautioned. “The question is, are you ready to pay the price to see change?”

KSG Director Academic Affairs Dr. Josephine Mwanzia prevailed upon the graduating class to uphold integrity as they navigate their leadership roles. “There is an existing issue of

governance where people fail to align their operations with the goals, vision and the values of organizations. We can call it greed, corruption, or selfishness, which continue to ail our organizations and our country.” she remarked. Dr. Mwanzia noted that in such instances, people tend to cower from standing for what is right, “When something is being done by the majority, then there is fear of doing the right thing. People fail to stand boldly for what is right. This means that we are yet to see returns on character.”

By this, she explains that while training grows an individual and develops their character, the same does not always reflect in the work places. “What makes organizations successful is not so much dependent on the number of people it has, but on the leadership in place. Value driven, virtuous and ethical leadership guarantees an organization’s achievement of its goals and realization of its vision,” she said.

The next cohorts are scheduled for May 20 to June 28 2024 at Lower Kabete, April 29 to Jun 07 2024 in Embu, May 6 to June 14 2024 in Mombasa and Matuga and May 13 to June 21 2024 at Baringo Campus.



Dr. Josephine Mwanzia, Director Academic Affairs of the School at the closing ceremony of the Strategic Leadership Development Program.

Co-Production: Key to Institutional Growth



Presenters; Brian Oloo, of the Examinations Department and Ms. Diana Warukira, from the Institute of Devolution Studies.

BY BETH MUIGAI

Academic forums are important in capacity-building and research endeavors at the Kenya School of Government promotion of intellectual exchange and advancing scholarly pursuits. On Thursday, April 4, 2024, the School convened a forum with focus on a presentation titled "Data-Driven Synergy: Maximizing Co-Production through Business Analysis Reports" jointly done by Brian Oloo, from the Examinations Department and Diana Warukira, of the Institute of Devolution Studies.

The objective of this presentation was to bridge the gap in effective data utilization, and coproduction, emphasizing its role in shaping the trajectory of the School.

Underscoring the detrimental consequences of relying on inaccurate or unreliable data, the presenters highlighted the potential to impede financial growth hindering the fulfillment

of organizational mandates. Central to the solution is the imperative for interdepartmental collaboration, or coproduction. For example, data analysis from the Admissions Office should inform the Business Development Department on courses requiring more aggressive marketing efforts. Subsequently, this informs the

Corporate Communications Department regarding publicity strategies and channels to be employed. Such coordinated efforts represent the fulcrum of a sustainable financial model, alleviating the institution from financial constraints.

Lower Kabete, Director Learning and Development, Dr. Rachel Ngesa expressed commitment to the advancement of these proposals by transforming them into comprehensive research papers, thereby facilitating further development and implementation of these strategies.

It is through such concerted endeavors that the KSG will see to the fulfillment of its mandate without strain, financially and through adequate human resource.



Staff members following the presentations.

Cheruiyot: Beyond Academic Pursuits



Ms. Winnie Cheruiyot, a member of the Strategic Leadership Development Program Cohort No. 403/ 2024. gives her speech on behalf of the class at the cultural dinner.

On Thursday, March 28, 2024, staff and course participants at Kenya School of Government Baringo Campus had occasion to appreciate a cultural-themed dinner that aimed to bring about relaxation and bonding amongst participants and staff beyond the classroom and offices.

Baringo Campus Director, Dr. John Bii, spoke at the event and expressed concerns over the worrying trend of individuals becoming isolated and not eager to support others due to the breakdown of brotherhood and the emergence of economic pressures in societies.

He gave an example of the classic African culture where raising a child was the business of the community, everyone was mindful of the needs and safety of the children without discrimination. According to him,

this is no longer the case owing to the alarming rate of neglected children in society. He emphasized that despite the heterogeneous nature of socioeconomic endowment amongst individuals; they can still come together and coexist to focus on commonalities rather than differences. Dr. Bii spoke passionately about the School's dedication to create a public service that is not only transformative but also exemplary.

