



KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service

TRAINING CALENDAR 2023/2024

TRAINING CONSULTANCY.
RESEARCH. OUTREACH. POLICY ADVISORY

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 into the programs 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. Consultation with the Ministry of Health has resulted in establishment of measures that enhance health and safety of course participants.
- XI. Training dates for all programs may be as far as possible scheduled to suit client convenience.
- XII. Enrolment in all training programs is open. More information may be obtained at www.ksg.ac.ke

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

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
EXECUTIVE LEADERSHIP PROGRAMS					
AOP	Accounting Officers Program	1 Week	Accounting Officers in Ministries, County Governments, State Corporations, Constitutional Commissions, Legislature, Judiciary, Independent offices and private sector corporates.	Matuga	On request
				Baringo	On request
				Embu	On request
				Lower Kabete	On request
				Mombasa	On request
IPCS	Induction Program for Cabinet Secretaries/Ministers	4 Days	Prepares Cabinet Secretaries to appreciate their responsibilities within Cabinet and Ministries, and their obligation to citizens.	Baringo, Embu, Lower Kabete, Matuga, Mombasa,	On request
IPPS	Induction Program for Principal Secretaries	1 Week	Prepares Principal Secretaries to appreciate their responsibilities within Ministries, and their obligation to citizens.	Baringo, Embu, Lower Kabete, Matuga, Mombasa	On request
LCNT	Leadership Program for National Transformation	7 Weeks	Public officials and other individuals poised to take up responsibilities in formulation and stewardship of strategies for national transformation in whichever role.	Lower Kabete	On request

LPHU	Leadership Program for Heads of Universities	1 Week	<p>This Program targets all leaders of universities in Kenya and around the region. Specifically, the program targets 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</p>	Lower Kabete	Oct 23-27, 2023 Dec 4-8, 2023 Feb 19-23, 2024 May 13-17, 2024
				Mombasa	Nov 13 – 17, 2023 March 18-22, 2024 June 3-7, 2024
CMP	Coaching and Mentoring in the Public Service	1 Week	<p>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.</p>	Lower Kabete	Sept 5-9,2023 Nov 21-25,2023 Feb 20-24,2024 May 15-19,2024
				Matuga	Aug 14-18, 2023 Nov 6-10, 2023 Feb 19-23, 2024 May 13-17, 2024
IPSB	Induction Program for Public Sector Boards	3 days	<p>Newly appointed or reconstituted Public Sector Boards</p> <p>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.</p>	Center for Public Finance and Audit	On request
ATI	Access to Information in the Public Service Course	1 Week	<p>Heads of Departments who bear the responsibility of coordination and release of Information within the law.</p> <p>The program helps institutions to</p>	Baringo	Aug. 21-25, 2023 Mar 4-8, 2024 May 6-10, 2024
				Embu	Oct. 16-20, 2023 Feb. 12-16, 2024 May 13-17, 2024
				Lower Kabete	Sept 4-8,2023

			mainstream access to information consistent with requirements for disclosure and exceptions procedure.		Nov 6-10,2023 Jan 15-19,2024 April 15-19,2024 June 17-21,2024
				Matuga	Sept 18-22, 2023 Feb 12-16, 2024 May 20-24, 2024
				Mombasa	Sept 18-22, 2023 Apr 22-26, 2024
TLC	Transformative Leadership Course	1 Week	Public officials and other individuals responsible for institutional and business re-engineering in their organizations.	Embu	Nov 6-10, 2023 Feb 19-23, 2024 May 20-24, 2024
				Lower Kabete	July 22-26,2023 Oct 7-11,2023 Jan 6-10,2024 Mar 17-21,2024 May 12-16,2024
				Matuga	Nov 6-10, 2023 April 22-26, 2024 June 24-28, 2024
				Mombasa	Nov 13-17, 2023 Mar, 25-29, 2024
CED	Capacity Enhancement for Public Sector Directors	2 Weeks	Directors and Deputy Directors in Public Sector	Mombasa	Oct 16-27,2023 Jan 15-26,2024 April 15-26,2024 June 17-28,2024
LPSG	Leadership Program for Spouses of Governors	1 Week	The recommended participants for this Program are the spouses of governors	Lower Kabete	Nov 13-17, 2023 March 4-8, 2024 May 27-31, 2024
				Matuga	Dec 11-15, 2023 Feb 5-9, 2024 Apr 15-19, 2024

				Mombasa	Oct 16-20, 2023 Jan 15-19, 2024 June 10-14,2024
SLDP	Strategic Leadership Development Program	6 Weeks	Officers in leadership and policy making roles, typically in Job Grades N and above, and their equivalent.	Baringo	June 5-July 14, 2023 July 17-Aug. 25, 2023 Sept. 4-Oct. 13, 2023 Nov. 6-Dec. 15, 2023 Jan. 8-Feb. 16, 2024 Feb. 19-Mar 29, 2024 April 1-May 10, 2024 May 13-June 21, 2024
				Embu	July 24-Sep 1, 2023 Sep 11-Oct 20, 2023 Oct 30-Dec 8, 2023 Jan 22-Mar 1, 2024 Mar 11-Apr 19, 2024 Apr 29-June 7, 2024 June 17-July 26, 2024
				Lower Kabete	July 24-Sept 1, 2023 Aug 14-Oct 20,2023 Sept. 4-Oct 13, 2023 Oct. 16- Nov 24, 2023 Nov 6-Dec 15,2023 Jan. 15 - Feb 23, 2024 Feb. 26 - April 5, 2024 Mar 11-April 19,2024 April 8- May 17,2024 May 20- June 28, 2024

						June 3-July 12,2024
				Mombasa		Jul 24-Sept 1,2023 Aug 7-Sept 15, 2023 Sept 18-Oct 27, 2023 Oct 2-Nov 10, 2023 Oct 30-Dec 8, 2023 Jan 15-Feb 23, 2024 Jan 29-Mar 8, 2024 Mar 11-Apr 19, 2024 Mar 25-May 3, 2024 May 6-Jun 14, 2024 May 20-Jun 28, 2024 Jun 17-Jul 26, 2024
				Matuga		July 24-1 Sept, 2023 Aug 7-15 Sept, 2023 Aug 21-29 Sept, 2023 Oct 2-10 Nov, 2023 Oct 16-24 Nov, 2023 Oct 30-8 Dec, 2023 Jan 15-23 Feb, 2024 Jan 29-8, Mar 2024 March 11-19 April, 2024 Mar 25-3 May, 2024 May 6-14 Jun, 2024 May 20-28 Jun, 2024
SLDP	Strategic Leadership Development Program	10 Weeks (Online)	Officers in leadership and making roles, typically in Grades N and above, and equivalent.	policy Job their	Baringo Embu	Aug 7-Oct 12, 2023 Feb 5-April 12, 2024 July 10-Sept. 8, 2023 Aug 7-Oct. 6, 2023 Sept. 4-Nov. 3, 2023 Oct. 9-Dec. 8, 2023 Jan.22-Mar 22, 2024

					Feb. 19-Apr.19, 2024 Mar. 18-May 17, 2024 April 15-Jun. 14, 2024 May 13-July 12, 2024 June 10-Aug. 9, 2024
				Lower Kabete	Sept 11-Nov 17, 2023 Feb 5-Apr 12, 2024 May 6-July 12,2024
				Matuga	Aug 21-27Oct, 2023 Oct 30-29Dec, 2023 Feb 5-12 April, 2024 April 15-21June,2024
				Mombasa	Jul 10 - Sept 15,2023 Oct 30, 2023 - Jan 5, 2024 Mar 11- May 17, 2024 Jun 17 – Aug 23, 2024
CGC	Corporate Governance	1 Week	<p>Officers in leadership positions or those preparing to take up such positions in public and private sector.</p> <p>Prepares leaders to constitute organizations suitably, whilst operating the appropriate governance practices.</p>	Baringo	Aug. 21 – 25, 2023 Mar 4 – 8, 2024 May 6-10, 2024
				Embu	June 20 – 24, 2023 Sept. 4 - 8, 2023 Mar 22 - 26, 2024 June 17 - 21, 2024
				Lower Kabete	July 24-28,2023 Oct 23-27,2023 Jan 15-19,2024 April 15-19,2024 June 24-28,2024
				Mombasa	On request
				Matuga	Aug 7-11, 2023 Nov 13-17, 2023 Mar 4-8, 2024

					June 3-7, 2024
CGPB	Corporate Governance for Public Sector Boards	1 Week	Members of constitutional commissions and boards or councils of state corporations and other semi-autonomous government agencies. Participants learn the critical legal, regulatory, and operating knowledge needed to serve on boards whilst developing a profound understanding of the roles and responsibilities of an effective board member.	Center for Public Finance and Audit	On request
WLP	Women Leadership Development Program	1 Week	Women leaders and women preparing for leadership positions in public service or private sector and men interested in this field. Prepares women leaders with the tools to traverse challenges and gender prejudices within the organization, and sharpen the critical governance skills.	Lower Kabete Mombasa Matuga	Aug 21-25,2023 Nov 6-10,2023 Feb 19-23,2024 May 20-24,2024 On request Nov13-17, 2023 Mar 18-22, 2024 June 17-21,2024
EWL	Executive Women Leadership Program	1 Week	Women in executive positions in public service or private sector.	Baringo Lower Kabete Embu	Aug 21-25, 2023 Mar 4 - 8, 2024 May 6-10, 2024 July 17-21,2023 Oct 2-6,2023 Feb 5-9,2024 June 10-14,223 Sep 18-Sep 22, 2023

					Nov 20-Nov 24, 2023 Feb 19-Feb 23, 2024 May 13-May 17, 2024
			Matuga		Oct 2-6, 2023 Feb 5-9, 2024 May 27-31, 2024
WPL	Women in Political Leadership Course	1 Week	Women political leaders and women preparing for political leadership.	Embu	Sep 11-Sep 15, 2023 Nov 13-Nov 17, 2023 Mar 18-Mar 22, 2024 May 20-May 24, 2024
			Participants will be enriched with skills and abilities to communicate and advocate on issues of inclusive governance while being prepared into agents of change in their elected positions.	Lower Kabete	Sept 18-22,2023 Dec 4-8,2023 Mar 11-15,2024 June 3-7,2024
TLCW	Transformative Leadership Program for County Women Executives	1 Week	Women executives in county governments.	Baringo	Aug. 21 – 25, 2023 Mar 4-8, 2024 May 6-10, 2024
				Embu	Nov 6 - 10, 2023 Feb 12- 16, 2024 May 13 - 17, 2024
				Matuga	Aug 28-1 Sept, 2023 June 24-28, 2024
				Mombasa	On request
				Lower Kabete	Sept 11-15,2023 Nov 20-24,2023 Feb 26-Mar 1,2024 May 20-24,2024
EVIT	Ethics, Values and Integrity Development Program for	3 Weeks	Public Officers from 'JG' A-K or its equivalent	Baringo	Aug 7-25, 2023 March 11-29, 2024

