



# KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service

## Training Calendar 2024/2025

TRAINING

RESEARCH

CONSULTANCY

ADVISORY SERVICES



# 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 caliber 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. Training dates for all programs may be as far as possible scheduled to suit client convenience.
- X. Enrolment in all training programs is open. More information may be obtained at [www.ksg.ac.ke](http://www.ksg.ac.ke)

## I. Schedule 1: Courses Pricing Charges (Inclusive of VAT)

|           |  | Lower Kabete   | eLDi                 | Mombasa              | Embu                 | Baringo              | Matuga               |
|-----------|--|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>A.</b> | <b>Training Courses</b>                    |  |                      |                      |                      |                      |                      |
| 1.        | <b>ONE (1) WEEK-Standard Services</b>      |  |                      |                      |                      |                      |                      |
| a.        | Residential                                | 60,649   | 60,649               | 60,649               | 60,649               | 60,649               | 60,649               |
| 2.        | <b>ONE (1) WEEK-Executive Services</b>     |  |                      |                      |                      |                      |                      |
| a.        | Residential                                | 79,576   | 81,502               | 79,576               | 79,576               | 79,576               | 79,576               |
| b.        | Non - residential                          | 44,774   | 46,700               | 44,774               | 44,774               | 44,774               | 44,774               |
| 3.        | <b>TWO (2) WEEKS-Standard Services</b>     |  |                      |                      |                      |                      |                      |
| a.        | Residential                                | 113,666  | 113,666              | 113,666              | 113,666              | 113,666              | 113,666              |
| 4.        | <b>TWO (2) WEEKS-Executive Services</b>    |  |                      |                      |                      |                      |                      |
| a.        | Residential                                | 154,675  | 154,675              | 154,675              | 154,675              | 154,675              | 154,675              |
| b.        | Non - residential                          | 77,236   | 77,236               | 77,236               | 77,236               | 77,236               | 77,236               |
| 5.        | <b>THREE (3) WEEKS- Standard Services</b>  |  |                      |                      |                      |                      |                      |
| a.        | Residential                                | 156,507  | 169,860              | 156,507              | 156,507              | 156,507              | 156,507              |
| 6.        | <b>THREE (3) WEEKS- Executive Services</b> |  |                      |                      |                      |                      |                      |
| a.        | Residential                                | 215,800  | 254,950              | 215,800              | 215,800              | 215,800              | 215,800              |
| b.        | Non - residential                          | 97,800   | 136,950              | 97,800               | 97,800               | 97,800               | 97,800               |
| 7.        | <b>FOUR (4) WEEKS- Standard Services</b>   |  |                      |                      |                      |                      |                      |
| a.        | Residential                                | 197,618  | 215,229              | 197,618              | 197,618              | 197,618              | 197,618              |
| 8.        | <b>FOUR (4) WEEKS- Executive Services</b>  |  |                      |                      |                      |                      |                      |
| a.        | Residential                                | 255,316  | 305,028              | 255,316              | 255,316              | 255,316              | 255,316              |
| b.        | Non - residential                          | 132,288  | 182,000              | 132,288              | 132,288              | 132,288              | 132,288              |
| 9.        | <b>SIX (6) WEEKS-Standard Services</b>     |  |                      |                      |                      |                      |                      |
| a.        | Residential                                | 240,357  | 240,357              | 240,357              | 240,357              | 240,357              | 240,357              |
| 10.       | <b>SIX (6) WEEKS-Executive Services</b>    |  |                      |                      |                      |                      |                      |
| a.        | Residential                                | 266,815  | 266,815              | Ultra-modern         | 266,815              | 266,815              | 266,815              |
| b.        | Non - residential                          | 189,200  | 189,200              | 189,200              | 189,200              | 189,200              | 189,200              |
| <b>B.</b> | <b>Consultancy and Advisory Services</b>   |  |                      |                      |                      |                      |                      |
| 1.        | Daily rate                                 | 139,200 -<br>177,062   | 139,200 -<br>177,062 | 139,200 -<br>177,062 | 139,200 -<br>177,062 | 139,200 -<br>177,062 | 139,200 -<br>177,062 |
| 2.        | <b>Reimbursable Expenses</b>               | DSA for trainers/Admin charges   |                      |                      |                      |                      |                      |
|           |  | Covered by client or KSG as indicated in the quotation as agreed with the client |                      |                      |                      |                      |                      |

|  |  | <b>Lower Kabete</b>  | <b>eLDi</b> | <b>Mombasa</b> | <b>Embu</b> | <b>Baringo</b> | <b>Matuga</b> |
|--|--|--|-------------|----------------|-------------|----------------|---------------|
|  | Transport for trainers/Admin charges                                     | Covered by client or KSG as indicated in the quotation as agreed with the client |             |                |             |                |               |
| <b>C. Off Site Programs (Conducted outside KSG Campuses)</b> |  |  |             |                |             |                |               |
| <b>1. Group-based Daily Rate</b>                             |  |  |             |                |             |                |               |
| a.   | Below 25 Pax   | 118,042  | 118,042     | 118,042        | 118,042     | 118,042        | 118,042       |
| <b>2. Participant-based daily rate</b>                       |  |  |             |                |             |                |               |
| a.   | Above 25 Pax   | 4,722  | 4,722       | 4,722          | 4,722       | 4,722          | 4,722         |
| b.   | <b>Reimbursable Expenses</b>   |  |             |                |             |                |               |
|  | DSA for trainers/Admin charges as per SRC rates or as agreed with client |  |             |                |             |                |               |
|  | Transport for trainers/Admin charges as per rates agreed with client     |  |             |                |             |                |               |
| <b>D. Online Programs</b>                                    |  |  |             |                |             |                |               |
| 1.   | One(1) week  | 31,900   | 31,900      | 31,900         | 31,900      | 31,900         | 31,900        |
| 2.   | Two (2) Weeks  | 46,400   | 46,400      | 46,400         | 46,400      | 46,400         | 46,400        |
| 3.   | Three (3) Weeks  | 71,340   | 71,340      | 71,340         | 71,340      | 71,340         | 71,340        |
| 4.   | Four (4) Weeks   | 92,800   | 92,800      | 92,800         | 92,800      | 92,800         | 92,800        |
| 5.   | Six (6) Weeks  | 125,280  | 125,280     | 125,280        | 125,280     | 125,280        | 125,280       |

### **CUSTOMER SERVICE EXCELLENCE TRAINING PROGRAMS COST**

|     | <b>PROGRAM</b>                             | <b>DURATION</b> | <b>Residential</b> | <b>Non-Residential</b> |                |
|-----|--|-----------------|--------------------|------------------------|----------------|
| No. |  |                 |                    |                        | <b>Package</b> |
| 1.  | CSE program for PSs                        | 1 day           | -                  | 46,319                 | Executive      |
| 2.  | CSE program for executives                 | 3 days          | -                  | 84,216                 | Executive      |
| 3.  | CSE program for senior managers            | 5 days          | 127,728            | 77,198                 | Executive      |
| 4.  | CSE program for frontline officers         | 5 days          | 127,728            | 77,198                 | Executive      |
| 5.  | CSE program for quality standard Assessors | 10 days         | 255,455            | 154,396                | Executive      |
| 6.  | CSE program for Technical officers         | 4 weeks         | 296,415            | 181,958                | Standard       |

The Director General  
Kenya School of Government,  
P.O. Box 23030- 00604, Lower Kabete, NAIROBI

Tel: +254-20—4182311

Fax: +254—20-4182306

Email: [directorgeneral@ksg.ac.ke](mailto:directorgeneral@ksg.ac.ke)

Website: [www. ksg.ac.ke](http://www.ksg.ac.ke)

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## 2024-2025 CONSOLIDATED TRAINING CALENDAR