"The School strives to address policy concerns in Kenya and beyond. The focus on the Government's Bottom Up Economic Transformation Agenda (BETA) reflects the unwavering commitment to promoting innovation, improvement, and adaptation to rapid changes in the public sector. Additionally, training

programs are designed to advance and enrich management competence, value, accountability, and transparency across all sectors of the country and the continent." He said.

Dr. Bii conveyed his warmest regards and gratitude to the participants and their employers for entrusting the School with their training needs.

Ms. Winnie Cheruiyot, of Strategic Leadership Development Program Cohort 403/ 2024, speaking on behalf of the participants expressed interest in future endeavors of uplifting the vulnerable. She said, "This experience goes beyond the confines of our academic pursuits. It has illuminated the value of responsiveness and social consciousness in our leadership roles. We are not just administrators but stewards of positive change."

The significance of the event was to instill a deep-rooted sense of resilience and determination eliciting social consciousness for the congregants to embrace the essence of patriotism. This tradition of getting together events at the Campus extends beyond tangible skills, as it rekindles fond memories of togetherness. The unwavering commitment by the Campus to hold regular cultural events strengthens participants' bonds towards preservation of their rich heritage.

*Compiled By Douglas Mochama &
Elias Makokha*

A culture themed night in Baringo



Right: Dr. John Bii, Director of Baringo Campus leads in dance at the cultural dinner . On the left, members of staff and participants join in the celebrations.



Left: The chef prepares Nyama Choma, a Kenyan specialty. Centre: Lengut- milk stored in special gourds called Sotet, and placed in special storage chambers. Right: Food cooked in pots is said to taste different.



Staff members and course participants dressed according to the occasion as they mark the celebrations with cake for those born in this and last quarters of the year.

How To Handle Grief: Part 3

In Part three of this series, how to Handle Grief, which will be the final, the writer explicates the effects of grief, a biblical perspective on how to grieve and conclusions about grief.

Effects of Grief

There are two broad effects of grief, and in this regard, each category is characterized by some specific reactions. For instance:

Crying typically expresses deep feelings. Jesus wept over his friend Lazarus who had died in Bethany (John 11:35). The mourners accompanying Mary, one of Lazarus' sisters noted Jesus' love for him (John 11:36). Moreover, he wept over the city of Jerusalem according to Luke 19:41. He grieved over it because the people had refused to listen to the message that the Messiah had brought to the people. The message of redeeming humankind from depravity, which was paradoxically accomplished on the cross (John 19:30). Again, Jesus cried deeply in Matthew 27:46b). The context was that Jesus was deeply grieved because He felt that his father, God had abandoned him alone to die on the cross. Ultimately in Luke 23:46, Jesus cried, before He gave up his spirit. In other sections of the Bible, we see Naomi and her daughters in-law; Ruth and Orpah weeping bitterly (Ruth 1:9b; 14a). Their emotion was premised on the multiple losses the three ladies encountered in their lives. Besides, they grieved and wept over the possibility of parting ways for a lifetime.

Restlessness with indicators often



Letiyon A. Lempaine, a Lecturer and Chaplain, Kenya School of Government, Lower Kabete

entailing sleep disturbance and depression or errors in judgment to mention but a few.

Physical symptoms such as loss of appetite, exhaustion and headaches.

Pathological Effects of Grief:

This type of grief occurs when the normal process of sorrow is denied, delayed or distorted. This most often can be expected when the death has been sudden or unexpected; the mourner has been excessively dependent on the deceased; there was an ambivalent relationship (love mixed with hatred) between the mourner and the lost one; there was "unfinished business" between mourner and deceased

(such as siblings who had not talked for years, family conflicts that had not been resolved, confessions that had not been made, or love that had not been expressed; if the cause of death was violent, accidental, or suicidal; and/or the loss left the mourner with practical difficulties such as raising children or making business decisions," (Collins, 1980, P. 418).

Strategies on Handling Grief

There are several practical strategies which can be applied to support people who grieve:

Help them make pragmatic decisions. Using a Rational Decision Making Model could assist one not to make decisions which are not based on facts. Very serious decisions may need to be delayed for some time until the grieving person is capable of making wise and practical decisions.