	Technical Officers				
				Embu	Oct. 2 - 20, 2023 May 13 – May 31, 2024
EVIM	Ethics, Values and Integrity Development Program for Managers	3 Weeks	Officers responsible for managing resources in their organizations' and are in 'JG' L-P or its equivalent	Baringo	Aug 7- 25, 2023 March 11- 29, 2024
				Embu	Sept. 11 – 29, 2023 Mar 11 - 22, 2024
VESO	Public Service Values and Ethics Program for Senior Officers.	3 Days	Senior officials in public and private sector organizations. The program equips senior officers with the knowledge to model and positively reinforce integrity for all staff in their organizations.	Embu	Aug. 14 - 18,,2023 Nov 20 - 24, 2023 Feb. 12 - 16, 2024 May 20 - 24, 2024
				Lower Kabete	July 24-26,2023 Oct 23-25,2023 Jan 15-17,2024 April 15-16,2024 June 24-26,2024
				Matuga	Aug 28-30, 2023 Feb 19-21, 2024 May 13-15, 2024
				Mombasa	Nov 6-8, 2023 Mar 18-20, 2024 Jun 10-12, 2024
IDS	Induction Program for Diplomatic Service Officers	1 Week	Officers in diplomatic service in national, regional and international organizations.	Lower Kabete	Sept 5-9,2023 Nov 20-24,2023 Feb 19-23,2024 May 13-17,2024
MSA	Management of Student Affairs in Universities and Tertiary Institutions	2 Weeks	Prepares officers in charge of student affairs, University heads of departments, deans, deans of students and Deputy Vice Chancellors to manage student relations amidst expanding enrollments; changing demographics;	Lower Kabete	July 17-28,2023 Oct 16-27,2023 Jan 15-26,2024 April 15-26,2024 June 17-28,2024
				Embu	Nov 13-24, 2023 Mar 18-29, 2024

			and increased expectations from the greater campus community, parents, and external constituents.	Matuga	June 17-28, 2024 July 24-4 Aug, 2023 Jan 29-9 Feb, 2024 May 13-24, 2024
CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
MANAGEMENT DEVELOPMENT PROGRAMS					
SMC	Senior Management Course	4 Weeks	Middle level managers in the public service typically in Job Grades K and their equivalent in private sector.	Baringo	June 5-30, 2023 July 3-28, 2023 July 31-Aug 25, 2023 Aug 28-Sept 22, 2023 Sept 25-Oct 20, 2023 Oct 23-Nov 17, 2023 Nov 20-Dec 15, 2023 Jan 8-Feb 2, 2024 Feb 5-Mar 1, 2024 Mar 4-29, 2024 April 1-26, 2024 April 29-May 24, 2024 May 27-June 21, 2024
				Embu	July 3- 28, 2023 July 31 - Aug. 25, 2023 Aug 27 - Sept. 22, 2023 Sept. 25 - Oct. 20, 2023 Oct. 23 - Nov. 17, 2023 Nov 20 - Dec 15, 2023 Jan 15 - Feb 9, 2024 Feb 12 - Mar 8, 2024 Mar 11 - Apr 5, 2024

				Apr 8 - May 3, 2024 May 6 - 31, 2024 Jun 3 - 28, 2024
			Lower Kabete	Jul 10-Aug 4, 2023 Aug 7-Sept 1, 2023 Sept. 4-29,2023 Oct. 2-27,2023 Nov 6-Dec 1,2023 Jan 8 - Feb 2, 2024 Feb 5 - Mar 1, 2024 Mar 4-29, 2024 April 1-26,2024 May 6-31, 2024 June 3-28, 2024
			Matuga	July 3-28, 2023 July 31-25 Aug, 2023 Aug 28-22 Sept, 2023 Sept 25-20 Oct, 2023 Oct 23-17 Nov, 2023 Nov 20-15 Dec, 2023 Jan 8-2 Feb, 2024 Feb 5-1 Mar, 2024 Mar 4-29, 2024 April 1-26, 2024 April 29-24 May, 2024 May 27-21 June,2024
			Mombasa	Jul 3-Jul 28, 2023 Jul 31-Aug 25, 2023 Aug 28-Sept 22, 2023 Sept 25-Oct 20, 2023 Oct 23-Nov 17, 2023 Nov 20-Dec 15, 2023 Jan 15-Feb 9, 2024

					Feb 12-Mar 8, 2024 Mar 11-Apr 5, 2024 Apr 8-May 3, 2024 May 6-May 31, 2024 Jun 3-Jun 28, 2024 Jul 1-Jul 26, 2024
SMC	Senior Management Course	8 Weeks (Online)	Middle level managers in the public service typically in Job Grades K and their equivalent in private sector.	Baringo	July 3-Aug 26, 2023 Sep 11-Nov 3, 2023 Dec 4-Jan 26, 2024 Feb 5-Mar 29, 2024 Apr 8-May 31, 2024
				Embu	July 10-Sept 1, 2023 Aug 14-Oct 6, 2023 Sept 4-Oct 27, 2023 Oct 2 -Nov 24, 2023 Oct 23-Dec 15, 2023 Jan 15-Mar 6, 2024 Feb 12-Apr 8, 2024 Mar 11-May 3, 2024 Apr 8-May 31, 2024 May 6-June 28, 2024 June 3-July 26, 2024
				Lower Kabete	Aug 7-Sept 29,2023 Oct 2-Nov 24,2023 Jan 15 -Mar 8, 2024 April 24-June 16,2024
				Matuga	July 3-25 Aug, 2023 Oct 2-24 Nov, 2023 Jan 22-15 Mar, 2024 April 29-21 June, 2024
				Mombasa	Jul 31 – Sep 22, 2023 Oct 23 – Dec 5, 2023 Feb 12 – Apr 5, 2024 Jun 3 - Jul 26, 2024

GUAC	Governance and Management of Urban Areas and Cities	1 Week	Public officers handling management affairs of decentralized units in County Governments (HoDs in municipalities and city authorities)	Lower Kabete	Aug 14-25,2023 Nov 13-24,2023 Mar. 11-22,2024 May 13-24,2024
				Mombasa	Oct 16 - 27 , 2023 May 13 - 24, 2024
MSME	Management of Micro, Small and Medium Enterprises	1 Week	Organizations, Technical and other qualified persons (0 level levers) Ex-Servicemen, potential Entrepreneurs (Women and youth), and the retirees from public service.	Baringo	Nov 20-24, 2023 May 13-17, 2024
				Embu	Dec 4-8, 2023 Mar 11-15, 2024
				Lower Kabete	Oct 23-27, 2023 Jan 22-26, 2024 Apr 22-26, 2024
				Matuga	Dec 4-8, 2023 May 6-10, 2024
				Mombasa	Oct 30-Nov 3, 2023 Feb 12-16, 2024 Jun 10-14, 2024
ERM	Enterprise Risk Management in Public Sector	1 Week	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	Baringo	Oct 30-Nov 3, 2023 Feb 12-16, 2024 Jun 10-14, 2024
				Embu	Dec 4-8, 2023 May 6-10, 2024
				Lower Kabete	Nov 20-24,2023 Feb 19-23,2024 May 13-17,2024
				Matuga	Dec 4-8, 2023 Mar 11-15, 2024
				Mombasa	Oct 23-27, 2023 Jan 22-26, 2024 Apr 22-26, 2024

SDPM	Skills Development Program for Managers of Educational Institutions	1 Week	This Program targets all 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.	Baringo	Nov 20-24,2023 Feb 19-23,2024 May 13-17,2024
				Embu	Oct 16 - 20 , 2023 May 13 - 17, 2024
				Lower Kabete	Oct 16-20,2023 Jan 22-26,2024 Apr 15-19,2023 Jun 17-21,2023
				Matuga	Oct 23-27, 2023 Apr 22-26, 2024
				Mombasa	Nov 20-24,2023 Feb 19-23,2024 May 13-17,2024
SDGP	Sustainable Development Goals Program	1 Week	Officers responsible for planning, implementation, monitoring and evaluation of development programs.	Lower Kabete	July 10-14,2023 Oct 16-20,2023 Jan 22-26,2024 April 15-19,2023 June 17-21,2023
				Mombasa	Oct 23-27, 2023 Apr 22-26, 2024
PPFI	Public Policy Formulation and Implementation	2 Weeks	Manager responsible for developing policies. Prepares participants with the knowledge and skill to Impact, influence and evaluate policy	Lower Kabete	July 24-28,2023 Oct 23-27,2023 Mar 11-15,2024 May 13-17,2024
				Mombasa	Aug 14-18, 2023 Oct 9-13, 2023 Apr 22-26, 2024
				Matuga	July 17-21, 2023 Oct 9-13, 2023 Feb 12-16, 2024 June 24-28, 2024
PFIA	Policy Formulation, Implementation and Analysis Course	1 Week	Managers who are responsible for development of policies.	Mombasa	Aug 14-18, 2023 Oct 9 - 13, 2023 Apr 22-26, 2024,

NSC	Negotiation Skills Course	1 Week	Officers responsible for stakeholder negotiations.	Matuga	Sept 18-22, 2023 Feb 26-1 Mar, 2024 May 20-24, 2024
			Prepares participants to drive success as a negotiator and create self and organizational value through skillful, strategic and systematic negotiation.		Lower Kabete Sep 25-29,2023 Nov 20-24,2023 Feb 12-16,2024 June 3-7,2024
VEMO	Public Service Values and Ethics for Managerial Officers	1 Week	Middle Level managers in the national and county governments.	Baringo	Aug. 21-25, 2023 Mar 4-8, 2024 May 6-10, 2024
				Matuga	July 17-21, 2023 Nov 6-10, 2023 April 15-19, 2024
				Lower Kabete	Sep 25-29,2023 Nov 20-24,2023 Feb 12-16,2024 June 3-7,2024
SPM	Strategic Planning and Management	1 week	Senior officers who require knowledge and skills in envisioning the “big picture” in the organization	Baringo	July 17-21, 2023 April 15-19, 2024
SPI	Strategic Planning and Implementation	2 Weeks	Senior officers responsible for planning in national government ministries, county governments and private sector.	Embu	Aug 7-18, 2023 Nov 6-17, 2023 Mar 18-29, 2024 June 10-21, 2024
			Participants gain the skills and insights into crucial decisions that an organization must get right in order to thrive in their respective industry.	Matuga	July 3-7, 2023 Oct 23-27, 2023 April 1-5, 2024
				Lower Kabete	July 24-28,2023 Oct 23-27,2023 Mar 11-15,2024 May 13-17,2024

IRCM	Institutional Re- engineering and Change Management Course	1 Week	Senior officers in organizations responsible for processes and systems.	Lower Kabete	July 17-21,2023 Oct 16-20,2023 Mar 11-15,2024 May 13-17,2024
			Participants will acquire knowledge on how to maintain a goal-oriented approach by instituting clear, non-negotiable objectives and designing incentives to ensure these goals are achieved. Basically, preparing for change, introducing change and making the change stick.	Embu	Sept. 18 - 22, 2023 Dec 4 - 8, 2023 Mar 25 - 29, 2024 June 17 - 21, 2024
				Matuga	Nov 27-1 Dec, 2023 Mar 11-15, 2024 June 3-7, 2024
PDPS	Public Service Doctrines and Professional Standards	1 Week	Open to all public servants	Embu	Mar 13-17, 2023 May 20-24, 2024
				Matuga	Sept 4-8, 2023 Mar 18-22, 2024
				Lower Kabete	July 31-Aug 4,2023 Nov 13-17,2023 Jan 22-26,2024 May 6-10,2024
IPSA	Induction Program for Special Advisors	1 Week	Officials engaged to provide specialized policy or strategic support.	Matuga	Dec 11-15, 2023 May 27-31, 2024
				Lower Kabete	July 24-28,2023 Oct 23-27,2023 Mar 11-15,2024 May 13-17,2024