| EXECUTIVE LEADERSHIP PROGRAMS |      |   |          |   |                                    |  |
|-------------------------------|------|---|----------|---|------------------------------------|--|
| No.                           | CODE | PROGRAM   | DURATION | RECOMMENDED CATEGORY OF STAFF   | CAMPUS/INSTITUTE                   | DATES  |
| 1.                            | AOP  | <b>Accounting Officers Program</b>                        | 5 Days   | Accounting Officers in Ministries, State Corporations, Constitutional Commissions, Legislature, Judiciary and Independent offices                                     | Matuga                             | July 15 - 19, 2024<br>Nov 18 -22, 2024<br>Mar 10 - 14, 2025<br>June 9 - 13, 2025 |
|                               |      |   |          |   | Mombasa<br>Baringo<br>Lower Kabete | On request   |
| 2.                            | AOPC | <b>Accounting Officers Program for County Governments</b> | 5 Days   | Accounting Officers in the County Governments, County Assemblies, Executive and its entities  | All campuses                       | On Request   |
| 3.                            | LPNT | <b>Leadership Program for National Transformation</b>     | 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   |
| 4.                            | TLC  | <b>Transformative Leadership Course</b>                   | 5 Days   | Public officials and other individuals responsible for institutional and business re-engineering in their organizations.  | Baringo                            | Nov 11 - 15, 2024<br>Feb 24 - 28, 2025<br>May 19 - 23, 2025                      |
|                               |      |   |          |   | Embu                               | Nov 4 – 8, 2024<br>Mar 3 – 7, 2025<br>June 9 – 13, 2025                          |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|    |      |  |         |  |              |  |
|----|------|--|---------|--|--------------|--|
|    |      |  |         |  | Matuga       | Oct 14 - 18, 2024<br>Mar 10 - 14, 2025<br>May 19 - 23, 2025  |
|    |      |  |         |  | Mombasa      | Dec 2 - 6, 2024<br>Mar 24 - 28, 2025   |
|    |      |  |         |  | Lower Kabete | Nov 11 - 15, 2024<br>Mar 24 – 28, 2025   |
| 5. | SLDP | Strategic Leadership Development Programme | 6 Weeks | Officers in leadership and policy making roles, typically in Job Grades N and above, and their equivalent. | Baringo      | Aug 5–Sep 13, 2024<br>Sep 16 – Oct 25, 2024<br>Oct 28 – Dec 6 , 2024<br>Jan 20 – Feb 28, 2024<br>Feb 3 – Mar 14, 2024<br>Apr 14–May 23,2025<br>May 12–Jun 20, 2025 |
|    |      |  |         |  | Embu         | July 15 –Aug 23,2024<br>Oct 7- 15 Nov , 2024<br>Jan 20 –Feb 28, 2024<br>Mar 31 – May 9 2025<br>May12 –Jun 20, 2025   |
|    |      |  |         |  | Matuga       | July 15 –Aug 23, 2024<br>Aug 26– Oct 4, 2024<br>Sep 9 – 18, 2024<br>Oct 28- Dec 6 , 2024<br>Feb 3-Mar 14, 2025<br>Apr 28- June 6, 2025                             |
|    |      |  |         |  | Mombasa      | July 1 - Aug 9, 2024<br>July 15 –Aug 23, 2024<br>Sep 16 – Oct 25, 2024<br>Nov 4 – Dec 13, 2024   |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|             |   |                                    |  |  |              |   |
|-------------|---|------------------------------------|--|--|--------------|---|
|             |   |                                    |  |  |              | Jan 20 – Feb 28, 2024<br>Feb 3-Mar 14, 2025<br>Mar 17– Apr 25, 2025<br>Mar 31 – May 9 2025<br>Apr 28- June 6, 2025<br>May 12– Jun 20, 2025  |
|             |   |                                    |  |  | Lower Kabete | July 1-Aug 9, 2024<br>Aug 19 – Sep 27, 2024<br>Sep 2 – Oct 11, 2024<br>Sep 23 – Nov 1, 2024<br>Nov 4 – Dec 13, 2024<br>Jan 6-Feb 14, 2025<br>Feb 3 – Mar 14, 2024<br>Feb 17-Mar 28, 2025<br>Mar 31 – May 9 2025<br>May 12 –Jun 20, 2025 |
| <b>SLDP</b> | <b>Strategic Leadership Development Program</b> | 10 Weeks Blended (Online/Physical) | Officers in leadership and policy making roles, typically in Job Grades N and above, and their equivalent. |  | Baringo      | Sept 2 - Nov 8, 2024<br>Nov 11-Jan 17, 2025<br>Jan 20-March 28, 2025<br>March 31-June 6, 2025<br>June 16 – Aug. 22, 2025  |
|             |   |                                    |  |  | Embu         | July 1-Sept. 6, 2024<br>Aug 5-11Oct, 2024<br>Sept 2 - Nov 8, 2024<br>Oct. 7-13Dec. 8, 2024<br>Jan 20-March 28, 2025<br>Feb. 10-Apr.18, 2025<br>March 31-June 6, 2025<br>April 21-27 Jun 2025  |
|             |   |                                    |  |  | Lower Kabete | Aug 5 – Oct 11, 2024  |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|  |      |                                |          |   |                  | Oct 7-Dec 13, 2024<br>April 21-27 Jun 2025   |
|--|------|--------------------------------|----------|---|------------------|--|
|  |      |                                |          |   | Matuga           | Aug 12-Oct 18, 2024<br>Jan 20-28 Mar,2025<br>April 21-27 Jun 2025  |
|  |      |                                |          |   | Mombasa          | July 29 – Oct 4, 2024<br>Aug 5- Oct 11, 2024<br>Oct. 7– Dec. 13, 2024<br>Jan 20-March 28, 2025<br>March 31 - June 6, 2025<br>June 16 – Aug. 22, 2025 |
| 6.                                     | BPR  | Business Process Reengineering | 5 Days   | Senior officers in organizations responsible for processes and systems.   | Lower Kabete     | Sep 30-Oct 4, 2024<br>Mar 10-14, 2025<br>June 9-13, 2025   |
|  |      |                                |          |   | Embu             | Sep 16 - 20, 2024<br>Mar 24 - 28, 2025   |
|  |      |                                |          |   | Matuga           | Sep 16-20, 2024<br>Jan 20-24, 2025   |
| <b>MANAGEMENT DEVELOPMENT PROGRAMS</b> |      |                                |          |   |                  |  |
|  | CODE | PROGRAM                        | DURATION | RECOMMENDED CATEGORY OF STAFF   | CAMPUS/INSTITUTE | DATES  |
| 7.                                     | SMC  | Senior Management Course       | 20 Days  | Middle level managers in the public service typically in Job Grades K and | Baringo          | Aug 19 – Sep 13, 2024<br>Sep 16 - Oct 11, 2024<br>Oct 14 – Nov 8, 2024<br>Nov 11– Dec 6, 2024<br>Jan 6 – 31, 2025                                    |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|  |  |  |  |                                     |  |  |
|--|--|--|--|-------------------------------------|--|--|
|  |  |  |  | their equivalent in private sector. |  | Feb 3 – 28, 2025<br>Mar 3 – 28, 2025<br>Apr 7 – May 2, 2025<br>May 5 – 30, 2025<br>June 2 – 27, 2025   |
|  |  |  |  | Embu                                |  | Jul 29-Aug 23, 2024<br>Aug 26 –Sept 20,2024<br>Sep 9 – Oct 4<br>Oct 7 – Nov 1, 2024<br>Nov 4 – 29, 2024<br>Jan 6 – 31, 2025<br>Feb 3 – 28, 2025<br>Mar 3 – 28, 2025<br>Apr 7 – May 2, 2025<br>May 5 – 30, 2025<br>June 2 – 27, 2025          |
|  |  |  |  | Lower Kabete                        |  | July 15 – Aug 9, 2024<br>Aug 15 – 30, 2024<br>Sep 2 – 27, 2024<br>Sep 30 – Oct 25, 2024<br>Oct 28 – Nov 22, 2024<br>Jan 6 – 31, 2025<br>Feb 3 – 28, 2025<br>Mar 3 – 28, 2025<br>Apr 7 – May 2, 2025<br>May 5 – 30, 2025<br>June 2 – 27, 2025 |
|  |  |  |  | Matuga                              |  | July 15 – Aug 9, 2024<br>Aug 19– Sep 13, 2024<br>Sep 23 – Oct 18, 2024<br>Nov 4 – 29, 2024<br>Jan 6 – 31, 2025<br>Feb 3 – 28, 2025<br>Mar 3 – 28, 2025   |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|    |     |                          |   |   |              |   |
|----|-----|--------------------------|---|---|--------------|---|
|    |     |                          |   |   |              | Apr 7 – May 2, 2025<br>May 5 – 30, 2025<br>June 2 – 27, 2025  |
|    |     |                          |   | Mombasa   |              | July 15 – Aug 9, 2024<br>Aug 12 – Sep 6<br>Sep 9 – Oct 4<br>Oct 7 – Nov 1, 2024<br>Nov 4 – 29, 2024<br>Jan 6 – 31, 2025<br>Feb 3 – 28, 2025<br>Mar 3 – 28, 2025<br>Apr 7 – May 2, 2025<br>May 5 – 30, 2025<br>June 2 – 27, 2025 |
| 8. | SMC | Senior Management Course | 8 Weeks<br>Blended<br>(Online/Physical) | Middle level managers in the public service typically in Job Grades K and their equivalent in the private sector. | Baringo      | Aug 5-Sep 27, 2024<br>Oct 7-Nov 29, 2024<br>Jan 20-Mar 14, 2025<br>Apr 7-May 30, 2025   |
|    |     |                          |   |   | Embu         | July 8-Aug 30, 2024<br>Aug 26 – Oct 18, 2024<br>Sept 2 - Oct 25, 2024<br>Oct 21-Dec 13, 2024<br>Jan 20-Mar 14, 2025<br>Feb 3-Mar 28, 2025<br>Mar 17-May 9, 2025<br>Apr 7-May 30, 2025<br>May 5-June 27, 2025                    |
|    |     |                          |   |   | Lower Kabete | Aug 5-Sep 27, 2024<br>Oct 14 -Dec 6, 2024<br>Feb 3-Mar 28, 2025<br>May 5-June 27, 2025  |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|     |     |  |         |   |              |  |
|-----|-----|--|---------|---|--------------|--|
|     |     |  |         |   | Matuga       | July 29 – Sep 20, 2024<br>Oct 7 – Nov 28, 2024<br>Jan 20-14 Mar, 2025<br>Apr 7-30 May, 2025  |
|     |     |  |         |   | Mombasa      | July 29 – Sept 20, 2024<br>Sept 2 - Oct 25, 2024<br>Jan 20-Mar 14, 2025<br>Apr 7-May 30, 2025<br>June 1 – July 25, 2024              |
| 9.  | ATI | <b>Access to Information in the Public Service Course</b>                      | 5 Days  | Heads of Departments who bear the responsibility of coordination and release of Information within the law.   | Lower Kabete | Oct 28 - Nov 1, 2024<br>Jan 27 - 31, 2025<br>May 5 - 9, 2025   |
| 10. | GMU | <b>Governance &amp; Management of Urban Areas &amp; Cities</b>                 | 10 Days | Officers involved in planning implementation, monitoring and evaluation of development programs in all levels of government and other development agencies. | Mombasa      | July 1 – 12, 2024<br>Oct. 21 – 1 Nov. 2024<br>Dec. 2 – 13, 2024<br>Feb. 3 – 14, 2025<br>May 12 - 23, 2025<br>June 30 – July 11, 2025 |
| 11. | MSA | <b>Management of Student Affairs in Universities and Tertiary Institutions</b> | 10 Days | Prepares officers in charge of student affairs,<br>University heads of departments, deans, deans of students and  |              |  |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|     |             |  |        |  |              |  |
|-----|-------------|--|--------|--|--------------|--|
|     |             |  |        | Deputy Vice Chancellors to manage student relations amidst expanding enrollments; changing demographics; and increased expectations from the greater campus community, parents, and external constituents. |              |  |
| 12. | <b>MSME</b> | <b>Management of Micro, Small and Medium Enterprises</b>     | 5 Days | Organizations, Technical and other qualified persons (0 level leavers) Ex-Servicemen, potential entrepreneurs (Women and youth), and the retirees from public service.                                     | Baringo      | Nov 25-29, 2024<br>Feb 10-14, 2025<br>May 12-16, 2025    |
| 13. | <b>PPFI</b> | <b>Public Policy Formulation Implementation and Analysis</b> | 5 Days | Manager responsible for developing policies.   | Matuga       | July 1-5,2024<br>May 26-30,2025                          |
| 14. | <b>BPR</b>  | <b>Business Process Re-engineering</b>                       | 5 Days | Senior officers in organizations   | Lower Kabete | Sep 30-Oct 4, 2024<br>Mar 10-14, 2025<br>June 9-13, 2025 |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|     |       |   |                    |   |              |  |
|-----|-------|---|--------------------|---|--------------|--|
|     |       |   |                    | responsible for processes and systems.  | Embu         | Sep 16 - 20, 2024<br>Mar 24 - 28, 2025   |
|     |       |   |                    |   | Matuga       | Sep 16-20, 2024<br>Jan 20-24, 2025   |
| 15. | YLP   | <b>Young Leaders Development Program</b>              | 5 Days             | Student leaders from universities & middle level colleges.  | Lower Kabete | Aug 19-23, 2024<br>Apr 14-18, 2025<br>June 23-27, 2025                           |
|     |       |   |                    |   | Embu         | Oct 7-11, 2024<br>May 5-9, 2025  |
|     |       |   |                    |   | Mombasa      | Sep 9 – 13, 2024<br>Mar 3– 7, 2025<br>June 2 - 6, 2025                           |
| 16. | ECIPS | <b>Essentials of Counseling in the Public Service</b> | 10 Days            | HRM officers, counselors, and Heads of Departments will benefit from this program                             | Embu         | Aug 26-Sep 6, 2024<br>Nov 11-22, 2024<br>Feb 10-21, 2025<br>Apr 14-25, 2025      |
|     |       |   |                    |   | Mombasa      | July 15 - 26, 2024<br>Nov 11 - 22, 2024<br>Feb 10 - 21, 2025<br>May 5 - 16, 2025 |
| 17. | ECPS  | <b>Essential Counseling Skills Program</b>            | 10 Days<br>Blended |   | Embu         | On Request   |
| 18. | TOT   | <b>Training of Trainers</b>                           | 10 Days            | Training practitioners, training managers, public officials, and private sector practitioners responsible for | Baringo      | Sep 9-20, 2024<br>Mar 10-21, 2025  |
|     |       |   |                    |   | Embu         | Aug 19-30, 2024<br>Nov 18-29, 2024<br>Apr 7-18, 2025                             |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|     |       |   |         |   |              |   |
|-----|-------|---|---------|---|--------------|---|
|     |       |   |         | facilitation of programs  | Lower Kabete | Aug 19-30, 2024<br>Dec 2-13, 2024<br>Apr 7-18, 2025<br>June 16-27, 2025 |
|     |       |   |         | Matuga  | Matuga       | Sep 9-20, 2024<br>Mar 3-14, 2025  |
|     |       |   |         | Mombasa   | Mombasa      | On request  |
| 19. | TOT-O | <b>Training of Trainers (Blended online)</b>      | 20 Days |   | Baringo      | Oct 21- Nov 15, 2024<br>Mar 3-28, 2025                                  |
|     |       |   |         |   | Embu         | Oct 14-25, 2024<br>Mar 25-Apr 4, 2025                                   |
|     |       |   |         |   | Matuga       | May 12-6 June, 2025   |
|     |       |   |         |   | Mombasa      | On request  |
|     |       |   |         |   |              |   |
| 20. | YEA   | <b>Youth Entrepreneurship in Agriculture</b>      | 10 Days | Youth interested in agribusiness such as crop and animal husbandry, agro-processing, manufacturing of inputs and animal feeds etc | Embu         | Nov 11-22, 2024   |
|     |       |   |         |   | Matuga       | Nov 11-22, 2024   |
|     |       |   |         |   | Lower Kabete | Oct 14-18, 2024<br>Feb 3-7, 2025<br>May 12-16, 2025                     |
| 21. | EYSE  | <b>Entrepreneurship for Youth engaged in SMEs</b> | 5 Days  | Youth from various sectors within the economy.  | Embu         | Mar 3-7, 2025   |
|     |       |   |         |   | Lower Kabete | Aug 12-16, 2024<br>May 12-16, 2025                                      |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|  |      |   |          |  | Matuga                          | July 1-5, 2024                      |
|--|------|---|----------|--|---------------------------------|-------------------------------------|
|  |      |   |          |  | Mombasa                         | Aug 5 -9, 2024                      |
| 22.                                      | ADR  | <b>Alternative Dispute Resolution and Restoration Program</b> | 1 Week   | Officer who play mediation and conflict resolutions in National and County Government, State Corporations, Development Agencies Water bodies providers, NGOs and private sectors | Embu                            | Sept 23-27, 2024<br>May 19-23, 2025 |
| 23.                                      | MSPS | <b>Management of Social Protection Services</b>               | 2 Weeks  | Social Protection practitioners in National and County Governments, NGOs, and civil society organizations  | Lower Kabete<br>Embu<br>Mombasa | On Request                          |
| <b>PUBLIC SERVICE INDUCTION PROGRAMS</b> |      |   |          |  |                                 |                                     |
|  | CODE | PROGRAM   | DURATION | RECOMMENDED CATEGORY OF STAFF  | CAMPUS/INSTITUTE                | DATES                               |
| 24.                                      | IPS  | <b>Induction Program for the Public Service</b>               | 10 Days  | Newly appointed, redeployed, re-designated or promoted officers at all levels  | All Campuses                    | On request                          |
| 25.                                      | IPSA | <b>Induction Program for Special Advisors</b>                 | 5 Days   | Officials engaged to provide specialized policy or strategic support.  | All Campuses                    | On Request                          |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