Offer practical support

such as meal preparation or babysitting. This frees the person to grieve, especially at the beginning. This approach is contextualized in different parts of the world depending on the cultural milieus in which people lived at that particular moment.

Do not discourage grieving rituals: "Participation in a wake, funeral, memorial service and religious ritual can help to make

How To Handle Grief: Part 3

the death more real, demonstrate the support of friends, and encourage the expression of feelings and stimulate the work of mourning" (Collins, 1980, P., 420).

Do not use religious clichés as a means as a means of stifling expression of grief:

Let people grieve their loss in a practical way which can help them deal with the loss in a specific context.

Pathological grief requires a specialized training

for it entails "a transformation of abnormal grief into a normal grief reaction. This process has been called "re-grief": a re-experiencing of the grief process in order to free the counselee from his or her bondage to the deceased" (Ibid., P. 420).

Leaning on the promises of God: Whatever happens, God's grace and love is sufficient. For what

shall separate us from the love of God? (Romans 8: 38-39).

Prayer:

The apostle Paul aptly heartened the Philippian believers to present every issue to God in prayer and petition (Philippians 4:6-7). The same context is still applicable in the contemporary set up. Reinhold Niebuhr, a Professor and a renowned Christian theologian of the 20th Century has offered a practical guideline on how to pray and commit one's situation into the hands of God. <https://www.lords-prayer-words.com/famous-prayers/god-grant-me-the-serenity.html>

Develop Your Adversity Quotient (the science of resilience).

People ought to read widely in advance on how to develop personal capabilities to surmount difficult situations in their lives. For example, one can read books

and articles which have been written on the subject of Adversity Quotient by Dr. Paul G. Stoltz, PhD. For instance, he has written a book entitled: The Adversity Advantage: Turning Every Struggle into Everyday Greatness by Paul G. Stoltz and Erik Weihenmayer.

Conclusions about Grief

"Grief is a universal experience. Few escape it, some are trapped by it, and those who come through it find that they have been through a painful refining process," (Collins, 1980, P. 425).

The Bible has several examples of people who grieved due to the losses they experienced.

Thereafter, they experienced a normal life. For instance, King David, Job, Jesus, and Mary, the sister of Lazarus are amongst some of these.

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Mastering the Clock: The Art of Time Management



*Mr. Victor Wahome
ICT Officer at Matuga Campus and a
seasoned Bulletin Writer*

In the frenetic landscape in workplaces, time management stands as the linchpin of productivity and success. Picture this: deadlines looming, emails flooding in, and meetings stacking up. In such a whirlwind, the ability to wield time effectively is not just advantageous—it is paramount.

Welcome to our guide on time management especially in the workplace, where we conquer chaos and master the clock. We will delve into the principles and practical strategies that underpin effective time management, letting you to reclaim your schedule, improve productivity, and foster a more balanced professional life.

At its core, time management is more than a mere schedule-keeping exercise; it is a holistic approach to how we allocate and utilize this precious resource. By definition, time management encompasses the conscious process of planning, organizing,

and controlling one's activities to achieve specific goals. Yet, its significance extends far beyond individual efficiency—it reverberates throughout entire organizations, shaping culture, driving innovation, and ultimately, influencing bottom lines.

Managing time at work comes with its own set of challenges, a common one being having ambiguous priorities, where individuals find themselves overwhelmed by a multitude of tasks, struggling to determine what needs to be done first. For example, a project manager may need to balance multiple projects with competing deadlines, leading to feelings of stress and frustration. Another challenge is the constant barrage of interruptions and distractions, such as emails, phone calls, and impromptu meetings, which can derail productivity and disrupt workflow. To illustrate this, imagine a software developer trying to concentrate on coding but constantly being interrupted by colleagues seeking assistance.