IPO	Induction Program for Government Liaison Officers	1 Week	<p>The Course targets Program Officers and other technical officers in the National and County Government, who are responsible for management and Administration of intergovernmental functions. The recommended entry requirements are for officers serving in Job Group M (or its equivalent)-and above who are tasked with intergovernmental liaison functions.</p>	Baringo	Nov 20-24, 2023 Feb 12-16, 2024 May 6-10 2024
				Embu	Nov 13-17, 2023 Apr 15-19, 2024
				Lower Kabete	Nov 20-24,2023 Mar 18-22,2024 June 24-28,2024
				Matuga	Oct 16-20, 2023 April 8-12, 2024
				Mombasa	Dec 4- 8, 2023 Mar 4-8, 2024 May 6-10 2024
GAC	Government Advisors Course	2 weeks	Officers in the National and County Government who are charged with the responsibility of advising the Government.	Embu	Sep. 18-29, 2023 Apr 15-26, 2024
YLP	Young Leaders Development Program	1 Week	<p>Student leaders from universities & middle level colleges.</p> <p>Young adults will develop new understandings of how to self-lead and lead others</p>	Baringo	Aug. 21-25, 2023 Mar 4-8, 2024 May 6-10 2024
				Embu	Oct. 2- 6, 2023 May 27-31, 2024
				Lower Kabete	July 17-21,2023 Oct 16-20,2023 Mar 11-15,2024 May 13-17,2024
				Matuga	Dec 4-8, 2023 April 15-19, 2024
				Mombasa	Sep 11-15, 2023 Mar 4-8, 2024

MSD	Management Course for Social Development Practitioners	4 Weeks	Chiefs, Assistant Chiefs, Ward Administrators and social development officers in national and county governments, local level NGOs and CBOs.	Embu	Oct 2-27, 2023 May 6-31, 2024
				Baringo	July 3-28, 2023 Oct 23-Nov 17, 2023 Mar 4-29, 2024 May 27-June 21, 2024
MSPS	Management of Social Protection Services	2 Weeks	Social protection practitioners in national and county governments, NGOs, civil society organizations Participants acquire managerial skills on implementation of social protection rights, including the right to health, human dignity, reasonable working conditions and access to justice for the vulnerable members of the communities they serve.	Baringo	
				Embu	Nov 13-24, 2023 Apr 8-12, 2024
				Matuga	Sep 25-6 Oct, 2023 Feb 12-23, 2024
MCPS	Management of Child Protection Services	2 Weeks	Children Officers Participants will be exposed to managerial skills and attributes that safeguard practices to improve the protection of vulnerable children.	Matuga	Aug 7-18, 2023 Nov 6-17,2023 Mar 11-22, 2024
				Embu	Oct 16-27, 2023 Apr 15-26, 2024
				Lower Kabete	Aug 24-28,2023 Oct 23-27,2023 Mar 11-15,2024 May 13-17,2024
				Mombasa	Oct 2 - 13, 2023 Mar 18-29, 2024 Jun 17-28, 2024

CCCM	Community-based Climate Change Management	3 Days	Stakeholders at community and local levels.	Baringo	Sept 11-13, 2023 Mar 4-6, 2024 May 6-8, 2024
				Lower Kabete	Aug 21-23,2023 Nov 6-8,2023 Feb 5-7,2024 May 6-8,2024
				Matuga	Sept 18-20, 2023 Dec 11-13, 2023 March 27-29, 2024
ECPS	Essentials of Counselling in the Public Service	2 Weeks	<p>HRM officers, counselors, and Heads of Departments will benefit from this program</p> <p>On completion of the program, participants are able to understand and help individuals who have technical, personal and emotional adjustment problems interfering with their work performance.</p>	Baringo	Sept. 11-22, 2023 Mar 11-22, 2024 May 6-17, 2024
				Embu	Oct 16 -27, 2023 March 4 -15, 2024
				Lower Kabete	Aug 28-Sept 8,2023 Nov 13-24,2023 Feb 5-16,2024 April 8-19,2024
				Matuga	July 3-14, 2023 Sept 11-22, 2023 Nov 27-8 Dec, 2023
				Mombasa	July 17-28, 2022 Nov 13-24, 2022 Feb 12-23, 2024 May 6-17, 2024

ESCR	Mainstreaming Economic Social and Cultural Rights in Development	1 Week	County executive committee members, Chief officers, County Attorneys, Officers responsible for planning, County administrators, Directors and other senior officers of ministries, departments and agencies and Council of Governors.	Baringo	Aug 21-25, 2023 Jan 8-12, 2024 May 6-10 2024
				Embu	Sept 18-22, 2023 Nov 13-17, 2023 May 13-17, 2024
				Lower Kabete	Aug 21-25,2023 Nov 20-24,2023 Mar 18-22,2024 June 24-28,2024
				Matuga	Oct. 2-6, 2023 April 8-12, 2024
				Mombasa	On Request
CMR	Conflict Prevention Management and Resolution	1 Week	County commissioners, deputy county commissioners, assistant county commissioners, chiefs and assistant chiefs, sub county administrators, senior police officers and ward administrators.	Baringo	Aug 21-25, 2023 May 6-10, 2024
				Embu	Sept 18- 22, 2023 Nov 20-24, 2023 Apr. 15-19, 2024
				Lower Kabete	Aug 21-25,2023 Nov 13-17,2023 Jan 22-26, 2024 May 6-10,2024
				Matuga	Oct 16-20, 2023 March 25-29, 2024
				Mombasa	Oct 23-27, 2023 Mar 25-29, 2024 June 10-14, 2024
TOT	Training of Trainers	2 Weeks	Experts and Community leaders responsible for Knowledge sharing.	Baringo	March 18-29,2024
				Embu	Aug 14-25, 2023 Nov 13-24, 2023 Apr 15-26, 2024
				Lower Kabete	Aug 21-Sep 1,2023 Nov 13-24,2023

					Feb 5-16, 2024 May 13-24,2024
				Matuga	July 3-7, 2023 Nov 20-24, 2023 April 1-5, 2024
				Mombasa	Jul 17-28 , 2023 Sep 11-22, 2023 Nov 20-Dec 1, 2023 Apr 15-26, 2024 Jun 17-28, 2024
TOT-O	Training of Trainers (Online)	4 Weeks		Matuga	Oct 30-24 Nov, 2023 Mar 25-Apr 19, 2024
PSP	Pedagogy for Senior Programs	2 Weeks 4 Weeks (Online)	Training practitioners, training managers, public officials, and private sector practitioners responsible for facilitation of programs:	Baringo	Sep 11-22, 2023 May 6-17, 2024
				Embu	July 10 - 21, 2023 Oct 16 - 27, 2023 Apr 8 - 19, 2024
				Lower Kabete	July 24-Aug 4,2023 Nov 20-Dec 1,2023 April 15-26, 2024 June 10-21,2024
				Lower Kabete (Online)	Aug 7-Sep 1,2023 Nov 6-Dec 1,2023 Mar 4-29,2024 June 3-28,2024
				Matuga	Aug 14-25, 2023 Nov 27-8 Dec, 2023 May 13-24, 2024
				Mombasa (1Week)	Oct 9-13, 2023 Feb 19-23, 2024 May 13-17, 2024
ICPS	Innovation and Creativity in Public Service	2 Weeks	Administrators, Human resource and Human development officers, Innovation and Business	Baringo	Sept. 11-22, 2023 Mar 11-22, 2024 May 6-17, 2024

			development officers, Marketing managers, and Senior ICT officers.	Embu Lower Kabete Matuga Mombasa	Oct. 16-27, 2023 Nov. 13-24, 2023 Mar 4-15, 2024 July 17-28,2023 Nov 6-17,2023 Feb 12-23, 2024 May 6-17,2024 July 24-4 Aug, 2023 Mar 4-15, 2024 Nov 13-24, 2023 Feb 5-16, 2024 May 13-24, 2024
GIB	Government Identity and Branding	2 Weeks	Administration officers, corporate communication officers, speech writers, personal assistants, office administration officers, and managers at both national and county level Government.	Baringo Embu Lower Kabete Matuga	Oct 16-27, 2023 Mar 11-22, 2024 May 6-17, 2024 Oct 2-13, 2023 Nov 6-17, 2023 Mar 11-22, 2024 July 10-22,2023 Oct 17-28,2023 Jan 16-27, 2024 April 17-28,2024 June 19-30,2024 Nov 6-17, 2023 April 15-26, 2024
YEA	Youth Entrepreneurship in Agriculture	2 Weeks	Youth interested in agribusiness such as crop and animal husbandry, agro-processing, manufacturing of inputs and animal feeds etc	Embu	Aug 14-25, 2023 Nov 13-24, 2023 Mar 11-22, 2024 May 20-31, 2024
EYSE	Entrepreneurship for Youth engaged in SMEs	1 week	Youth from various sectors within the economy.	Embu	Sept 11-15, 2023 Nov 20-24, 2023 March 4-8, 2024 June 17-21, 2024

SMT	Secretarial Management Training Course	4 weeks	Office administrators working for middle-level managers	Baringo	Sept 25-Oct 20, 2023 April 1-26, 2024
SMT-O	Secretarial Management Training Course	8 Weeks	Office administrators working for middle-level managers	Embu	Oct 2-Nov. 24, 2023 May 6-June 28, 2024
IPS	Induction Program for the Public Service	2 Weeks	Newly appointed, redeployed, re-designated or promoted officers at all levels	Matuga, Lower Kabete, Mombasa, Embu, Baringo	On request
PIPI	Public Service Induction Program for Interns	1 Week	Persons interested in joining the public service on internship program from training institutions.	Matuga	Nov 6-10, 2023 April 22-26, 2024
				Mombasa	Nov 13-17, 2023 Mar 11-15, 2024 June 3-7, 2024
				Lower Kabete	Aug 21-25,2023 Nov 13-17,2023 Jan 22-26, 2024 May 6-10,2024
CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
COMMUNICATION MANAGEMENT PROGRAMS					
CMM	Conduct of Meetings and Minute Writing	1 Week	Officers in public and private sector organizations responsible for chairing or taking minutes in meetings	Baringo	Aug 21-25, 2023 Mar 4-8, 2024 May 6-10, 2024
				Embu	Nov 6-10, 2023 Apr 8-12, 2024
				Lower Kabete	July 24-28,2023 Oct 16-20,2023 Nov 6-10,2023

					Jan 22-26,2024 April 22-26,2024
			Matuga		Sept 4-8, 2023 Jan 22-26, 2024 May 13-17, 2024
			Mombasa		Sep 25-29, 2023 Dec 4-8, 2023 Mar 4-8, 2024 June 10-14, 2024
ILMIS	Integrated Library Management Information System	2 Weeks	Officers responsible for provision of Library services.	Lower Kabete	Aug 21-Sep 1,2023 Feb 5-16,2024 June 10-21,2024
			Matuga		Dec 4-15, 2023 April 8-19, 2024
			Mombasa		Aug 14-25 , 2023 Feb 19-Mar, 2, 2024 June 4-15, 2024
RWC	Report Writing Course	1 Week	Officers responsible for preparation of reports	Baringo	Aug 21-25, 2023 Mar 4-8, 2024 May 6-10 2024
			Embu		Sept 4-8, 2023 Feb 5-9, 2024 May 20-24, 2024
			Lower Kabete		Aug 28-Sept 1,2023 Dec 4-8, 2023 Feb 5-9 ,2024 May 13-17, 2024 June 24-28,2024
			Matuga		Oct 2-6, 2023 Feb 26-1 March, 2024 June 3-7, 2024
			Mombasa		Aug 14-18, 2023 Nov 13-17, 2023 Feb 19-23, 2024