| 26.   | PIPI | <b>Public Service Induction Program for Interns</b>                  | 5 Days   | Persons interested in joining the public service on internship program from training institutions. | All Campuses     | On request                         |
|---|------|--|----------|--|------------------|------------------------------------|
| <b>PUBLIC SERVICE ETHICS AND INTEGRITY PROGRAMS</b> |      |  |          |  |                  |                                    |
|   | CODE | PROGRAM  | DURATION | RECOMMENDED CATEGORY OF STAFF  | CAMPUS/INSTITUTE | DATES                              |
| 27.   | VESO | <b>Public Service Values and Ethics Program for Senior Officers.</b> | 3 Days   | Senior officials in public and private sector organizations.                                       | Matuga           | Mar 10-12,2025                     |
| 28.   | VEMO | <b>Public Service Values and Ethics for Managerial Officers</b>      | 5 Days   | Middle Level managers in the national and county governments.                                      | All campuses     | On request                         |
| 29.   | PSV  | <b>Professional Standards &amp; Values in the Public Service</b>     | 5 Days   | Officers managing QMS in Ministries, Departments, Agencies and Counties                            | Embu             | Mar 10-14, 2024<br>May 19-23, 2025 |
| <b>COMMUNICATION DEVELOPMENT PROGRAMS</b>           |      |  |          |  |                  |                                    |
|   | CODE | PROGRAM  | DURATION | RECOMMENDED CATEGORY OF STAFF  | CAMPUS/INSTITUTE | DATES                              |
| 30.   | CMM  | <b>Conduct of Meetings and Minute Writing</b>                        | 5 Days   | Officers in public and private sector organizations responsible for                                | Baringo          | Feb 17-21, 2025                    |
|   |      |  |          |  | Embu             | Nov 4 -8, 2024<br>Apr 14-18, 2025  |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|       |      |                              |        |   |              |   |
|-------|------|------------------------------|--------|---|--------------|---|
|       |      |                              |        | chairing or taking minutes in meetings          | Lower Kabete | July 15-19, 2024<br>Sep 9-13, 2024<br>Nov 25-29, 2024<br>Jan 20-24, 2025<br>Mar 24-28, 2025<br>June 9-13, 2025  |
|       |      |                              |        | Matuga  | Matuga       | Nov 25-29, 2024   |
|       |      |                              |        | Mombasa   | Mombasa      | July 22 – 26, 2024<br>Mar 3 – 7, 2025<br>June 9– 13, 2025   |
| 31. 4 | RWC  | <b>Report Writing Course</b> | 5 Days | Officers responsible for preparation of reports | Baringo      | Feb 17-21, 2025   |
|       |      |                              |        |   | Embu         | Sep 9-13, 2024<br>Feb 3-7, 2025   |
|       |      |                              |        |   | Lower Kabete | July 29-Aug 2, 2024<br>Oct 14-18, 2024<br>Dec 2-6, 2024<br>Feb 3-7, 2025<br>Apr 21-25, 2025<br>June 23-27, 2025 |
|       |      |                              |        |   | Matuga       | Sep 23-27, 2024<br>Apr 14-18, 2025  |
|       |      |                              |        |   | Mombasa      | Feb 10 – 14, 2025<br>Apr 21 - 25, 2025<br>June 2 – 6, 2025  |
|       |      |                              |        |   | Baringo      | Feb 17-21, 2025<br>June 23-27, 2025   |
| 32.   | PEEM | Government                   | 5 Days | Senior officers,                                |              |   |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|     |      |  |                                 |  |                     |  |
|-----|------|--|---------------------------------|--|---------------------|--|
|     |      | <b>Protocol,<br/>Etiquette and<br/>Events<br/>Management</b> |                                 | protocol officers,<br>event managers, Front<br>office staff, and other<br>interested persons                               | Embu                | July 1-5, 2024<br>Nov 4-8, 2024<br>Feb 10-14 ,2025   |
|     |      |  |                                 |  | Lower Kabete        | July 15-19, 2025<br>Oct 28-Nov 1, 2024<br>Feb 10-14, 2025<br>May 12-16, 2025<br>June 23-27, 2025 |
|     |      |  |                                 |  | Matuga              | Oct 7-11, 2024<br>June 23-27,2025  |
|     |      |  |                                 |  | Mombasa             | Oct 7 - 11, 2024<br>Feb 3 – 7, 2025<br>May 19 – 23, 2025   |
| 33. | PRCC | <b>Public Relations &amp;<br/>Customer Care</b>              | 10 Days<br><br>20 Days (ONLINE) | Officers responsible for<br>customer<br>engagement in<br>National and County<br>government, as well<br>as Non – government | Baringo             | July 8-19, 2024<br>Sep 16-27, 2024   |
|     |      |  |                                 |  | Baringo<br>(Online) | On Request   |
|     |      |  |                                 |  | Embu                | July 1-12, 2024<br>Sep 9-20, 2024<br>Nov 11-22, 2024   |
|     |      |  |                                 |  | Embu<br>(Online)    | On Request   |
|     |      |  |                                 |  | Lower Kabete        | July 8-19, 2024<br>Oct 14-25, 2024   |
|     |      |  |                                 |  | Matuga              | July 8-19, 2024<br>Sept 2-13, 2024<br>Oct 28-7 Nov, 2024<br>Nov 18-29, 2024                      |
|     |      |  |                                 |  |                     |  |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|  |      |  |          |   |                    | Dec 2-13, 2024<br>Jan 20-31, 2025<br>Feb 24- 7 Mar, 2025<br>Mar 31- Apr 11, 2025<br>April 14-25, 2025<br>May 19-30, 2025<br>June 23-4 July, 2025 |
|--|------|--|----------|---|--------------------|--|
|  |      |  |          |   | Matuga<br>(Online) | Aug 5-30, 2024<br>Nov 4-29,2024<br>Mar 3-28, 2025<br>May 5-30, 2025  |
|  |      |  |          |   | Mombasa            | July 15 – 26, 2024<br>Sep 9 - 20, 2024<br>Nov 11-22, 2024  |
| 34.  | CCT  | <b>Customer Care Course</b>                    | 1 Week   | Front office staff, secretaries and personal assistants in the Public Service, private sector and Non-governmental Organizations (NGOs) | Embu               | Aug 19-23,2024<br>Mar 10-14,2025   |
| <b>CUSTOMER SERVICE EXCELLENCE PROGRAMS (IN COLLABORATION WITH HUDUMA KENYA SECRETARIAT)</b> |      |  |          |   |                    |  |
|  | CODE | PROGRAM  | DURATION | RECOMMENDED CATEGORY OF STAFF   | CAMPUS/INSTITUTE   | DATES  |
| 35.  | CSEE | <b>Customer Service Excellence Program for</b> | 3 Days   | The Program targets executives in the Public and Private Sector. The Program  |                    | July 22-24, 2024 October 28-30, 2024 February 24-26, 2025 May 19-21, 2025  |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|     |      |   |        |  |  |   |
|-----|------|---|--------|--|--|---|
|     |      | <b>Executives</b>   |        | is recommended for Principal Secretaries, Heads of Organizations, Industry Leaders and Directors in Ministries, Departments, Agencies and Counties (MDACs)   |  |   |
| 36. | CSEM | <b>Customer Service Excellence Program for Senior Managers</b>    | 5 Days | This Program is intended for senior managers in the Public Service, Private and Non-Governmental Organizations (NGO)   |  | July 15-19, 2024<br>October 14-18, 2024<br>January 20-24, 2025<br>April 14-18, 2025                   |
| 37. | CSEF | <b>Customer Service Excellence Program for Frontline Officers</b> | 5 Days | The Program targets all officers working at the frontline desks or counters in Huduma Centres and any other customer facing departments, sections and organizations. They include: customer care officers from Government Ministries, Departments, Agencies and Counties (MDACs); Non-Governmental Organizations |  | August 5-9, 2024<br>November 4-8, 2024<br>February 10-14, 2025<br>May 5-9, 2025<br>October 7-11, 2024 |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|     |      |   |         |   |  |  |
|-----|------|---|---------|---|--|--|
|     |      |   |         | (NGOs) and the private sector.  |  |  |
| 38. | CSEQ | <b>Customer Service Excellence Program for Quality Standard Assessors</b> | 10 Days | This training is intended for officers who wish to be trained as CSE Quality Standard Assessors/Auditors in the Public Service, the Private Sector and Non-Governmental Organizations (NGOs)  |  | July 1-12, 2024<br>November 4-15, 2024<br>April 28 - May 9, 2025<br>June 9-13, 2025                                      |
| 39. | CSET | <b>Customer Service Excellence Program for Technical Officers</b>         | 4 Weeks | The training is intended for officers in technical cadres in the Public, private and Non-Governmental Organizations (NGO) sectors who are responsible for delivery of services to customers. This presupposes some variations in objectives, learning outcomes, content and methodology depending on the level of participants. |  | August 19 - September 13, 2024<br>November 25-29, 2024<br>January 6-31, 2025 March 10-21, 2025<br>May 26 - June 20, 2025 |