Fortunately, there are various tools and techniques available to help individuals improve their time management skills. Setting clear and achievable goals is essential for providing direction and focus. Breaking down larger tasks into smaller, manageable steps can make them less daunting and easier to tackle. Prioritize tasks based on urgency and importance so that time is allocated to the most critical activities first. Productivity apps and tools such as task lists,

calendars, and time-tracking software can aid in organizing and managing workload. Additionally, practice time-blocking, where specific time slots are dedicated to particular tasks to stay on track and avoid procrastination.

An approach for setting priorities is to use the Eisenhower Matrix, which categorizes tasks into four quadrants based on their urgency and importance. Tasks that are both urgent and important should be put first, followed by those that are important but not urgent. Tasks that are urgent but not important can be delegated or postponed, while tasks that are neither urgent nor important should be eliminated or scheduled for later. By clarifying priorities, one can focus the time and energy on activities that align with their goals and deliver the greatest impact.

Distractions are quite an impediment to time management. These include interruptions from colleagues, notifications from electronic devices, and environmental factors such as noise and clutter. Here, individuals can set boundaries by establishing designated work areas or times for focused work. They can also practice mindfulness techniques to train their attention and reduce the impact of external distractions. Additionally, utilizing technology tools such as website blockers or productivity apps that temporarily disable notifications can help create a conducive

Mastering the Clock: The Art of Time Management

environment for concentration and production.

Developing personalized time management starts with setting clear and achievable goals that align with both individual and organizational objectives; establishing priorities and breaking down tasks into manageable chunks. Additionally, implementing routines can help streamline workflows optimizing efficiency- consistency is key. Tracking progress and making adjustments along the way is necessary for a dynamic time management plan. By regularly assessing what is working and what is not, individuals can fine-tune their strategies and stay on course toward their goals.

An important weapon in the toolbox of time management is delegation; assigning responsibilities to team members, frees up important time to concentrate on higher-priority work. But successful delegation calls for more than just work assignment; it also calls for trust, empowerment, and open communication. Leaders have to lay forth expectations, give clear

direction, and extend assistance when required. Furthermore, encouraging team members to accept responsibility for their work develops a sense of accountability and autonomy, which boosts motivation and output. In the end, developing the skill of delegation not only reduces strain but also creates shared responsibility and collaborative culture within the team.

Procrastination is the nemesis of productivity, sapping energy and derailing progress. Understanding its root causes is the first step toward overcoming this common challenge. Whether it is fear of failure, perfectionism, or simply a lack of motivation, identifying the underlying triggers can help individuals develop strategies to combat procrastination. Setting deadlines and holding oneself accountable can create a sense of urgency and momentum. Cultivating habits of discipline and self-disclosure, such as using time-blocking techniques or employing accountability partners, can help

to stay on track and resist the temptation to procrastinate.

Measuring the effectiveness of time management efforts would inform continuous improvement. This involves assessing both quantitative metrics, such as task completion rates and time spent on different activities, and qualitative factors, such as satisfaction levels and overall well-being. By tracking progress against set goals and benchmarks, helps to gain valuable insights into strengths and areas for growth. Self-reflection and feedback from peers or mentors can provide additional perspectives and opportunities for learning. Ultimately, the goal is not perfection but progress. Embracing a mindset of continuous improvement refines time management skills and strive for greater efficiency and work effectiveness.

In conclusion, mastering time management in the workplace is a journey, not a destination. By implementing the strategies and techniques discussed here, individuals can unlock their potential; achieve greater satisfaction and success in their professional endeavors. From creating personalized time management plans to delegating tasks effectively, overcoming procrastination, and measuring progress, the keys to success lie in clarity, consistency, and continuous improvement. So, take the first step today and embark on your journey toward optimal time management. Your future self will thank you.



Shutterstock Image

Prof. Kivutha Kibwana Lectures LPNT



The first cohort of Leadership Program for National Transformation was honored to have Prof. Kibwana, a renowned Kenyan Politician, human rights activist and first Governor of Makueni County facilitate sessions on the Constitutional Foundation of Leadership and Democracy and the Relationship between Democracy and Development.

Delving into the essence of democracy, and the intricate connection between democratic governance and societal progress, Prof. Kibwana explored the principles that underpin operative leadership within democratic systems.