					Apr 22-26, 2024 June 3-7, 2024
PBC	Personal Branding	1 Week	All Public Officers	Lower Kabete	Sept 4-8,2023 Nov 20-24,2023 Feb 12-16,2024 May 20-24,2024
				Matuga	July 17-21, 2023 April 15-19, 2024
				Mombasa	July 24-28 , 2023 Dec 4-8, 2023 Apr 8-12, 2024
PEEM	Government Protocol, Etiquette and Events Management	1 Week	Senior officers, protocol officers, event managers, Front office staff, and other interested persons	Baringo	Aug 21-25, 2023 Mar 4-8, 2024 May 6-10 2024
				Embu	Sept 4-8, 2023 Feb 12-16, 2024
				Lower Kabete	July 24-28,2023 Nov 6-10,2023 Feb 19-23,2024 April 15-19,2024 June 3-7,2024
				Matuga	Aug 7-11, 2023 April 29-3 May, 2024
				Mombasa	July 10-14, 2023 Oct 9-13, 2023 Feb 5-9 , 2024 May 20-24, 2024
				Embu	Nov 6-10, 2023 Feb. 19-23, 2024
CMEM	Preparation of Cabinet Memoranda	1 Week	Senior officers in the public service responsible for production of Cabinet Memos	Lower Kabete	Sept 4-8,2023 Nov 20-24,2023 Feb 12-16,2024 May 20-24,2024
				Matuga	Oct 2-6, 2023

PBP	Preparation of Board Papers	1 Week	Senior officers in the public service and private organizations responsible for preparation of Board Papers.	Mombasa	May 20-24, 2024 Jul 10-14, 2023 Nov 6-10 , 2023 Mar 11-15, 2024
				Baringo	Aug 21-25, 2023 Mar 4-8, 2024 May 6-10 2024
				Embu	Sept 4-8, 2023 Apr 22-26, 2024
				Lower Kabete	Aug 21-25,2023 Nov 13-17,2023 Jan 22-26, 2024 May 6-10,2024
				Matuga	Nov 6-10, 2023 May 13-17, 2024
				Mombasa	July 17-21, 2023 Nov 6-10, 2023 Feb 5-9, 2024 Jun 10-14, 2024
PRCC	Public Relations & Customer Care	2 Weeks 4 Weeks (ONLINE)	Officers responsible for customer engagement in National and County government, as well as Non – government	Baringo	July 3-14, 2023 Sept 4-15, 2023 Dec 4-15, 2023 Feb 5-16, 2024 April 1-12, 2024
				Embu	July 3-14, 2023 Sept 4-15, 2023 Oct 2-13, 2023 Nov 20-Dec 1, 2023 Jan 15-Feb 26, 2024 Mar 11-22, 2024 Apr 15-26, 2024 June 10- 21, 2024
				Embu- ONLINE	Sept 4-29, 2023 Mar 4-29, 2024
				Lower Kabete	July 24-Aug 4,2023

					Oct 16-27,2023 Nov 20-Dec 1,2023 Jan 29-Feb 9, 2024 Mar 18-29, 2024 April 15-26,2024 May 20-31,2024 June 17-28,2024
				Lower Kabete-ONLINE	July 24-Aug 18, 2023 Oct 16-Nov 10,2023 Feb 12-Mar 15, 2024 May 20-Jun 14, 2024
				Matuga	July 3-14, 2023 Aug 28-8 Sep, 2023 Oct 16-27, 2023 Dec 4-15, 2023 Feb 26-8 Mar, 2024 April 8-19, 2024 May 27-7 June, 2024 June 24-5 July, 2024
				Matuga (Online)	Nov 6-1 Dec, 2023 March 4-29., 2024
				Mombasa	Jul 17-28, 2023 Sep 4-15, 2023 Oct 9-20, 2023 Nov 13-24, 2023 Dec 4-15, 2023 Feb 4-15, 2024 Mar 11-22, 2024 May 6-17, 2024 Jun 10-21, 2024
SWC	Speech Writing Course	1 Week	Speech writers, communication officers, personal assistants, and advisors to senior officers.	Lower Kabete	Sept 11-15, 2023 Nov 20-24,2023 Jan 29-Feb 2, 2024

					April 15-19,2024 June 20-24,2024
				Mombasa	July 11-15, 2023 Aug 14-18, 2023 Oct 23-27, 2023 May 6-10, 2024
				Matuga	Sept 4-8, 2023 Dec 11-15, 2023 June 17-21, 2024
CSS	Customer Care Course	1 Week	Front office staff, secretaries and personal assistants in the Public Service, private sector and Non-governmental Organizations (NGOs)	Embu	Nov 13-17, 2023 Feb. 12-16, 2024 Apr 8-12, 2024 June 17-21, 2024
				Mombasa	Oct 2-6 2023 Feb 5-9, 2024 May 6-10, 2024
PSPS	Public Speaking and Presentation Skills	1 Week	Heads of Departments, Commissioners, County Administrators, advisors to senior officers, and other senior public officers responsible for presenting reports and speeches.	Embu	Nov 6-10, 2023 Apr 11-15, 2024
				Lower Kabete	Aug 24-28,2023 Oct 23-27,2023 Mar 11-15,2024 May 13-17,2024
				Matuga	July 24-28, 2023 April 29-3 May, 2024
				Mombasa	Sep 25-29 2023 Nov 13-17, 2023 Mar 11-15, 2024 Jun 3-7, 2024
CSPS	Communication Skills for Public Service Officers	2 Weeks	Officers in County and National governments responsible for packaging and disseminating information	Embu	Nov 6-17, 2023 Apr 15-26, 2024
				Matuga	Sept 4-15, 2023 April 8-19, 2024
				Mombasa	July 17-28, 2023

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
SUPERVISORY SKILLS DEVELOPMENT PROGRAMS					
SSDC	Supervisory Skills Development Course	2 Weeks	Officers from National and County Government responsible for sections and service delivery units. They include officers in charge of front office, office administrative services, public communication, human resource sections, records management, accounts, finance, supply chain management, and any other first line supervisors and team leaders.	Embu	July 3-14, 2023
		4 Weeks(ONLINE)			Aug 14-25, 2023
					Sept 4-15, 2023
				Embu - ONLINE	Oct 2-13, 2023
					Nov 6-17, 2023
					Nov 27-Dec 8, 2023
					Jan 15-26, 2024
				Baringo	Feb 12-23, 2024
					Mar 11-22, 2024
					Apr 8-19, 2024
					May 6-17, 2024
					June 17-28, 2024
					Sept 4-29, 2023
					Nov 6 -Dec 1, 2023
					Feb 12 -Mar 8, 2024
					May 6-31, 2024
					June 5-16, 2023
					July 3-14, 2023
					Aug 7-18, 2023
					Sept 4-15, 2023
					Oct 2-13, 2023
					Nov 6-17, 2023
					Dec 4-15, 2023
					Jan 8-19, 2024

				Feb 5-16, 2024 Mar 4-15, 2024 April 1-12, 2024 May 6-17, 2024 June 3-14, 2024
			Lower Kabete	July 10-21,2023 Aug 21-Sept 1,2023 Sept 11-15,2023 Oct 16-27,2023 Nov 20-Dec 1,2023 Jan. 15-26, 2024 Feb 19-Mar 1, 2024 Mar 11-22, 2024 Apr 22-May 3,2024 May 20-31,2023 June 17-28,2024
			Lower Kabete- ONLINE	July 10-Aug 4, 2023 Nov 6-Dec 1,2023 Jan 15-Feb 9, 2024 Jun 10-Jul 5,2024
			Matuga	July 24-4 Aug, 2023 Aug 28-8 Sep, 2023 Oct 2-13, 2023 Nov 6-17, 2023 Dec 4-15, 2023 Jan 22-2 Feb, 2024 Mar 25-4 April, 2024 May 6-17, 2024 June 10-21, 2024
			Matuga (Online)	Oct 9-3Nov, 2023 Feb 5-1 Mar, 2024 June 10-5 July, 2024
			Mombasa	Jul 3 – 28, 2023 Sep 4 - 29, 2023

					Jan 15 - Feb 9, 2024 Apr 15 – May 10, 2024
AOT	Administrative Officers Training	2 weeks	Administrative Officers who have completed the induction course and have served for a minimum of six (6) months in the service	Baringo	On request
				Embu	Oct 2-13, 2023 Oct 16-27, 2023
EOAC	Executive Office Administrators Course	3 Weeks	Office administrators deployed in executive offices in MDACs and private organizations	Lower Kabete	July 17-Aug 4, 2023 Oct 16-Nov 3, 2023 Feb 5- 23, 2024 May 20-Jun 1, 2024
				Matuga	Sept 25-Oct 20, 2023 Jan 8-Feb 2, 2024 Mar 4-29, 2024 May 27-June 21, 2024
				Matuga	Aug 7-25. 2023 Nov 27-15 Dec, 2023 April 15-3 May, 2024
OAS	Office Administrative Skills Course	2 weeks	Office Administrators , Clericals officers, Officers in the Transport Unit and Front Office Staff	Baringo	Oct. 2-13, 2023 April 1-12, 2024
MSC	Management Skills Course	4 weeks 8 Weeks (Online)	Officers in JG “G” and above or equivalent	Baringo	Mar 4-29, 2024
				Embu	Aug 14-Sept 8, 2023 Oct 2-27, 2023 Jan 22-Feb 16, 2024 Apr 8-May 3, 2024
				Embu (Online)	Oct 2 -Nov 24, 2023 May 6-June 21, 2024
				Matuga	Aug 7-1 Sept, 2023 Oct 9-3 Nov, 2023 Feb 19-15 Mar, 2024 May 13-7 June, 2024
				Matuga (Online)	Oct 9-1 Dec, 2023

					Jan 22-15 Mar, 2024 May 6-28 June, 2024
			Lower Kabete		Sept 4-29,2023 Feb 5 - Mar 1, 2024 June 3-28,2024
			Mombasa		Sep 4-29 , 2023 Oct 30-Nov 24, 2023 Feb 5-Mar 2, 2024 April 1-26, 2024 Jun 3-28, 2024
MOA	Management Course for Office Administrators	4 Weeks	Senior office administrators in ministries, county Governments and state corporations	Baringo	June 5-June 30, 2023 March 4-29, 2024
			Embu		May 2-26, 2023 Sep 4 - 29, 2023 Nov 6 - Dec 1, 2023 Jan 22-Feb 16, 2024 Mar 4-29, 2024 May 6-31, 2024
			Matuga		Sept 25-20 Oct, 2023 Nov 20-15 Dec, 2023 Mar 25-19 April, 2024
			Lower Kabete		July 10-Aug 4,2023 Oct 16-Nov10, 2023 Feb 5-Mar 1,2024 June 3-28,2024
			Mombasa		Sep 4-29, 2023 Nov 6-Dec 1, 2023 Feb 5-Mar 1, 2024 Apr 1-26, 2024
PPC	Public Prosecution Course	4 Weeks	Officers responsible for enforcement of various laws and regulations	Lower Kabete	Sept 4-29,2023 Feb 5-Mar 1, 2023 June 3-28,2023
			Matuga		Nov 6-1 Dec, 2023

					June 3-28, 2024
PRA	Policy Research and Analysis	3 Weeks	Officers with research responsibilities or enrolled in postgraduate programs	Lower Kabete	July 17-Aug 4, 2023 Oct 16-Nov 3,2023 Feb 5- 23, 2024 May 20-Jun 1, 2024
				Matuga	Aug 21-8 Sept, 2023 May 20-7 June, 2024
HSC	Hospitality Skills Development Course	2 Weeks	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	Baringo	July 3-14, 2023 Jan. 8-19, 2024 May 6-17, 2024
				Embu	Oct 2 - 13, 2023 Feb 12 - 23, 2024 May 6 – 17, 2023
				Lower Kabete	Aug 21-Sep 1,2023 Feb 5-16,2024 June 10-21,2024
				Matuga	Aug 14-25, 2023 Dec 4-15, 2023 April 15-26, 2024 June 17- 28, 2024
RMC	Records Management Course	3 Weeks	Officers responsible for maintenance of records	Baringo	Oct 2-20, 2023 Mar 4-22, 2024 May 6-24, 2024
				Lower Kabete	Aug 14-Sep 1,2023 Nov 6-24,2023 Mar 11-29, 2024 May 13-31,2024
				Matuga	July 10-28, 2023 Nov 6-24, 2023 Mar 4-22, 2024 June 17-5 July, 2024
				Mombasa	Sep 4-29, 2023 Nov 6-Dec 1, 2023 Mar 4-29, 2024