**SUPERVISORY SKILLS DEVELOPMENT PROGRAM**

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|     | CODE | PROGRAM  | DURATION | RECOMMENDED CATEGORY OF STAFF   | CAMPUS/INSTITUTE | DATES  |
|-----|------|--|----------|---|------------------|--|
| 40. | MOA  | <b>Management Course for Office Administrators</b>                     | 20 Days  | Senior office administrators in ministries, county Governments and state corporations | Baringo          | May 5- 30, 2025  |
|     |      |  |          |   | Embu             | Sep 2 - 27, 2024<br>Nov 4- 29, 2024<br>Jan 20 – Feb 14, 2025<br>May 5 - 30, 2025 |
|     |      |  |          |   | Matuga           | July 22-Aug 16, 2024<br>Mar 24-Apr 18, 2025                                      |
|     |      |  |          |   | Lower Kabete     | July 29-Aug 23, 2024<br>Feb 10-Mar 7, 2025<br>May 19-June 13, 2025               |
|     |      |  |          |   | Mombasa          | Nov 18 - Dec 13, 2024<br>Feb 3 – 28, 2025<br>April 7 – May 2, 2025               |
| 41. | MSC  | <b>Management Skills Course (Supervisory Management Skills Course)</b> | 4 Weeks  | Supervisors in JG "G" and above or equivalent   | Baringo          | Sep 2-27, 2024<br>Feb 3-28, 2025<br>May 5-30, 2025                               |
|     |      |  |          |   | Embu             | July 8-Aug 2, 2024<br>Nov 4-29 2024<br>Mar 3-28,2025                             |
|     |      |  |          |   | Matuga           | Sep 2-27, 2024<br>Feb 3-28, 2025   |
|     |      |  |          |   | Mombasa          | Sep 2 - 27, 2024<br>Oct 28- Nov 22, 2024   |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|       |      |  |                                 |  |               |  |
|-------|------|--|---------------------------------|--|---------------|--|
|       |      |  |                                 |  |               | Feb 3 – 28, 2025<br>Apr 7 – May 2, 2025<br>June 2 - 27, 2025                             |
| 42.   | HSC  | <b>Hospitality Skills Development Course</b> | 10 Days                         | Officers working in housekeeping, front office, food and beverage production and service, event management, tour and travel operators among other areas in the hospitality industry                      | Baringo       | Sep 9-20, 2024<br>Jan 13-24, 2025<br>May 12-23, 2025                                     |
|       |      |  |                                 |  | Embu          | July 15-26, 2024<br>Sep 16-27, 2024<br>Nov 4-15, 2024<br>Feb 3-14, 2025<br>May 5-9, 2025 |
|       |      |  |                                 |  | Lower Kabete  | Aug 12-23, 2024<br>Mar 10-21, 2025<br>May 19-30, 2025                                    |
|       |      |  |                                 |  | Matuga        | Sep 30-Oct 11, 2024<br>Mar 10-21, 2025   |
|       |      |  |                                 |  | Mombasa       | On request   |
| 43. 6 | SSDC | <b>Supervisory Skills Development Course</b> | 10 Days<br><br>20 Days (ONLINE) | 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, | Embu          | July 1-12, 2024<br>Oct 7-18, 2024<br>Nov 4-15, 2024                                      |
|       |      |  |                                 |  | Embu (Online) | Nov 4-29, 2024   |
|       |      |  |                                 |  | Baringo       | July 1-12, 2024<br>Sep 16-27, 2024<br>Nov 18-29, 2024                                    |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|  |  |  |  |   |                     |   |
|--|--|--|--|---|---------------------|---|
|  |  |  |  | human resource sections, records management, accounts, finance, supply chain management, and any other first line supervisors and team leaders. | Baringo<br>(Online) | July 3-14, 2024<br>Sept 16-27, 2024<br>Nov 18-29, 2024  |
|  |  |  |  |   | Lower Kabete        | July 15-26, 2024<br>Aug 12-23, 2024<br>Sep 16-27, 2024<br>Oct 14-25, 2024<br>Nov 11-22, 2024<br>Dec 2-13, 2024  |
|  |  |  |  |   | Matuga              | July 29-Aug 9, 2024<br>Nov 25-Dec 6, 2024<br>Jan 13-24, 2025<br>Feb 17-28, 2025<br>Mar 17-28, 2025<br>April 7-18, 2025<br>May 5-16, 2025<br>June 9-20, 2025 |
|  |  |  |  |   | Matuga<br>(Online)  | July 8- Aug 2, 2024<br>Sep 30-Oct 25, 2024<br>Nov 18 - Dec 13 2024<br>Jan 27-Feb 21, 2025<br>Apr 21-May 16,20225<br>June 2-27,2025                          |
|  |  |  |  |   | Mombasa             | July 8 – 19, 2024<br>Aug 12 – 23 , 2024<br>Sep 9 - 20, 2024<br>Oct 7- 18, 2024<br>Nov 18 – 29, 2024<br>Dec 2 – 13, 2024                                     |
|  |  |  |  |   |                     |   |
|  |  |  |  |   | Embu                | July 1-12, 2024   |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|     |      |  |         |   |              |  |
|-----|------|--|---------|---|--------------|--|
|     |      |  |         |   |              | Oct 7-18, 2024<br>Nov 4-15, 2024   |
|     |      |  |         | Embu<br>(Online)                                |              | Nov 4-29, 2024   |
|     |      |  |         | Baringo   |              | July 1-12, 2024<br>Sep 16-27, 2024<br>Nov 18-29, 2024                                    |
| 44. | RMC  | <b>Records Management Course</b>                       | 20 Days | Officers responsible for maintenance of records | Baringo      | Oct 7- Nov 1, 2024<br>Mar 3- 28, 2025<br>May 5-23, 2025                                  |
|     |      |  |         |   | Embu         | Aug 5-30, 2024<br>Apr 7-May 2, 2025  |
|     |      |  |         |   | Lower Kabete | July 29-Aug 23, 2024<br>Nov 11-Dec 6, 2025<br>Feb 10-Mar 7, 2025<br>May 19-June 13, 2025 |
|     |      |  |         |   | Matuga       | Aug 19-Sep 13, 2024<br>Jan 27- Feb 21, 2025<br>May 5-30, 2025                            |
|     |      |  |         |   | Mombasa      | Sep 2 – 27, 2024<br>Mar 3 - 28, 2025<br>June 2 – 27, 2025                                |
|     |      |  |         |   | Baringo      | Sept 9-20, 2024<br>Nov 11 – 22, 2024<br>Feb 17- 28, 2025                                 |
| 45. | SERM | <b>Skills Enhancement Course in Records Management</b> | 10 Days |   |              |  |
| 46. | PCC  | <b>Proficiency Course for Clerical Officers</b>        | 10 Days | Officers preparing to sit proficiency           | Embu         | July 7 – 18, 2025<br>July 21– Aug 1, 2025  |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|            |            |  |        |  |                                   |   |
|------------|------------|--|--------|--|-----------------------------------|---|
|            |            |  |        | examination                            | Mombasa                           | July 15 - 26, 2024  |
|            |            |  |        |  | Baringo<br>Lower Kabete<br>Matuga | On Request  |
| <b>47.</b> | <b>RPP</b> | <b>Retirement<br/>Planning<br/>Program</b> | 5 Days | All employees in the<br>public service | Baringo                           | Sep 23-27, 2024<br>Mar 3-7, 2025<br>May 5-9, 2025   |
|            |            |  |        |  | Embu                              | July 22-26, 2024<br>Oct 14-18, 2024<br>Feb 10-14, 2025<br>June 9-13, 2025   |
|            |            |  |        |  | Lower Kabete                      | July 15-19, 2024<br>Sep 16-20, 2024<br>Nov 25-29, 2024<br>Jan 27-31, 2025<br>Mar 17-21, 2025<br>May 26-30, 2025   |
|            |            |  |        |  | Matuga                            | July 29-Aug 2, 2024<br>Nov 25-29, 2024<br>Apr 7-11, 2025<br>June 9-13, 2025   |
|            |            |  |        |  | Mombasa                           | July 15 - 19, 2024<br>Aug 19- 23, 2024<br>Sep 9 – 13, 2024<br>Oct 21 - 25, 2024<br>Nov 18 – 22, 2024<br>Dec 2 – 6, 2024<br>Jan 27– 31, 2025<br>Feb 10 – 14, 2025<br>Mar 3 – 7, 2025 |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|   |      |   |          |  |                            | Apr 21 – 25, 2025<br>May 19 - 23, 2025<br>June 16 - 20, 2025 |
|---|------|---|----------|--|----------------------------|--|
| 48.   | PSEC | <b>Proficiency Skills Enhancement Course</b>                                    | 20 Days  | Officers in Job Group "A" to "G"   | Matuga                     | May 5–30, 2025   |
|   |      |   |          |  | Mombasa                    | July 15 – Aug 9, 2024  |
| 49.   | ECS  | <b>Essential Computer Skills Course</b>   | 10 Days  | All officers in need of computer skills  | Embu                       | Jan 13- 24, 2025   |
|   |      |   |          |  | Mombasa                    | Oct 14 – 25, 2024<br>Mar 17 – 28, 2025<br>June 16– 27, 2025  |
| <b>HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMS</b> |      |   |          |  |                            |  |
|   | CODE | PROGRAM   | DURATION | RECOMMENDED CATEGORY OF STAFF  | CAMPUS/INSTITUTE           | DATES  |
| 50.   | MDDP | <b>Management of Discipline and Disciplinary Processes in the Public Sector</b> | 5 Days   | Human Resource Directors, HR Managers, HR officers, Public Administrators, Chief Officers, CPSB Members and Board Secretaries. | Mombasa                    | On request   |
|   |      |   |          |  | Embu                       | Dec 2-6, 2024  |
|   |      |   |          |  | Lower Kabete               | Oct 14-18, 2024<br>Jan 20-24, 2025<br>May 5-9, 2025          |
| 51.   | CBPS | <b>Collective Bargaining in the Public Service</b>                              | 5 Days   | Employers and workers representatives, industrial relations practitioners (trade unions, HR and line                           | Mombasa<br>Baringo<br>Embu | On request   |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|     |            |   |        |  |                 |  |
|-----|------------|---|--------|--|-----------------|--|
|     |            |   |        | managers, senior managers, mediators, conflict management specialists, labor inspection team and public service boards)  |                 |  |
| 52. | <b>PIM</b> | <b>Productivity Improvement and Measurement</b> | 5 Days | Human resource directors and managers, development officers and quality assurance officers   | Embu            | Aug 19-23, 2024<br>May 5-9, 2025                       |
|     |            |   |        |  | Baringo         | July 15-19, 2024<br>Sep 23-27, 2024<br>Apr 21-25, 2025 |
|     |            |   |        |  | Lower Kabete    | Nov 11-15, 2024<br>Mar 10-14, 2025<br>June 9-13, 2025  |
|     |            |   |        |  | Matuga          | Sep 16-20, 2024  |
|     |            |   |        |  | Mombasa         | On request   |
| 53. | JEP        | <b>Job Evaluation in the Public Service</b>     | 5 Days | Heads of HR function/ HR managers, members of public service boards, line managers, supervisors/ heads of departments, job analysts, members of job description analysis committees. | Mombasa<br>Embu | On request   |
| 54. | DMP        | <b>Dispute Mediation in the Public Service</b>  | 5 Days | Middle and senior level managers.  | Lower Kabete    | On request   |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

| FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS |        |   |          |   |                  |   |
|---|--------|---|----------|---|------------------|---|
|   | CODE   | PROGRAM   | DURATION | RECOMMENDED CATEGORY OF STAFF   | CAMPUS/INSTITUTE | DATES   |
| 55.   | FNF    | <b>Finance for Non Finance Managers</b>                 | 5 Days   | Officers handling financial responsibilities but have no formal training in finance   | Mombasa          | July 8 – 12, 2024<br>Sep 15 - 20, 2024<br>Nov 18 - 22, 2024<br>Mar 17 - 21, 2025<br>May 5 - 9, 2025 |
|   |        |   |          |   | Lower Kabete     | Nov 4-8, 2024<br>Mar 17-21, 2025<br>May 26-30, 2025   |
|   |        |   |          |   | Embu             | Sep 23 -27, 2024<br>Mar 10-14 ,2025   |
| 56.   | FIPSAS | <b>Financial Reporting Under IPSAS Accrual</b>          | 5 Days   | The Program targets Officers and Managers involved in Public Finance Management. These include; Finance Officers, Accountants and Auditors. | Lower Kabete     | July 22-26, 2024<br>Oct 14-18, 2024<br>Feb 3-7, 2025<br>June 9-13, 2025                             |
| 57.   | IPSAS  | <b>International Public Sector Accounting Standards</b> | 15 Days  | Accountants, finance officers, asset managers and auditors.   | Lower Kabete     | Sep 23-27, 2024<br>Dec 2-6, 2024<br>Mar 10-14, 2025<br>June 16-20, 2024                             |
|   |        |   |          |   | Embu             | Sep 16-Oct 4, 2024  |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|  | <b>PPCM</b> | <b>Public Procurement &amp; Contract Management</b>       | 5 Days          | Senior managers and Accounting officers responsible for providing general oversight of the procurement process.                    | All Campuses            | Nov 18-22, 2024<br>Feb 24-28, 2025<br>May 5-9, 2025                      |
|--|-------------|---|-----------------|--|-------------------------|--|
| 58.  | <b>FARA</b> | <b>Financial Accounting, Reporting and Analysis</b>       | 5 Days          | Accounts, finance and treasury officers in the public sector.  | Lower Kabete            | Aug 12-16, 2024<br>Nov 25-29, 2024<br>Apr 7-11, 2025<br>June 23-27, 2025 |
|  |             |   |                 |  | Embu                    | Jan 27-31, 2025  |
| 59.  | <b>PBB</b>  | <b>Program Based Budgeting</b>                            | 5 Days          | Heads of Departments, County Chief officers, Finance officers, Economists, and Budget officers of National and County Governments. | Lower Kabete            | Aug 19-23, 2024<br>Mar 3-7, 2025<br>June 9-13, 2025                      |
|  |             |   |                 |  | Mombasa                 | On request   |
| <b>PROJECT MANAGEMENT AND ENVIRONMENTAL PROGRAMS</b> |             |   |                 |  |                         |  |
|  | <b>CODE</b> | <b>PROGRAM</b>  | <b>DURATION</b> | <b>RECOMMENDED CATEGORY OF STAFF</b>   | <b>CAMPUS/INSTITUTE</b> | <b>DATES</b>   |
| 60.  | <b>ESSD</b> | <b>Environmental and Social Safeguards in Development</b> | 10 Days         | Political and community leaders, heads of MDAs, and project planners & managers in both public and private sector                  | Lower Kabete            | Nov 11-22, 2024<br>May 19-30, 2025                                       |
| 61.  | <b>SRM</b>  | <b>Social Risk Management in</b>                          | 5 Days          | Engineers, social specialists,   | Lower Kabete            | July 29-2 Aug 2024<br>Dec 9-13, 2024                                     |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|     |      |  |         |   |              |   |
|-----|------|--|---------|---|--------------|---|
|     |      | <b>Development</b>   |         | environmental specialists, legal officers and decision makers responsible for project implementation.                             |              | April 21-25 2025  |
| 62. | GGCE | <b>Green Growth and Circular Economy</b>                                   | 5 Days  | Policy and senior managers at the national and county government, public sector agencies, NGOs and private sector actors.         | Lower Kabete | July 22-26 2024<br>Dec 9 - 13 2024<br>April 21-25 2025                |
| 63. | CPPB | <b>Climate Change Policy, Planning and Budgeting</b>                       | 10 Days | Officers in environment, agriculture, planning sectors and public agencies responsible for project management                     | Lower Kabete | Sep 23-27 2024<br>Dec 2-6 2024<br>March 10-14 2025<br>June 16-20 2025 |
| 64. | IEIA | <b>Integrated Environmental Impact Assessment and Audit in Development</b> | 15 Days | Trainers, practitioners, managers, non-governmental organizations and other interest groups responsible for development projects. | Lower Kabete | Oct 7 -25,2024<br>March 9-28,2025                                     |
| 65. | PMER | <b>Project Monitoring, Evaluation &amp; Reporting</b>                      | 10 Days | All public officers responsible for project management  | Lower Kabete | Aug 19-30 2024<br>Nov 18-29 2024<br>Feb 10-21 2025<br>May 12-23 2025  |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|            |             |  |         |  |              |  |
|------------|-------------|--|---------|--|--------------|--|
| <b>66.</b> | <b>PDM</b>  | <b>Project Development &amp; Management</b>      | 20 Days | Project managers, engineers, architects, surveyors, and other professionals responsible for developing and managing projects   | Lower Kabete | Sep 2-27 2024<br>Jan 13-Feb 7 2025<br>April 28-May 23 2025 |
| <b>67.</b> | <b>PPM</b>  | <b>Project Planning and Management</b>           | 20 Days | Project managers, planners, agricultural officers, economists, human resource managers and other professionals responsible for project planning and management   | Lower Kabete | Nov 11-Dec 6 2024<br>April 14-May 9 2025                   |
| <b>68.</b> | <b>RBME</b> | <b>Results-Based Monitoring &amp; Evaluation</b> | 20 Days | Officers responsible for project development and management from all sectors.  | Lower Kabete | July 15-26 2024<br>Jan 20-31 2025                          |
| <b>69.</b> | <b>GGCE</b> | <b>Green Growth and Circular Economy</b>         | 5 Days  | Policy and senior managers at the national and county government, public sector agencies, NGOs and private sector actors<br>Technical officers both at the national and county governments, public sector agencies, NGOs and private sector actors | All campuses | On Request   |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|            |      |  |         |  |              |  |
|------------|------|--|---------|--|--------------|--|
| 70.        | GCPM | <b>Green Growth &amp; Circular Economy for Policy Makers</b>               | 3 Days  | Technical officers both at the national and county governments, public sector agencies, NGOs and private sector actors             | All campuses | On Request   |
| 71.        | IEIA | <b>Integrated Environmental Impact Assessment and Audit in Development</b> | 15 Days | Trainers, practitioners, managers, non-governmental organizations and other interest groups responsible for development projects.  | All campuses | On Request   |
| 72.        | CPPB | <b>Climate Change Policy, Planning and Budgeting</b>                       | 10 Days | Officers in environment, agriculture, planning sectors and public agencies responsible for project management                      | All campuses | On Request   |
| 73.        | CFM  | <b>County Climate Change Funding Mechanism</b>                             | 5 Days  | Policy and Senior Managers at the National and County Governments, State Corporations and Agencies, NGOs and Private Sector Actors | All campuses | On Request   |
| 74. 1<br>5 | PMER | <b>Project Monitoring, Evaluation &amp; Reporting</b>                      | 10 Days | All public officers responsible for project management   | Lower Kabete | Aug 19-30, 2024<br>Nov 18-29, 2024<br>Feb 10-21, 2025<br>May 12-23, 2025 |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|     |     |   |         |  |                   |  |
|-----|-----|---|---------|--|-------------------|--|
|     |     |   |         |  | Embu              | Feb 3-14, 2025   |
|     |     |   |         |  | Matuga<br>Mombasa | On Request   |
| 75. | PPM | <b>Project Planning and Management</b>      | 20 Days | Project managers, planners, agricultural officers, economists, human resource managers and other professionals responsible for project planning and management | Baringo           | June 16-20, 2025   |
|     |     |   |         |  | Mombasa           | Sep 2-27,2024<br>Oct 28-Nov 22,2024<br>Feb 3-28,2025<br>May 5 - 30, 2025 |
|     |     |   |         |  | Embu              | Sep 2-27, 2024<br>Feb 3-28, 2025<br>May 12-June 6, 2025                  |
|     |     |   |         |  | Lower Kabete      | Nov 11-Dec 6, 2024<br>Apr 14-May 9, 2025                                 |
|     |     |   |         |  | Matuga            | Oct 14-Nov 8, 2024<br>Apr 7-May 2,2025                                   |
| 76. | PDM | <b>Project Development &amp; Management</b> | 20 Days | Project managers, engineers, architects, surveyors, and other professionals responsible for developing and managing projects                                   | Lower Kabete      | Sep 2-27, 2024<br>Jan 13-Feb 7, 2025<br>Apr 28-May 23, 2025              |
|     |     |   |         |  |                   |  |
|     |     |   |         |  | Embu              | Nov 4-29,2024<br>June 2-27, 2025   |
|     |     |   |         |  |                   |  |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