He further enlightened the participants on the concept of Maat - righteousness in both nature and society, emphasizing the moral imperative for leaders to uphold ethical standards in their actions and decisions.

At the session were Director Academic affairs Dr. Josephine Mwanzia, Brig. Titus Githiora and Program Coordinator Dr. Muita Ndung'u.

Leadership Lesson

Nothing is more damaging to a new truth than an old error

The idea that entrenched misconceptions or outdated beliefs can hinder the acceptance and understanding of new, accurate information or discoveries.

- Johann Wolfgang von Goethe

Have your say



Abdinoor Ole Hussein, HSC @ole_abdinoor · Mar 30

...

Replies to @simba_guleid and @HonMoses_Kuria

Masha Allah.

Prof Nura was my lecturer in 4 different programs at @KSGKenya between 2013 and Nov,2022.

He is simple, humble, pious, knowledgeable. I like the way he keeps time in his programs.

Humour

Me collecting another **TOP FAN** badge from a page I had no idea I was following:



Word of the Week

Then he called the crowd to him along with his disciples and said: “Whoever wants to be my disciple must deny themselves and take up their cross and follow me.

-Mark 8:34

Baringo Campus

Strategic Leadership Development Program	1st April-10th May, 2024
Strategic Leadership Development Program	5th February-27th April,2024
Senior Management Course No. 187	18th March-12th April ,2024
Senior Management Course No 188	1st-26th April, 2024
Office Administrative Skills Course	1st-12th April, 2024
Supervisory Skills Development Course	1st-12th April ,2024
Public Relations and Customer Care	1st-12thApril, 2024
Baringo County Assembly Workshop	8th April,2024

Embu Campus

Strategic Leadership Development Program No. 406/2024	19th February - 19 April, 2024
Project Planning & Management	8th April - May 3rd, 2024
Strategic Leadership Development Program No.413/2024	18th March,2024 -17th May, 2024
Strategic Leadership Development Program No.412/2024	11th March - 19th April, 2024
Senior Management Course No.210/2024	11th March - 3rd May, 2024
Senior Management Course No.211/2024	8th April -May 3rd, 2024
Senior Management Course No.212/2024	8thApril h - May 31st , 2024
Management Skills Course	8th April -May 3rd, 2024
Customer Care Course	8th April - 12th, 2024
Supervisory Skills Development Course	8th -19th,April 2024
BOG Audit committee training- Nkabune TTI	11th -13th April, 2024

Matuga Campus

Senior Management Course No. 127/2024 Kenya National Bureau of Statistics	1st April -24th May, 2024
Senior Management Course No. 125/2024	29th January - 12th April, 2024

Mombasa Campus

Senior Management Course No. 180/2024	25th March – 19th April, 2024
Strategic Leadership Development Program No. 409/2024	11th March – 17th May, 2024
Management Course for Office Administrators	2nd – 26th April, 2024
Induction Program for Public Service (Meru County Revenue Board)	8th - 12th April, 2024
Human Resource Advisory Committee Siaya County	8th - 12th April,2024
Human Resource Professionals Training	8th - 12th April, 2024
Workshop (Office of the President)	11th - 12th April, 2024
Workshop (Mombasa County Department of Health Services)	8th April, 2024

Lower Kabete

Strategic Leadership Development Program No.405/2024	12th February-11th April 2024
Strategic Leadership Development Program No.411/2024	11th March - 19th April 2024
Supervisory Skills Development Course No.139/2024	25th March -5th April, 2024
Senior Management Course No.416/2024	1st-26th April, 2024
Strategic Leadership Development Programme No.415/2024	8th April - 17th May, 2024
Senior Management Course No.417/2024 (Executive Office of the President)	8th April -3rd May, 2024
Job Description Training Ministry of Defence	8th-12th April , 2024
Job Description Training (Kenya Airports Authority)	8th-12th April, 2024
State Department for Broadcasting and Telecommunications	8th April, 2024
Northern Water Works Development Agency	8th - 12th April, 2024

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