					Jun 10-Jul 5, 2024
PCC	Proficiency Course for Clerical Officers	2 Weeks	Officers preparing to sit proficiency examination	Baringo	<u>Based on Exam Dates</u>
				Embu	July 3-14, 2023 July 17-28, 2023 July 1-12, 2024 July 15-26, 2024
				Matuga	On Request
				Mombasa	Jul 17-28, 2023 Oct 18-27, 2023 Apr 1-12, 2024
RPP	Retirement Planning Program	1 Week	All employees in the public service	Baringo	Aug 21-25, 2023 Mar 4-8, 2024 May 6-10 2024
				Embu	Sept 11-15, 2023 Nov 13-17,2023 Feb 12-16, 2024 May 20-24, 2024
				Lower Kabete	Aug 21-25,2023 Oct 16-20,2023 Dec 4-8,2023 Feb 12-16, 2024 April 15-19,2024 June 24-28,2024
				Matuga	July 31-4 Aug, 2023 Oct 30-3 Nov, 2023 Feb 26-1 Mar, 2024 April 15-19, 2024 June 17-21, 2024
				Mombasa	Jul 3-7, 2023 Sep 11-15, 2023 Oct 23-27, 2023 Nov 15-17, 2023

					Feb 12-16, 2024 Mar 4-8, 2024 Apr 22-26, 2024 May 20-24, 2024 June 17-21, 2024
CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
PIM	Productivity Improvement and Measurement	1 Week	Human resource directors and managers, development officers and quality assurance officers	Embu	June 5-9, 2023 Aug 7-11, 2023 Oct 9-13, 2023 Apr 8-12, 2024 June 3-7, 2024
				Lower Kabete	Aug 24-28,2023 Oct 23-27,2023 Mar 11-15,2024 May 13-17,2024
				Matuga	Aug 7-11, 2023 April 22-26, 2024
				Mombasa	Aug 14-18, 2023 Nov 13-17, 2023 Feb 5-9, 2024 May 13-17, 2024
LAR	Land Acquisition and Resettlement in Development	2 Weeks	Lands officers, surveyors, valuers, and project officers	Lower Kabete	Aug 21-Sep 1,2023 Feb 5-16,2024 June 10-21,2024
PSEC	Proficiency Skills Enhancement Course	4 Weeks	Officers in Job Group "A" to "G"	Baringo	Mar 4-8, 2024 May 6-10, 2024
				Embu	Oct 2-27, 2023 May 6-31, 2024
				Matuga	
				Mombasa	Oct 2-27, 2023 Feb 5-Mar 1, 2024 Jun 3-28, 2024

HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMS

MDDP	Management of Discipline and Disciplinary Processes in the Public Sector	1 Week	Human Resource Directors, HR Managers, HR officers, Public Administrators, Chief Officers, CPSB Members and Board Secretaries.	Mombasa	Sept 11 – 15, 2023 Dec 4 – 8, 2023 March 11 – 15, 2024
				Embu	Oct 23 – 27, 2023 Feb 11 – 15, 2024
				Lower Kabete	Jan 21 – 26, 2024
				Matuga	April 14 – 18, 2024
				Baringo	June 10 – 14, 2024
SAPM	Salary Administration, Grading Structure and Payroll Management	1 Week	Payroll Managers, Officers responsible for Payroll management, HR Directors, HR Managers, Accountants and Finance Officers responsible for payroll management.	Mombasa	Oct 2 – 6, 2023
				Embu	May 20 – 24, 2024
CBN	Collective Bargaining in the Public Service	1 Week	Employers and workers representatives, industrial relations practitioners (trade unions, HR and line managers, senior managers, mediators, conflict management specialists, labor inspection team and public service boards)	Embu	July 17-21, 2023 Mar 18-22, 2024 May 6 -10, 2024 June 17-21, 2024
				Lower Kabete	Sept. 4-8,2023 Nov. 20-24,2023 Feb 12-16,2024 May 20-24,2024
				Matuga	Dec 11-15, 2023 April 15-19, 2024
				Mombasa	On Request
				Lower Kabete	Aug 21-25,2023 Nov 13-17,2023 Jan 22-26, 2024 May 6-10,2024
PCP	Performance Contracting in the Public Service	1 Week	All managers in the public sector		
				Matuga	Aug 7-11, 2023

					Nov 6-10, 2023 Mar 4-8, 2024
				Mombasa	Jul 10-14, 2023 Nov 13-17, 2023 May 20-24, 2024
SPAS	Staff Performance Appraisal System	1 Week	Officers holding supervisory positions.	Embu	Nov 6-10, 2023 Mar 11-15, 2024
JEP	Job Evaluation in the Public Service	1 Week	Heads of HR function/ HR managers, members of public service boards, line managers, supervisors/ heads of departments, job analysts, members of job description analysis committees.	Embu	Sept 11-15, 2023 Nov 13-17, 2023 Feb 12-16, 2024 May 13-17, 2024
				Lower Kabete	Sept 5-9,2023 Nov 21-25,2023 Feb 5-9,2024 May 27-31,2024
				Matuga	July 3-7, 2023 Oct 16-20, 2023 May 20-24 , 2024
				Mombasa	July 3-7, 2023 Sep 18-22, 2023 Oct 23-27, 2023 Nov 13-17, 2023 Dec 4-8, 2023 Feb 12-16, 2024 Mar 4-8, 2024 May 20-24, 2024 June 3-7, 2024
ADRP	Alternative Dispute Resolution and Restoration Program	1 Week	Middle and senior level managers.	Embu	June 12-16, 2023 Sept 4-8, 2023 Oct 9-13, 2023 Mar 4-8, 2024 May 13-17, 2024 June 10-14, 2024

				Lower Kabete	July 10-14, 2023 Oct 16-20,2023 Jan 22-26, 2024 May 6-10,2024
				Matuga	Dec 11-15, 2023 April 8-12, 2024
				Mombasa	July 3-7, 2023 Mar 4-8, 2024 Apr 22-26, 2024
SHRM	Strategic Human Resource Management and Development Course	2 Weeks	Directors, deputy directors and senior managers across all functions	Baringo	July 18-Aug 5, 2023 Feb 13-Mar 3,2024 May 8 - 26,2024
				Lower Kabete	Aug 24-28,2023 Oct 23-27,2023 Mar 11-15,2024 May 13-17,2024
HRAC	Human Resource Advisory Committees Course	1 Week	Members of ministerial, county and HR advisory committees, staff advisory committees, human resource committees of public sector agencies. Members of Training Committees	Baringo	Aug. 21-25, 2023 Mar 4-8, 2024 May 6-10 2024
				Lower Kabete	July 24-28,2023 Oct 23-27,2023 Mar 11-15,2024 May 13-17,2024
				Mombasa	On Request
HRMD	Human Resource Management & Development	1 Week	Managers across all functions in the National, County governments and state corporations.	Baringo	Aug 21-25, 2023 March 4-8, 2024 May 6-10 2024
				Mombasa	Oct 2-6, 2023 Nov 6-10, 2023 May 10-14, 2024 June 21-25, 2024
				Matuga	Nov 13-17, 2023 May 27-31, 2024
PMS	Performance Management	2 Weeks	Managers in the public and private	Baringo	July 3-14, 2023

	Systems		sectors across all functions		Jan 8-19, 2024
				Embu	May 6-17, 2024
					Oct 2-13, 2023
					Feb 5-16, 2024
					May 13-24, 2024
BSC	Balanced Score Card Course	1 Week	Officers responsible for performance management.	Lower Kabete	Aug 21-Sep 1, 2023
					Feb 5-16, 2024
					June 10-21, 2024
				Matuga	Sept 4-15, 2023
				Mombasa	Mar 4-15, 2024
					Jul 3-14, 2023
					Oct 30-Nov 10, 2023
					Apr 8-19, 2024
				Lower Kabete	July 31-Aug 4, 2023
					Nov 13-17, 2023
					Jan 22-26, 2024
					May 6-10, 2024
				Mombasa	Sep 11-15, 2023
					Dec 4-8, 2023
					Mar 18-22, 2024
					May 27-31, 2024
CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS					
FIPSA S	Financial Reporting Under IPSAS Accrual	1 Week	The Program targets Officers and Managers involved in Public Finance Management. These include; Finance Officers, Accountants and Auditors.	Lower Kabete	Oct 16-20, 2023
					Feb 12-16, 2024
					April 8-12, 2024
					Jun 17-21, 2024
					Nov 13-17, 2023
				Mombasa	Feb 19-23, 2024
					May 6-10, 2024
					Nov 6-10, 2023
					May 6-10, 2024

					Jun 24-28, 2024
IPSAS	International Public Sector Accounting Standards	2 Weeks	Accountants, finance officers, asset managers and auditors.	Lower Kabete	Aug 21-Sep 1,2023 Feb 5-16,2024 June 10-21,2024
				Mombasa	Jul 17-28, 2023 Oct 16-27, 2023 Feb 12-23, 2024 Apr 15-26, 2024
FARA	Financial Accounting, Reporting and Analysis	1 Week	Accounts, finance and treasury officers in the public sector.	Lower Kabete	July 24-28,2023 Oct 23-27,2023 Jan. 22-26,2024 April 15-19,2024 June 24-28,2024
FDN	Fiscal Decentralization	1 Week	Parliamentary committee clerks, county assembly committee clerks, senior staff in county Governments, and Institutions responsible for inter-governmental fiscal relations.	Lower Kabete	Aug 24-28,2023 Oct 23-27,2023 Mar 11-15,2024 May 13-17,2024
				Mombasa	Aug 14-18, 2023 Nov 20-24, 2023 Mar 4-8, 2024 May 6-10, 2024
PSFM	Public Sector Finance Management	4 Weeks	Officers responsible for public finance management	Lower Kabete	July 10-Aug 4,2023 Oct 16-Nov10, 2023 Feb 5-Mar 1,2023 June 3-28,2023
				Mombasa	
FIDP	Fraud Investigation, Detection and Prevention	1 Week	Law enforcement agents, internal auditors, treasurers, accountants and fund managers in all sectors.	Embu	Sept 4-8, 2023 Nov 6-10, 2023 June 10-14, 2024
				Lower Kabete	Aug 14-18,2023 Oct 9-13,2023 Feb 12-16,2024 April 8-12,2024

					June 17-21,2024
				Mombasa	Aug 14-18, 2023 Oct 16-20, 2023 Mar 11 - 15, 2024 May 27 - 31, 2024
ARA	Audit and Risk Assurance	1 week	Heads of Audit and internal auditors.	Baringo	Aug 21-25, 2023 Mar 4-8, 2024 May 6-10, 2024
				Embu	Aug. 21- 25, 2023 Nov. 20- 24, 2023 June 3 -7, 2024
				Lower Kabete	July 10-14, 2023 Oct. 16-20,2023 Jan 22-26, 2024 May 6-10,2024
				Mombasa	On Request
FNF	Finance for Non Finance Managers	1 Week	Board/Council members, directors and managers in the public and private sectors.	Baringo	Aug 21-25, 2023 Mar 4-8, 2024 May 6-10 2024
				Embu	Sept 4-8, 2023 Nov 13-17, 2023 Feb 19-23, 2024 May 6 -10, 2024
				Lower Kabete	Aug 24-28,2023 Oct 23-27,2023 Mar 11-15,2024 May 13-17,2024
				Matuga	Aug 7-11, 2023 Dec 4-8, 2023 April 22-26, 2024
				Mombasa	Jul 10-14, 2023 Sept 18-22, 2023 Nov 20-24, 2023