| 77.                                 | RBME | <b>Results-Based Monitoring &amp; Evaluation</b> | 10 Days  | Officers responsible for project development and management from all sectors.   | Baringo          | June 16-27, 2025   |
|-------------------------------------|------|--|----------|---|------------------|--|
|                                     |      |  |          |   | Embu             | Nov 4-15, 2024   |
|                                     |      |  |          |   | Lower Kabete     | July 15-26, 2024<br>Jan 20-31, 2025  |
|                                     |      |  |          |   | Matuga           | July 29-9 Aug, 2024  |
|                                     |      |  |          |   | Mombasa          | Aug 12 - 23, 2024<br>Dec 2 – 13, 2024<br>Mar 10 – 21, 2025<br>May 5 - 16, 2025 |
| <b>e- LEARNING AND ICT PROGRAMS</b> |      |  |          |   |                  |  |
|                                     | CODE | PROGRAM  | DURATION | RECOMMENDED CATEGORY OF STAFF   | CAMPUS/INSTITUTE | DATES  |
| 78.                                 | CSC  | <b>Cyber Security</b>                            | 5 Days   | Information Technology (IT) professionals in National and County Governments and the private sector handling information Security | eLDi             | Oct 21 – 25, 2024<br>Feb 24 – 28, 2025   |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|     |     |                               |         |  |      |   |
|-----|-----|-------------------------------|---------|--|------|---|
| 79. | DPP | <b>Data Protection</b>        | 5 Days  | Officers involved in personal data management including officers working in data protection, records management, human resource, ICT, finance, customer relations, legal and security. | eLDi | Aug 12 – 16, 2024<br>Oct 28 – Nov 1, 2024<br>Feb 17 – 21, 2025<br>May 12 – 16, 2025 |
|     |     | <b>Data Protection Online</b> | 10 Days |  |      |   |
| 80. | DAP | <b>Data Analytics</b>         | 10 Days | Officers who require data analytics to inform decision-making including Statisticians, Analysts, Auditors & Economists   | eLDi | Sept 16 – 27, 2024<br>Jun 17 – 28, 2025   |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|     |       |  |         |   |      |   |
|-----|-------|--|---------|---|------|---|
| 81. | AED   | <b>Advanced Excel for Data Modelling</b>   | 5 Days  | Managers/ officers who need to improve their office productivity in MS Excel for enhanced reporting, data analysis and use of formulas and functions. | eLDi | Sept 16 -20, 2024<br>Oct 14 – 18, 2024<br>Mar 17 – 21, 2025   |
| 82. | IFMIS | <b>Programs for:</b> <ul style="list-style-type: none"><li>• Accountants</li><li>• AIE Holders</li><li>• Auditors</li><li>• Hyperion Planning &amp; Budgeting</li><li>• Procurement</li><li>• ICT Officers</li></ul> | 5 days  | Relevant officers using IFMIS in National and County Governments  | eLDi | On request/<br>Supplementary calendar                         |
| 83. | IPPD  | <b>Integrated Personal Database (IPPD)/Electronic Human Resource Information System (eHRIS)</b>  | 5 days  | Human Resource Officers and Payroll Management Officers in National and County Government entities  | eLDi | On request/<br>Supplementary calendar                         |
| 84. |       | <b>Payroll Administration Management</b>   | 10 Days | Human Resource Officers and Payroll Management Officers in National   | eLDi | Sept 9 – 20, 2024<br>Nov 25 – Dec 6, 2024<br>Feb 3 – 14, 2025 |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|     |      |  |         |  |      |   |
|-----|------|--|---------|--|------|---|
|     |      |  |         | and County<br>Government entities  |      |   |
| 85. | PAD  | <b>Payroll<br/>Administration for<br/>Directors</b>              | 3 Days  | Human Resource<br>Directors and Senior<br>Managers in National<br>and County<br>Government entities  | eLDi | Sept 30 – Oct 4, 2024<br>June 2 – 6, 2025                           |
| 86. | DDEP | <b>Designing and<br/>Developing e-<br/>learning<br/>Programs</b> | 10 Days | Officers working in<br>ICT or Training<br>departments who<br>intend to become<br>proficient in<br>eLearning course<br>production.                  | eLDi | Nov 4 – 15, 2024<br>May 19 – 30, 2025                               |
| 87. | ERM  | <b>Electronic<br/>Records<br/>Management</b>                     | 3 Weeks | Records and<br>information<br>management<br>officers who include<br>officers working in<br>accounts, stores,<br>registry, personnel<br>and library | eLDi | July 29 – Aug 16, 2024<br>Jan 27 – Feb 14, 2025                     |
| 88. | KM   | <b>Knowledge<br/>Management</b>                                  | 5 Days  | Officers in human<br>resource,<br>communication,<br>information, library,<br>knowledge<br>management, ICT  | eLDi | Sept 2 – 6, 2024<br>Nov 25 – 25<br>Mar 24 – 28, 2025<br>June 9 – 13 |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|                                      |      |   |          | and those who manage knowledge in National and County Government entities and non-state actors  |                  |   |
|--------------------------------------|------|---|----------|---|------------------|---|
| 89.                                  | FMWB | <b>Financial Management for Project Accountants Implementing Government and World Bank Funded projects</b>          | 10 Days  | Project accountants, finance managers with less than three years' experience in a government project financed by the World Bank Project | eLDi             | <b>2024</b><br>Aug 19 – 30<br>Nov 11 – 22<br><b>2025</b><br>Mar 3 -14 |
| 90.                                  | AFWB | <b>Advanced Financial Management for Project Accountants Implementing Government and World Bank Funded Projects</b> | 10 Days  | Project accountants, finance managers with more than three years' experience in a government project financed by the World Bank Project | eLDi             | <b>2025</b><br>May 5 - 16   |
| <b>SECURITY MANAGEMENT INSTITUTE</b> |      |   |          |   |                  |   |
|                                      | CODE | PROGRAM   | DURATION | RECOMMENDED CATEGORY OF STAFF   | CAMPUS/INSTITUTE | DATES   |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|     |      |   |         |   |                      |  |
|-----|------|---|---------|---|----------------------|--|
| 91. | PVES | <b>Prevention and Control of Violent Extremism Course for Senior Officers</b>       | 5 Days  | Senior security officers in JG P and above  | Lower Kabete         | July 15 -26, 2024<br>Oct 14 – 18, 2025<br>Feb 3 -7, 2025<br>May 5 – 9, 2025        |
| 92. | PVEM | <b>Prevention and Control of Violent Extremism Course for Middle Level Officers</b> | 10 Days | Middle level officers in JG M-N   | Lower Kabete         | Aug 12 – 23, 2024<br>Nov 11 – 22, 2024<br>Apr 7 – 18, 2025                         |
| 93. | VPC  | <b>Critical Infrastructure and VIP Protection</b>                                   | 5 Days  | Protocol Officers and officers involved in securing VIPs  | Lower Kabete/Mombasa | Oct 21 -25, 2024<br>Nov 25 -29, 2024   |
| 94. | CMPB | <b>Conflict Management and Peace Building</b>                                       | 10 Days | Middle level Administrators in both National and County Governments                                 | All Campuses         | Sep 9 – 20, 2024<br>Feb 10 – 21, 2025<br>May 5 – 16, 2025                          |
| 95. | KCBM | <b>Kenya Coordinated Border Management</b>  | 10 Days | All Border Control & Operations Coordination Committee (BCOCC) Members, National Security Agencies. | Mombasa              | Aug 12 – 23, 2024<br>Oct 14 – 25, 2024<br>Mar 3 – 14, 2025                         |
| 96. | BCS  | <b>Border Control and Safety Program</b>  | 5 Days  | All Border Control & Operations Coordination Committee (BCOCC) Members, National Security Agencies. | Lower Kabete/Mombasa | July 22 – 26, 2024<br>Sept 16 – 20, 2024<br>Nov 25 – 29, 2024<br>Mar 17 – 21, 2025 |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