					Mar 18-22, 2024 May 6-10, 2024
RES	Revenue Enhancements Skills Course	2 Weeks	Officers in MDACs responsible for revenue generation, collection and control.	Embu	Sept 4 -15, 2023 Nov 6 -17, 2023 Feb 12 - 23, 2024 Apr 15-26, 2024
PBB	Program Based Budgeting	1 Week	Heads of Departments, County Chief officers, Finance officers, Economists, and Budget officers of National and County Governments.	Lower Kabete	July 10-14, 2023 Oct 16-20,2023 Jan 22-26, 2024 May 6-10,2024
				Matuga	Sept 4-8, 2023 April 8-12, 2024
				Mombasa	Aug 14-18, 2023 Oct 16-20, 2023 May 27-31, 2024
PPCM	Public Procurement & Contract Management	1 Week	Senior managers and Accounting officers responsible for providing general oversight of the procurement process.	Baringo	Aug 21-25, 2023 Mar 4-8, 2024 May 6-10, 2024
				Embu	Sept 18-22, 2023 Feb 19-Mar 1, 2024 May 13- 24, 2024
				Lower Kabete	Aug 24-28,2023 Oct 23-27,2023 Mar. 11-15,2024 May 13-17,2024
				Mombasa	Jul 17-21, 2023 Sep 11-15, 2023 Nov 13-17, 2023 Mar 18-22, 2024 May 20-24, 2024
				Matuga	Mar 13-17, 2024
				Baringo	Aug 21-25, 2023 Mar 4-8, 2024
PFM	Public Finance Management Course	1 Week	Officers responsible for budgeting, revenue policy, financial reporting and the financial advisory functions	Lower Kabete	Sept 5-9,2023

			in the national and county governments, private sector and NGOs.		Nov 21-25,2023 Feb 5-9,2024 May 27-31,2024
				Matuga	Dec 11-15, 2023 Mar 11-15, 2024
				Mombasa	Sep 11-15, 2023 Mar 11-15, 2024 May 13-17, 2024 June 10-14, 2024
ACC	Audit Committee Course	3 Days	Members of audit committees, ministries and public sector agencies.	Lower Kabete	Aug 21-23, 2023 Nov 6-8, 2023 Feb 5-7, 2024 May 6-8, 2024
				Mombasa	On Request
				Matuga	On Request
CTM	Cash and Treasury Management Training	1 Week	Accountants, Revenue officers, Budget officers, and Auditors.	Lower Kabete	Aug 14-18, 2023 Oct 9-13, 2023 Feb 12-16, 2024 April 8-12, 2024 June 17-21, 2024
PCMP	Public Procurement & Contract Management for Practitioners	2 Weeks	Officers responsible for procurement processes in government.	Baringo	Oct 2-13, 2023 April 1-12, 2024
				Lower Kabete	July 10-14, 2023 Oct 16-20,2023 Jan 22-26, 2024 May 6-10,2024
				Matuga	Oct 16-27, 2023
				Mombasa	Oct 16-20, 2023 Feb 19-23, 2024 May 13-17, 2024
PCMU	Public Procurement & Contract Management for Users	1 Week	Members of Tender opening and evaluation committees, procurement officers, finance auditors,	Baringo	Aug 21-25, 2023 Mar 4-8, 2024
				Lower Kabete	Sept 5-9,2023

			probity/integrity advisors and civil societies.		Nov 21-25,2023 Feb 5-9,2024 May 27-31,2024
			Matuga	On Request	
			Mombasa	Sep 12-15, 2023 Mar 11-15, 2024 Jun 10-14, 2024	
AMC	Asset Management Course	1 Week	Officers responsible for development and management of assets and liabilities, and maintenance of asset registers.	Lower Kabete	July 31-Aug 4,2023 Nov 13-17,2023 Jan 22-26,2024 May 6-10,2024
				Matuga	Oct. 23-27, 2023 June 17-21, 2024
				Mombasa	Aug 14-18, 2023 Oct 23-27 , 2023 May 6-10, 2024
QMCS	Service Quality Audit	1 week	Customer Service Excellence Quality Standard Assessors/auditors in the Public Service, Private Sector and NGOs.	Baringo	Aug 21-25, 2023 Mar 4 – 8, 2024
				Embu	July 10-14, 2023 Sept 4-8, 2023 Apr 1– 5, 2024
				Mombasa	Jul 24-28, 2023 Oct 23-27, 2023 Feb 5-9, 2024
IPPD	Integrated Payroll and Personnel Data Course	1 Week	Human Resource Officers and Payroll Management Officers in National and County Government entities	Embu	On Request
CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
PROJECT MANAGEMENT AND ENVIRONMENTAL PROGRAMS					

ESSD	Environmental and Social Safeguards in Development	2 Weeks	Political and community leaders, heads of MDAs, and project planners & managers in both public and private sector	Baringo	Sept. 18-20, 2023 Jan 8-19,2024 May 6-17,2024
				Embu	Sept 18-29, 2023 Nov 13-24, 2023 Jan 29-Feb 9, 2024 Mar 18-29, 2024 May 6-17, 2024
				Lower Kabete	Aug 21-Sep 1,2023 Feb 5-16,2024 June 10-21,2024
				Matuga	Mar 4-15, 2024 June 17-28, 2024
				Mombasa	July 17-28, 2023 Sep 18-29, 2023 Mar 11-22, 2024 May 6 - 17, 2024
SIA	Social Impact Assessment in Project Management	3 Weeks	Engineers, social specialists and officers responsible for project implementation at national and county levels.	Baringo	July 18-Aug 5, 2023 Feb 13-Mar 3, 2024 May 8 - 26,2024
				Embu	Aug 14-Sept. 25, 2023 Oct 16-Nov 3, 2023 Feb 19-Mar 8, 2024 Apr 8- 26, 2024
				Lower Kabete	Aug 14-Sep 1,2023 Nov 6-24,2023 Mar 11-29, 2024 May 13-31,2024
				Matuga	Aug 7-25, 2023 May 6-24, 2024
				Mombasa	Sep 4-22 2023 Mar 4-22 2024 May 6-24,2024
SRM	Social Risk Management in	1 Week	Engineers, social specialists,	Baringo	Oct 9-13,2023

	Development		environmental specialists, legal officers and decision makers responsible for project implementation.		Mar 4-8, 2024 June 10-14 ,2024
				Embu	Sept 18-29, 2023 Mar 4 -15, 2024 June 10-21, 2024
				Lower Kabete	Aug. 21-25,2023 Oct. 16-20,2023 Dec. 4-8,2023 Feb. 12-16, 2024 April 15-19,2024 June 24-28,2024
				Matuga	July 17-28, 2023 Nov 20-1 Dec, 2023 Mar 25-5 April, 2024
				Mombasa	Aug 14-25, 2023 Oct 16-27, 2023 Feb 12-23, 2024 May 20-31, 2024
LED	Local Economic Development Strategy and Project Formulation	2 Weeks	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.	Baringo	Sept 18-20, 2023 May 6-17,2024
				Embu	Oct 16-27, 2023 Feb 12-23, 2024 Apr 15-26, 2024 June 10-21, 2024
				Lower Kabete	Aug 14-25,2023 Nov 13-24,2023 Mar 11-22,2024 May 13-24,2024
				Matuga	Nov 6-17, 2023 April 29-10 May, 2024
				Mombasa	July 17-28, 2023 Sep 18-29, 2023 Nov13-24, 2023 Apr 8-19, 2024

GGCE	Green Growth and Circular Economy	1 Week	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	Lower Kabete	July 10-14, 2023 Oct 16-20,2023 Jan 22-26, 2024 May 6-10,2024
				Mombasa	Aug 7-11, 2023 Oct 2-6, 2023 Apr 8-12, 2024 June 3-7, 2024
				Matuga	Oct 2-6, 2023 Mar 25-29, 2024
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	Lower Kabete	Aug 24-26,2023 Oct 23-26,2023 Mar. 11-13,2024 May 13-15,2024
CPPB	Climate Change Policy, Planning and Budgeting	2 Weeks	Officers in environment, agriculture, planning sectors and public agencies responsible for project management	Lower Kabete	Aug 14-25,2023 Nov 13-24,2023 Mar. 11-22,2024 May 13-24,2024
				Matuga	Aug 14-25, 2023 Dec 4-15, 2023 June 3-14, 2024
CFM	County Climate Change Funding Mechanism	1 Week	Policy and Senior Managers at the National and County Governments, State Corporations and Agencies, NGOs and Private Sector Actors	Lower Kabete	Sep 11-15,2023 Oct 23-27,2023 Feb. 19-23,2024 June 3-7,2024
IEIA	Integrated Environmental Impact Assessment and Audit in Development	3 Weeks	Trainers, practitioners, managers, non-governmental organizations and other interest groups responsible for development projects.	Embu	July 10-28, 2023 Nov 6-24, 2023 Mar 4-22, 2024 June 10-28, 2024
				Lower Kabete	July 17-Aug 4, 2023 Oct 16-Nov 3,2023 Feb 5- 23, 2024 May 20-Jun 1, 2024
				Matuga	Sept 4-22, 2023

					Jan 15-2 Feb, 2024 May 27-14 June , 2024
				Mombasa	Sep 4-22 2023 Mar 4-22 2024 May 6-24,2024
BEC	Basic Enforcement Course (KSG and NEMA)	2 Weeks	National and County officers responsible for enforcement of environmental law, M & E officers	Embu	Nov 6-17, 2023 March 4-15, 2024
PMER	Project Monitoring, Evaluation & Reporting	2 Weeks	All public officers responsible for project management	Lower Kabete	Aug 21-Sep 1,2023 Feb 5-16,2024 June 10-21,2024
				Matuga	Aug 7-18, 2023 Dec 4-15, 2023 Mar 4-15, 2024
PDM	Project Development & Management	4 Weeks	Project managers, engineers, architects, surveyors, and other professionals responsible for developing and managing projects	Embu	Sep 4 - 29, 2023 Nov 6-Dec 1, 2023 Feb 5-Mar 1, 2024 June 3-28, 2024
				Lower Kabete	July 3-28,2023 Oct 9-Nov 3, 2023 Mar 4-29,2024 June 3-28,2024
				Matuga	Oct 2-27., 2023 Feb 5-1 Mar, 2024 May 20-14 June, 2024
PPW	Project Proposal Writing	1 Week	Managers /officers responsible for planning and managing projects in both national and county governments as well as the private sector.	Lower Kabete	Aug 14-18,2023 Oct 9-13,2023 Feb 12-16,2024 April 8-12,2024 June 17-21,2024
				Matuga	July 10-14, 2023 April 22-26, 2024
				Mombasa	Jul 10-14, 2023 Oct 23-27, 2023