| MARGARET KENYATTA INSTITUTE FOR GENDER AND SOCIAL DEVELOPMENT |      |   |          |  |                     |              |
|---|------|---|----------|--|---------------------|--------------|
|   | CODE | PROGRAM                                     | DURATION | RECOMMENDED CATEGORY OF STAFF  | CAMPUS/INSTITUTE    | DATES        |
| 97.   | WSCP | <b>Wellness and Self Care Program</b>       | 5 days   | 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. | Sep 30 – Oct 4 2024 | Embu         |
|   |      |   |          |  | Jan 13 – 17, 2025   | Mombasa      |
|   |      |   |          |  | June 16 – 20, 2025  | Lower Kabete |
| 98.   | WLP  | <b>Women Leadership Development Program</b> | 5 Days   | Women leaders and women preparing for leadership positions in public service or private sector and men interested in this field.   | July 8-12,2024      | Mombasa      |
|   |      |   |          |  | Nov 4-8, 2024       | Lower Kabete |
| 99.   | EWL  | <b>Executive Women</b>                      | 5 Days   | Women in executive   | Aug 12-16,2024      | Mombasa      |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|      |      |  |        |   |  |                          |
|------|------|--|--------|---|--|--------------------------|
|      |      | <b>Leadership Program</b>  |        | positions in public service or private sector.                        | Dec 2-6,2024<br><br>Sep 16 – 20, 2024<br>Nov 18 – 22, 2024<br>Feb 17 – 21, 2024<br>May 12 – 16, 2025 | Lower Kabete<br><br>Embu |
| 100. | WPL  | <b>Women in Political Leadership Course</b>                          | 5 Days | Women political leaders and women preparing for political leadership. | Oct 14-18, 2024  | Lower Kabete             |
|      |      |  |        |   | Jan 27-31, 2025  | Embu                     |
| 101. | TLCW | <b>Transformative Leadership Program for County Women Executives</b> | 5 Days | Women executives in county governments.                               | Nov 18-22,2024   | Mombasa                  |
|      |      |  |        |   | March 18-22,2025   | Lower Kabete             |
|      |      |  |        |   | Nov 4-8, 2024<br>Feb 10-14, 2025<br>May 12-16, 2025  | Embu                     |
|      |      |  |        |   | July 22-26,2024  | Lower Kabete             |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|      |      |   |        |   |                           |              |
|------|------|---|--------|---|---------------------------|--------------|
| 102. | GDP  | <b>Gender in Development Planning Course</b>                              | 5 Days | All public officers in the National, and County Governments who are responsible for gender and social development and participants from the private sector.   | March 31 - April 11, 2025 | Matuga       |
| 103. | SFGM | <b>Sustainable Approaches to Eradication of Female Genital Mutilation</b> | 5 Days | 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 | Feb 3-7, 2025             | Baringo      |
|      |      |   |        |   | May 19-23, 2025           | Lower Kabete |
| 104. | GMD  | <b>Gender Mainstreaming in Development</b>                                | 5 Days | Managers, supervisors and officers responsible for planning, budgeting and implementation of development programs   | Feb 17-21,2025            | Lower Kabete |
|      |      |   |        |   | June 9-13,2025            | Mombasa      |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|      |      |  |         |  |                    |              |
|------|------|--|---------|--|--------------------|--------------|
| 105. | CRB  | <b>Child-Responsive Budgeting</b>              | 5 Days  | <p>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.</p> | Aug 26-30,2024     | Embu         |
|      |      |  |         |  | March 24-28, 2025  | Lower Kabete |
|      |      |  |         |  |                    |              |
| 106. | MCPS | <b>Management of Child Protection Services</b> | 10 Days | Children Officers<br>Participants will be exposed to managerial skills and attributes that safeguard practices to improve the protection of vulnerable children.   | Sep 23-Oct 4, 2024 | Lower Kabete |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

| 107.                                    | LPSG | <b>Leadership Program for Spouses of Governors</b>         | 5 Days   | The recommended participants for this Program are the spouses of governors  | Nov 25 – 29, 2024 | Lower Kabete |
|---|------|--|----------|---|-------------------|--------------|
| <b>INSTITUTE FOR DEVOLUTION STUDIES</b> |      |  |          |   |                   |              |
|   | CODE | PROGRAM  | DURATION | RECOMMENDED CATEGORY OF STAFF   | CAMPUS/INSTITUTE  | DATES        |
| 108.                                    | GMDS | <b>Governance and Management of Devolved Systems</b>       | 5 Days   | Senior officers in the county government  | Mombasa           | On Request   |
| 109.                                    | PCG  | <b>Human Resource Planning for County Governments</b>      | 5 Days   | This program is designed for County Executive Committee Members, County Directors, County Chief Officers, County Secretaries, Members of County Public Service Boards, and County Assembly Service Board. | Baringo           | On Request   |
| 110.                                    | CRGE | <b>County Revenue Generation Skills Enhancement Course</b> | 5 Days   | County employees responsible for revenue generation, collection and control.  | All Campuses      | On Request   |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

| 111.   | CFM  | <b>County Climate Change Funding Mechanism</b>  | 5 Days   | Policy and Senior Managers at the National and County Governments, State Corporations and Agencies, NGOs and Private Sector Actors              | Embu<br>Matuga    | On Request   |
|--|------|---|----------|---|-------------------|--|
| 112.   | CHRM | <b>County Human Resource Management</b>         | 5 Days   | Human resource management and development officers, secretariat of public service boards, and county human resource advisory committee members. | Mombasa<br>Matuga | On Request   |
| 113.   | LCD  | <b>County Leadership Course</b>                 | 5 Days   | Newly Employed Directors  | Embu              | On Request   |
| 114.   | CSPS | <b>County Social Protection Services</b>        | 5 Days   | Officers responsible for social protection services in Counties.  | Embu              | Sep. 16– 20, 2024<br>Nov. 11 – 15, 2024<br>March 10 - 14, 2025<br>June 16 – 20, 2025 |
| 115.   | ECOR | <b>Enhancement of County Own-Source Revenue</b> | 5 Days   | County officers responsible for generation, and management of revenue from local resources  | All Campuses      | On Request   |
| <b>ROAD SAFETY PROGRAMS IN COLLABORATION WITH NATIONAL TRANSPORT AND SAFETY AUTHORITY (NTSA)</b> |      |   |          |   |                   |  |
|  | CODE | PROGRAM   | DURATION | RECOMMENDED   | CAMPUS/INSTITUTE  | DATES  |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|      |             |   |         | CATEGORY OF STAFF   |                     |  |
|------|-------------|---|---------|---|---------------------|--|
| 116. | <b>FRS</b>  | <b>Fundamentals to Road Safety Program</b>  | 5 Days  | Managers, administrators, fleet managers, and training and security personnel from across the national government, county government, and other non-state actors in road safety | Nairobi             | July 8 – 12, 2024<br>July 15 – 19, 2024<br>July 22 – 26, 2024<br>July 29 – Aug 2, 2024 |
|      |             |   |         |   | Embu                | July 8 – 12, 2024<br>July 15 – 19, 2024<br>July 22 – 26, 2024<br>July 29 – Aug 2, 2024 |
| 117. | <b>LRS</b>  | <b>Leadership for Road Safety Program</b>   | 5 Days  | Public servants involved in policy making and implementation, Private sector policy practitioners, Civil society leaders, Leaders of faith-based organizations                  | Nairobi             | Aug 12 – 16, 2024<br>Aug 19 – 29, 2024   |
|      |             |   |         |   | Embu                | Aug 19 – 29, 2024  |
| 118. |             | <b>Induction on Road Safety Management for County Transport and Safety Committees</b> | 5 Days  | County Transport and Safety Committees (CTSCs), Technical support/secretariat members, NTSA, Council of Governors   | <b>All campuses</b> | Sept – Dec, 2024   |
| 119. | <b>RTPP</b> | <b>Road Transport Policy, Planning and Management</b>                                 | 10 Days | Directors and managers in government ministries,  | Embu                | Jan 20-31, 2025  |
|      |             |   |         |   | Mombasa             | Mar 3 -14, 2025  |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|  |  |  |   |         |                  |
|--|--|--|---|---------|------------------|
|  |  |  | <p>departments and agencies at national, sub-national levels and county levels in the road transport sector and road safety sectors, Officers and persons in charge of road transport and road safety in corporate and private sector, Advocates from Government and civil society organizations, Individuals from non-governmental organizations and other non-profit organizations who champion better road safety laws and regulations, Regional and international road safety actors, Road safety managers for PSV and HCV operators and companies, Urban planners and engineers dealing with road transport and safety, Individuals from relevant parliamentary committees and other parliamentary staff</p> | Nairobi | May 5 – 16, 2025 |
|--|--|--|---|---------|------------------|