					Mar 18-22, 2024 May 6-10, 2024
PPM	Project Planning and Management	4 Weeks	Project managers, planners, agricultural officers, economists, human resource managers and other professionals responsible for project planning and management	Baringo	Aug 28-Sept 22, 2023 Nov 20-Dec 15, 2023 April 1-26, 2024
				Embu	Oct 2-27, 2023 Mar 4-29, 2024 Apr 8-May 3, 2024 May 6-31, 2024
				Lower Kabete	Sept 4-29,2023 Feb 5-Mar 1, 2024 June 3-28,2024
				Matuga	July 31-25 Aug, 2023 Nov 13-8 Dec, 2023 June 3-28, 2024
				Mombasa	Sep 4-29, 2023 Oct 30-Nov 24, 2023 Feb 5-Mar 1, 2024 May 6-31, 2024
PCM	Project Cycle Management	1 Week	Officers with an interest in projects in National and County Governments, NGOs and Private sectors.	Baringo	Oct 9-13,2023 Mar 4-8, 2024 June 10-14 ,2024
				Embu	Sept 4 - 8. 2023 Nov 13-17, 2023 Jan 29-Feb 2, 2024 May 13-17, 2024
				Lower Kabete	July 10-14,2023 Nov 21-25,2023 Feb 20-24,2024 May 15-19,2024
				Matuga	July 10-14, 2023 April 22-26., 2024
				Mombasa	Aug 14-18, 2023 Dec 5 -9, 2023

					Mar 11-15, 2024 May 6-10, 2024
PPI	Project Planning & Implementation	4 Weeks	Project managers, planners, agricultural officers, economists, human resource managers and other professionals responsible for project planning and management	Embu	
				Lower Kabete	Sept 4-29,2023 Feb 5 - Mar 1, 2023 June 3-28,2023
				Matuga	July 31-25 Aug, 2023 Nov 13-8 Dec, 2023 June 3-28, 2024
				Mombasa	
RBME	Results-Based Monitoring & Evaluation	2 Weeks	Officers responsible for project development and management from all sectors.	Lower Kabete	Aug 28-Sept 8,2023 Nov 13-24,2023 Feb 5-16,2024 April 8-19,2024
				Mombasa	Aug 14-18, 2023 Dec 4-15, 2023 Mar 11-22 , 2024 May 6 - 17 , 2024
GPW	Grant Proposal Writing	1 Week	Managers /officers responsible for resource mobilization, planning and managing projects in both national and county governments as well as the private sector.	Baringo	Oct 9-13,2023 Mar 4 - 8, 2024 June 10-14 ,2024
				Embu	Sept 11-15, 2023 Nov 13-17, 2023 Mar 25-29, 2024 June 3-7, 2024
				Lower Kabete	Aug. 21-25,2023 Nov. 20-24,2023 Mar. 18-22,2024 June 24-28,2024
				Mombasa	Aug 21-25, 2023 Oct 30-3 Nov, 2023 Mar 4-8, 2024 May 6-10, 2024

RPW	Research Proposal Writing	1 Week	Officers with research responsibilities or enrolled in postgraduate programs	Baringo	Oct 9-13,2023 Mar 4 - 8, 2024 June 10-14 ,2024
				Embu	Aug 21-25, 2023 Nov 20-24, 2023 Feb 5-9, 2024 May 13-17, 2023
				Lower Kabete	Aug 21-25,2023 Nov 13-17,2023 Jan 22-26, 2024 May 6-10,2024
				Matuga	Oct 16-20, 2023 Feb 19-23, 2024 May 20-24, 2024
				Mombasa	Aug 21-25, 2023 Dec 4-8, 2023 Feb 19-23, 2024 May 6-10, 2024
DAS	Data Analysis Skills Development	3 Weeks	Officers responsible for research analysis and interpretation	Baringo	July 18-Aug 5, 2023 Feb 13-Mar 3, 2024 May 8-26,2024
				Embu	Sept 11-15, 2023 Nov 13-17, 2023 Mar 25-29, 2024 June 3-7, 2024
				Lower Kabete	Aug 14-Sep 1,2023 Nov 6-24,2023 Mar 11-29, 2024 May 13-31,2024
				Matuga	Sept 4-22, 2023 March 11-29, 2024
				Mombasa	Sep 4 - 22, 2023 Mar 4 – 22, 2024 May 6 – 24, 2024

DMS	Disaster Management Course	2 weeks	Officers involved in disaster monitoring, preparedness and management	Baringo	Oct 16-27, 2023 May 6-17, 2024
				Embu	
LCAC (3runs)	Leadership Course for Chiefs and Assistant Chiefs	2 weeks	Chiefs and Assistant Chiefs, community leaders, CBOs	Baringo	Sept 4-15, 2023 Feb 5-16, 2024 May 6-17, 2024
				Lower Kabete	On Request
				Matuga	
				Mombasa	
MDFP	Managing Donor Funded Projects	1 Week	Officers responsible for development projects from National and County Governments, NGOs and other donor funded Institutions.	Mombasa	Sep 11-15, 2023 Feb 19-23, 2024 Jun 3-7, 2024
CMEP	Crisis Management and Emergency Preparedness	1 Week	Disaster management officers, fire brigade officers, police officers, and rescue and recovery agencies.	Lower Kabete	Aug 21-25,2023 Dec 4-8,2023 Feb 12-16, 2024 April 15-19,2024 June 24-28,2024
				Matuga	July 24-28, 2023 Oct 16-20, 2023 April 22-26, 2024
				Mombasa	Aug 21-25, 2023 Nov 13-17, 2023 Jan 22-26, 2024 Jun 10-14, 2024
ECS	Essential Computer Skills Course	2 Weeks	All officers in need of computer skills	Mombasa	Oct 16-27, 2023 Mar 18-29, 2024 Jun 17-28, 2024
SPSS	Statistical Package for Social Sciences	2 Weeks	Middle level managers in public, private & the NGO sectors and have basic computer skills	Lower Kabete	Aug 21-Sep 1,2023 Feb 5-16,2024 June 10-21,2024
CMS	Computer Maintenance and Security	2 Weeks	ICT officers in the public service	Lower Kabete	July 24-Aug 4,2023 Nov 20-Dec 1,2023 April 15-26, 2024 June 10-21,2024

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
		eLEARNING AND ICT PROGRAMS			
PMS	Performance Management Systems	2 Weeks	Managers in the public and private sectors across all functions	eLDi	<u>2024</u> Mar 4 -8
FAEP	Facilitation Approaches for e-Learning programs (Online)	5 Weeks	Officers in education and training who intend to tutor in online programs	eLDi	Oct 9 – Nov 10, 2023 Apr 22 -May 24, 2024
DDEP	Designing and Developing e-learning Programs (Face to face)	2 Weeks	Officers working in ICT or Training departments who intend to become proficient in eLearning course production.	eLDi	Nov 6 – 17, 2023 May 27 – Jun 7, 2024
PAM	Payroll Administration Management	2 Weeks	County Officers in HR.	eLDi	Sep 26 - Oct 6, 2023 Nov 27 – Dec 8, 2023 Feb 6 - 16, 2024
PAD	Payroll Administration for Directors	3 Days	Human Resource Directors and Senior Managers	eLDi	<u>2024</u> Jun 4- 5
AED	Advanced Excel for Data Modelling	1 Week	Managers/ officers who need to improve their office productivity with improved excel skills in reporting data analysis and use of formulas, functions among others.	eLDi	<u>2023</u> Oct 16 – 20 <u>2024</u> Mar 25 -29 May 27 - 31
DME	Monitoring and Evaluation for Projects	2 Weeks	All public officers responsible for project management	eLDi	<u>2024</u> Jun 17 - 28
CSC	Cyber Security	1 Week	Information technology professionals in National and County Governments and private sector handling information Security	eLDi	<u>2023</u> Sept 18 -22 Oct 23 -27 <u>2024</u> Feb 26 – Mar 2

					Apr 1 -5
ISSM	Information System Security	1 Week	HR Officers, Procurement Officers, Accountants, Auditors, and all officers who need to secure information they handle.	eLDi	<u>2023</u> Nov 20 – 24 <u>2024</u> May 6 - 10
ISMS	Information Security Management System- (ISMS)	1 Week	Implementers of ISO27001:2013, HR & Administration, Finance & ICT officers.	eLDi	<u>2023</u> Oct 9 -13 <u>2024</u> Jun 3- 7
ERM	Electronic Records Management	3 Weeks	Records and information management officers who include officers working in accounts, stores, registry, personnel and library	eLDi	<u>2023</u> Jul 31 – Aug 18 <u>2024</u> Jan 29 – Feb 16
KMC	Knowledge Management	1 Week	Officers in human resource, communication, information, library, knowledge management, ICT and those who manage knowledge in National and County Government entities and non-state actors	eLDi	<u>2023</u> Sept 18 – 22 <u>2024</u> Mar 25 -29 Apr 8 - 12
DPA	Data Processing and Analytics	2 Weeks	Statisticians, Analysts, Auditors & Economists	eLDi	<u>2023</u> Dec 4 – 8

					<u>2024</u>
					May 27 - 31
DPP	Data Protection	1 Week	Officers involved in personal data management including officers working in data protection, records management, human resource, ICT, finance, customer relations, legal and security.	eLDi	<u>2023</u> Sept 11 – 15 Oct 30 -Nov 3 Nov 23-Dec 3(online) <u>2024</u> Mar 4 – 8 Apr 8 -19 Online May 13 - 17
FMWB	Financial Management for Project Accountants Implementing Government and World Bank Funded projects	2 Weeks	Project accountants, finance managers with less than three years' experience in a government project financed by the World Bank Project	eLDi	<u>2023</u> Aug 21 – Sept 1 Nov 13 – 24 <u>2024</u> Mar 11 - 22
AFWB	Advanced Financial Management for Project Accountants Implementing Government and World Bank Funded Projects	2 Weeks	Project accountants, finance managers with more than three years' experience in a government project financed by the World Bank Project	eLDi	<u>2024</u> May 13 - 24
IAIE	Integrated Financial Management Information System for AIE Holders	3 days	Accounting Officers in National and County Government including CECs, Chief Officers	eLDi	On Request

			and Clerks of Assembly			
IHP	Integrated Management System Hyperion Planning & Budgeting	Financial Information	1 Week	Finance, Planning and Budgeting Officers in National and County Government	eLDi	On Request
IAC	Integrated Financial Management Information System for Accountants		1 Week	Officers managing cash, accounts and general ledger in National and County Government	eLDi	On Request
IPO	Integrated Financial Management Information System for Procurement Officers		1 Week	Procurement and supply chain officers in National and County Government	eLDi	On Request
IAO	Integrated Financial Management Information System for Auditors		1 Week	Auditors working on IFMIS in National and County government	eLDi	On Request
ICO	Integrated Financial Management Information System for ICT Officers		1 week	ICT Officers working on IFMIS in National and County Government	eLDi	On Request
CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES	
LONG-TERM TRAINING PROGRAMS (more than 2 months)						
CASP	Creative Arts Skills Development Program	9 months	Talented youth aspiring to enhance their skills in creative arts	Lower Kabete		
CSW	Certificate in Social Work	7 Months	Officers responsible for social development work in National and	Embu	July 3, 2023 – June 28,	

			County Governments, Chiefs, Assistant Chiefs, Village Administrators, NGOs, and CBOs		2024 Jan 23, 2024 – Jan 19, 2026
DSW	Diploma in Social Work	16 Months	Officers responsible for social development work in National and County Governments, Chiefs, Assistant Chiefs, Village	Embu	July 4, 2022 – Nov. 3, 2023 Jan 30, 2023– May 17, 2024
CMPE	Management of Public Enterprises	4 Weeks	Senior Managers in Public Enterprises, Private and Civil Society Institutions, Policy Researchers	Lower Kabete	On request
DMPE	Diploma in Management of Public Enterprises	8 ½ Months	Senior and Middle Level Managers in Public Enterprises as well as Individuals who desire to take up management careers in the public enterprise sector.	Lower Kabete/ Matuga	On request
MCPO	Middle Management Course for Police Officers	3 Months	Chief Inspectors	Mombasa	Sep 4-Nov 24, 2023 Feb 5-Apr 26, 2024
DPA	Diploma in Public Administration	8 Months	Coordination of National Government officers and County administrators	Lower Kabete/ Matuga	On request
MPA	Master's in Public Administration	2 Years	Administrators in both private and public sectors who have attained a first degree in the relevant field.	Lower Kabete/ Matuga	On request

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
COUNTY SPECIFIC CAPACITY DEVELOPMENT PROGRAMS					
All these KSG programs are available for County Leaders and Staff					
PCG	Human Resource Planning for County Governments	1 Week	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.	Embu	Sep 11-15, 2023 Feb 19-23, 2024 Jun 3-7, 2024
				Lower Kabete	Dec 4-8, 2023 Feb 12-16, 2024 April 15-19, 2024 June 24-28, 2024
				Baringo	Oct 16-20, 2023 April 22-26, 2024
				Matuga	Nov 13-17, 2023 Jan 22-26, 2024 Jun 10-14, 2024
				Mombasa	Oct 16-20, 2023 Mar 18-22, 2024 Jun 17-21, 2024
LCD	County Leadership Course	1 week	Newly Employed Directors	Embu	Oct 23-27, 2023 Jan 22-26, 2024 May 20-24, 2023
CSPS	County Social Protection Services	1 week	Officers responsible for social protection services in Counties.	Embu	Sep 18-22, 2023 Nov 13-17, 2023 Mar 11 - 15, 2024 June 17-21, 2024
ECOR	Enhancement of County Own-Source Revenue	1 week	County officers responsible for generation, and management of revenue from local resources	Baringo	
				Embu	Sept 4-8, 2023 Nov 20-24, 2023 Jan 29-Feb 2, 2024

					Feb 19-23, 2024 Apr 22-26, 2024
				Lower Kabete	On Request
				Matuga	
				Mombasa	
CRGE	County Revenue Generation Skills Enhancement Course	1 Week	County employees responsible for revenue generation, collection and control.	Baringo	Oct 23-27,2023 Jun 3-7,2024
				Embu	On Request
				Lower Kabete	
				Matuga	
				Mombasa	
IMCA	Induction Program for Members of County Assembly	1 Week	Members of County Assembly, Speakers of County Assembly, and Assembly Clerks.	Baringo, Lower Kabete, Embu, Matuga, Mombasa	On Request
ICG	Induction Program for County Governors	3 Days	Newly elected Governors and Deputy Governors	Lower Kabete, Mombasa	On Request
ICS	Induction Program for County Secretaries	1 Week	Newly appointed County Secretaries	Lower Kabete, Mombasa	On Request
ICEC	Induction Program for County Executive Committee Members	1 Week	Newly appointed County Executive Committee Members	Baringo Embu Lower Kabete Matuga Mombasa	On Arrangement with Client
ICCO	Induction Program for County Chief Officers	1 Week	Newly appointed Chief Officers	Baringo Embu Lower Kabete Matuga Mombasa	On Request
MPCH	Management of Parliamentary Committee Hearings	1 Week	Members of National Assembly, Chairs of House Committees, Members of House Committees.	Baringo	On Request
				Embu	Sep 18-22, 2023 Mar 4-8, 2024
				Lower Kabete	On Request
				Matuga	On Request
				Mombasa	On Request
MCAH	Management of County Assembly Committee Hearings	1 Week	Elected or nominated members of the county assembly	Baringo	On Request
				Embu	Aug, 14 - 18, 2023

					Nov. 13 - 17, 2023 Jan. 22 - 26, 2024 May 20 - 24, 2024
				Lower Kabete	On Request
				Matuga	On Request
				Mombasa	On Request
ITCS	Induction Program in Public Service Excellence	1 Week	Newly employed officers and other interested persons.	Embu	Sept 11-15, 2023 Feb 5-9, 2024 May 6-10, 2024
				Mombasa	July 10 - 14, 2023 Nov 13 - 17, 2023 Mar 11 - 15, 2024
ICD	Induction Program for County Directors	1 Week	Newly employed Directors	Baringo Embu Lower Kabete Matuga Mombasa	On Request
IWA	Induction Program for Ward Administrators	2 Weeks	Newly employed Ward Administrators	Baringo Embu Lower Kabete Matuga Mombasa	On Request
ISA	Induction Program for Sub-County Administrators	2 Weeks	Newly employed Sub County administrators	Baringo Embu Lower Kabete Matuga Mombasa	On Request
IVA	Induction Program for Village Administrators	2 Weeks	Newly appointed village administrators	Baringo Embu Lower Kabete Matuga Mombasa	On Request
ICPB	Induction Program for County Public Service Boards	1 Week	Newly employed CPSB Members	Baringo Embu Lower Kabete Matuga Mombasa	On Request
MCAC	Management of County Assembly Committee Affairs	1 Week	Committee Members	Embu	Sept 25-29, 2023 Dec 4-8, 2023 Feb 19-23, 2024 June 3-7, 2024
				Matuga	On Request
MNAC	Management of Senate/National Assembly Committee Affairs	1 Week	Committee Members	Lower Kabete	On Request
				Mombasa	On Request

CDP	County Development Planning	1 Week	County Officers responsible for formulation, implementation and evaluation of county development plans, Programs and projects.	Mombasa	On Request
GMDs	Governance and Management of Devolved Systems	1 Week	Senior officers in the county government	Mombasa	On Request
CFM	County Climate Change Funding Mechanism	1 Week	Policy and Senior Managers at the National and County Governments, State Corporations and Agencies, NGOs and Private Sector Actors	Embu	July 17-21, 2023 Nov 6-10, 2023 Feb 5 -9, 2024 Apr 8-12, 2024
				Matuga	On Request
CHRM	County Human Resource Management	1 Week	Human resource management and development officers, secretariat of public service boards, and county human resource advisory committee members.	Mombasa	On Request
				Matuga	On Request
CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
SECURITY MANAGEMENT INSTITUTE PROGRAMS					
PVES	Prevention and Control of Violent Extremism Course for Senior Officers	1 Week	Senior security officers in JG P and above	Lower Kabete	On request
PVEM	Prevention and Control of Violent Extremism Course for Middle Level Officers	2 Weeks	Middle level officers in JG M-N	Lower Kabete	On request
KCBM	Kenya Coordinated Border Management	2 Weeks	All Border Control & Operations Coordination Committee (BCOCC) Members, National Security Agencies.	Mombasa	Sep 4-15, 2023 Oct 9-20, 2023 Feb 5-9, 2024 Apr 22-26, 2024
VPC	VIP Protection Course	1 Week	Protocol Officers and officers involved in securing VIPs	Lower Kabete/Mombasa	On request
LOTC	Leading Organizations in Time of Crisis	3 Days	C.E.Os of state corporations and top level National and County Government officials	Lower Kabete	On request

SPMC	Senior Police Officers Management Course	4 weeks	Middle - upper level police managers including officers commanding police stations	Matuga	Sept 25-20 Oct, 2023 Mar 25-19 April, 2024
CPC	Community Policing Course	1 Week	Individuals engaged in community policing, community leaders, CBOs and FBOs, headmen, councils of elders, village administrators, youth groups (community policing committee)	Baringo	Mar 4-8, 2024
MCPO	Management Course for Probation Officers	2 Weeks	Middle cadre probation and correctional officers	Embu/Lower Kabete	On request
TST	Transnational Security Threats	1 Week	Senior security officials who deal with transnational security threats	Mombasa	July 18- 22, 2022 Oct 24- 28, 2022 Mar 13- 17, 2023
LCAC	Leadership Course for Chiefs and Assistant Chiefs	2 Weeks	Chiefs and Assistant Chiefs, community leaders, CBOs	Mombasa	Sep 11- 22, 2023 Mar 6- 17, 2024 May 15- 26, 2024
CMPB	Conflict Management and Peace Building	2 Weeks	Middle level Administrators in both National and County Governments	Baringo	June 5-16, 2023 Dec. 4-15, 2023 April 1-12, 2024
				Matuga	Nov 6-17, 2023 April 8-19, 2024
				Mombasa	Aug 15-26, 2023 Feb 5-16, 2024 Mar 4-15, 2024 May 13-24, 2024
CMEP	Crisis Management and Emergency Preparedness	1 Week	Disaster management officers, fire brigade officers, police officers, and rescue and recovery agencies.	Baringo	Oct. 9-13,2023 March 4 - 8, 2024 June 10-14 ,2024
				Embu	Oct 16 -20, 2023 Jan 15 - 19, 2024 May 13 -17, 2024

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
MARGARET KENYATTA INSTITUTE FOR GENDER AND SOCIAL DEVELOPMENT PROGRAMS					
WSCP	Wellness and Self Care Program	2 Weeks	The Wellness and Self-Care Program targets the following: health officers, psychologists, social development officers, human resource development officers, uniformed officers, counsellors, teachers/lecturers/tutors, administrators, supervisors, line managers and the clergy.	Mombasa	Nov 6-17, 2023 Mar 18-29, 2024 Jun 17-28, 2024
				Embu	Oct 2-13, 2023 Feb 5-16,2024 May 13-24,2024
				Matuga	Dec 4-15, 2023 April 15-26, 2024 Jul 8-19, 2024
GMD	Gender Mainstreaming in Development	1 Week	Managers, supervisors and officers responsible for planning, budgeting and implementation of development programs	Lower Kabete	On request
GDP	Gender in Development Planning Course	1 Week	All public officers in the National, and County Governments who are responsible for gender and social development and participants from the private sector.	Embu	Aug. 21 - 25, 2023 Nov. 13 - 17, 2023 March 18 – 22, 2024 May 27 – 31, 2024
				Mombasa	Aug 14 - 18, 2023 Mar 18 – 22, 2024 Jun 10 - 14 , 2024
GDP	Gender & Development Course	1 Week	All public officers in the National and County Government responsible for gender and social	Embu	Nov 13 - 17, 2023 Feb. 19 - 23, 2024 May 20 - 24, 2024

			development and participants from the Private sector.		
CRB	Child-Responsive Budgeting	1 Week	Directorate of Children Services (DCS) and National Council for Children Service (NCCS) staff; Planning, accountants, procurement, Human Resource and finance officers from Ministries, Departments, Agencies and Counties (MDACs); and non-state actors involved in child protection services.	Lower Kabete	On request
SFGM	Sustainable Approaches to Eradication of Female Genital Mutilation	1 Week	Administrators, law enforcers, educators and counselors. Professionals responsible for managing female genital mutilation programs from national and county governments, private sector, and community based organizations and Non-Governmental Organizations	Lower Kabete	On request

Detailed information about the programs can be accessed at KSG website: www.ksg.ac.ke

For more Information contact us:

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KSG Baringo Campus Conference Hall



Executive accommodation facilities at the KSG Baringo Campus



A spacious auditorium at the KSG Embu Campus



Excellent Conference facilities at the KSG Matuga Campus



Accommodation facility at Matuga Campus



A video conferencing session at the e-Learning and Development Institute



An ultra-modern conferencing and accommodation complex at KSG
Mombasa campus



Executive Boardroom at KSG Mombasa Campus



Cozy accommodation at Bahari Hostel



Lamu Styled Lounge at KSG Mombasa Campus



Auditorium Convention Centre at KSG Lower Kabete



Conference Centre at KSG Lower Kabete



Executive accommodation rooms at Lower Kabete



A training room at Lower Kabete



SLDP Participants undergo experiential learning



KSG Choir



A well-equipped Gym at the
KSG Baringo Campus

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