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|      |     |   |         |   |   |   |
|------|-----|---|---------|---|---|---|
|      |     |   |         | interested in road safety.  |   |   |
| 120. | RRD | Road safety Research and Data Analytics | 10 Days | Road Safety policy Makers, Officers dealing with data in various government MDAs and county government, CECM in charge of transport in counties, Liaison and focal officers in government MDAs dealing with road safety mainstreaming<br><br>Road Transport and Road Safety Researchers, Road Safety Officers in government, Academia and University Students, Road Safety Data Coordinators<br><br>Regional and International road safety players, Officers and persons in charge of road transport and road safety in corporate and private sector, Civil Society and NGO and Non | Baringo<br><br>Embu<br><br>Matuga<br><br>Mombasa<br><br>Nairobi | Sep 2-13, 2024<br><br>Oct 14-25, 2024<br><br>Nov 4 – 15, 2024<br><br>June 2 – 13, 2025<br><br>Feb 10 – 21, 2025<br><br>March 3 – 14, 2025 |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|      |     |   |         |  |         |                      |
|------|-----|---|---------|--|---------|----------------------|
|      |     |   |         | State actors/officers  |         |                      |
| 121. | RAS | <b>Road safety advocacy and Strategy</b>    | 10 Days | Civil Society and NGO and Non State actors/officers, Media practitioners, Road safety managers Parliamentarians Committee of road transport and road safety in parliament/County assemblies, Government managers dealing with road safety, Road safety policy makers | Matuga  | Oct 21-Nov 1, 2024   |
|      |     |   |         |  | Mombasa | Feb 10 – 21, 2025    |
|      |     |   |         |  | Nairobi | March 3 – 14, 2025   |
| 122. | RCA | <b>Road Safety Compliance Audit Program</b> | 10 Days | Road safety officers, Operations personnel of PSV SACCOS and companies, Line managers and supervisors within the organization's safety management system, Transport managers and officers in ministries, state corporations and agencies                             | Baringo | July 15 – 26, 2024   |
|      |     |   |         |  | Embu    | Aug 5 – 16, 2024     |
|      |     |   |         |  | Matuga  | Sept 16 – 27, 2024   |
|      |     |   |         |  | Mombasa | Nov 18 – 29, 2024    |
|      |     |   |         |  | Nairobi | Feb 24 – Mar 7, 2025 |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|      |      |  |         |  |         |                      |
|------|------|--|---------|--|---------|----------------------|
| 123. | RSQ  | <b>Road Safety Quality Assurance</b>                             | 10 Days | Quality assurance officers, driving school inspectors, driver test examiners and driving instructors.  | Baringo | July 15 – 26, 2024   |
|      |      |  |         |  | Embu    | Aug 5 – 16, 2024     |
|      |      |  |         |  | Matuga  | Sept 16 – 27, 2024   |
|      |      |  |         |  | Mombasa | Nov 18 – 29, 2024    |
|      |      |  |         |  | Nairobi | Feb 24 – Mar 7, 2025 |
| 124. | RSCB | <b>Road Safety Strategic Communication &amp; Behavior Change</b> | 10 Days | Road safety practitioners, road safety officers, driving instructors, emergency responders, media and other related professions.   | Mombasa | Aug 19 – 30, 2024    |
|      |      |  |         |  | Nairobi | Sept 2 – 13, 2024    |
| 125. | RCRM | <b>Road Crash Risk Management Program</b>                        | 5 Days  | Road safety practitioners, road safety enforcement officers; NTSA, traffic police, County enforcement officers, driving instructors, emergency responders and other related professions. | Baringo | Aug 12 – 16, 2024    |
|      |      |  |         |  | Embu    | Sept 16 – 20, 2024   |
|      |      |  |         |  | Matuga  | Oct 28 – Nov 1, 2024 |
|      |      |  |         |  | Mombasa | April 7 – 11, 2025   |
|      |      |  |         |  | Nairobi | May 12 – 16, 2025    |
| 126. | TCE  | <b>Traffic Law Compliance and Enforcement</b>                    | 15 Days | All officers whose job description includes enforcement of traffic laws  | Baringo | July 8 – 26, 2024    |
|      |      |  |         |  | Embu    | Aug 12 – 30, 2024    |
|      |      |  |         |  | Matuga  | Nov 11- 29, 2024     |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|      |             |   |         |  |         |                    |
|------|-------------|---|---------|--|---------|--------------------|
|      |             | <b>Program</b>                            |         |  | Mombasa | May 5 – 23, 2025   |
|      |             |   |         |  | Nairobi | June 2 – 20, 2025  |
| 127. | <b>DSM</b>  | <b>Driving School Management</b>          | 15 Days | Driver instructors.  | Baringo | July 8 – 26, 2024  |
|      |             |   |         |  | Embu    | Aug 12 – 30, 2024  |
|      |             |   |         |  | Matuga  | Nov 11- 29, 2024   |
|      |             |   |         |  | Mombasa | May 5 – 23, 2025   |
|      |             |   |         |  | Nairobi | June 2 – 20, 2025  |
| 128. | <b>DISP</b> | <b>Driving Instructors Skills Program</b> | 15 Days | Driver instructors.  | Baringo | Aug 12 – 30, 2024  |
|      |             |   |         |  | Embu    | Nov 11- 29, 2024   |
|      |             |   |         |  | Matuga  | May 5 – 23, 2025   |
|      |             |   |         |  | Mombasa | June 2 – 20, 2025  |
|      |             |   |         |  | Nairobi | July 8 – 26, 2024  |
| 129. | <b>DEP</b>  | <b>Driver Test Examinations Program</b>   | 10 Days | Driver examiners, driving instructors and quality assurance officers | Baringo | Sep 16-27, 2024    |
|      |             |   |         |  | Embu    | Nov 4 – 15, 2024   |
|      |             |   |         |  | Matuga  | Oct 21-Nov 1, 2024 |
|      |             |   |         |  | Mombasa | Feb 10 – 21, 2025  |
|      |             |   |         |  | Nairobi | March 3 – 14, 2025 |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|      |      |   |         |  |         |                      |
|------|------|---|---------|--|---------|----------------------|
| 130. | SMP  | <b>Speed Management Program</b>             | 3 Days  | All drivers, speed limiter providers, managers and enforcers.  | Baringo | July 8 – 10, 2024    |
|      |      |   |         |  | Embu    | Aug 5 – 7, 2024      |
|      |      |   |         |  | Matuga  | Sep 9 – 11, 2024     |
|      |      |   |         |  | Mombasa | Feb 10 – 12, 2024    |
|      |      |   |         |  | Nairobi | April 7 – 9, 2024    |
| 131. | RTSC | <b>Road and Traffic Safety for Children</b> | 10 Days | Government officers involved in children programs, Road safety traffic marshals, Teachers, Civil Society, NGO and Non State actors/officers Children handlers, Drivers, Road construction engineers Police Transport managers Education managers | Baringo | July 15 – 26, 2024   |
|      |      |   |         |  | Embu    | Aug 5 – 16, 2024     |
|      |      |   |         |  | Matuga  | Sept 16 – 27, 2024   |
|      |      |   |         |  | Mombasa | Nov 18 – 29, 2024    |
|      |      |   |         |  | Nairobi | Feb 24 – Mar 7, 2025 |
| 132. | RSM  | <b>Road Safety Marshals Program</b>         | 5 Days  | Law enforcement officers; NTSA, traffic police, County enforcement officers, construction site marshals/flaggers and other related professions.  | Baringo | Aug 26 – 30, 2024    |
|      |      |   |         |  | Embu    | Oct 14 – 18, 2024    |
|      |      |   |         |  | Matuga  | Nov 25 – 29, 2024    |
|      |      |   |         |  | Mombasa | Jan 27 – 31, 2024    |
|      |      |   |         |  | Nairobi | Mar 3 – 7, 2024      |
| 133. | RCIP |   |         |  | Baringo | July 15 – 26, 2024   |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|      |     |   |         |   |                                      |   |
|------|-----|---|---------|---|--------------------------------------|---|
|      |     | <b>Investigation Program</b>                  | 10 Days | transport management agencies investigation officers - NTSA, KENHA, KURRA, KERRA, County government traffic enforcement unit, Law enforcement and accident investigation agencies-Traffic police, Insurance companies, and any other road Safety Professionals. | Embu<br>Matuga<br>Mombasa<br>Nairobi | Aug 5 – 16, 2024<br>Sept 16 – 27, 2024<br>Nov 18 – 29, 2024<br>Feb 24 – Mar 7, 2025 |
| 134. | PER | <b>Post-Crash Emergency Response and Care</b> | 10 Days | Policy makers Officials in voluntary organizations, Transport and road engineers, Medical personnel, Road safety professionals, Law enforcers, Researchers, Lecturers in universities and colleges teaching road safety   | Baringo                              | Sep 16-27, 2024   |
|      |     |   |         |   | Embu                                 | Nov 4 – 15, 2024  |
|      |     |   |         |   | Matuga                               | Oct 21-Nov 1, 2024  |
|      |     |   |         |   | Mombasa                              | Feb 10 – 21, 2025   |
|      |     |   |         |   | Nairobi                              | March 3 – 14, 2025  |
| 135. | EPL | <b>Executive Program for Legislators</b>      | 5 Days  | Parliamentary/County committee health, budget, security and transport, Legal Officers.  | Mombasa                              | Jan 27 – 31, 2024   |

## 2024-2025 CONSOLIDATED TRAINING CALENDAR

|      |      |  |        |   |         |                      |
|------|------|--|--------|---|---------|----------------------|
| 136. | RSCP | <b>Road Safety Communication Program</b>         | 5 Days | <p>Specifically for communication specialists, media actors, journalists in Government, county Governments, Media Houses, NGOs, INGOs and Private Sector entities.</p>  | Mombasa | Sept 16 – 20, 2024   |
|      |      |  |        |   | Matuga  | Oct 28 – Nov 1, 2024 |
|      |      |  |        |   | Nairobi | April 7 – 11, 2025   |
| 137. | FSE  | <b>Fundamentals on Road Safety for Engineers</b> | 5 Days | <p>Civil Engineers, Automotive engineers, Transportation Engineers, Urban Planners, Road Safety Auditors, Traffic Management Professionals.</p>   | Baringo | Aug 12 – 16, 2024    |
|      |      |  |        |   | Embu    | Sept 16 – 20, 2024   |
|      |      |  |        |   | Matuga  | Oct 28 – Nov 1, 2024 |
|      |      |  |        |   | Mombasa | April 7 – 11, 2025   |
|      |      |  |        |   | Nairobi | May 12 – 16, 2025    |
| 138. | RSM  | <b>Road Safety Mainstreaming</b>                 | 5 Days | <p>County Executive Committee Members (CECMs), MDAs, State Corporations, County Transport and Safety Committees (CTSC), Transport managers/administrators, traffic law enforcers (Gazetted Officers), Road Safety Mainstreaming Committees, and non-state actors in road safety</p> | Mombasa | Sept 16 – 20, 2024   |
|      |      |  |        |   | Nairobi | Oct 28 – Nov 1, 2024 |

|      |     |                                    |        |   |              |            |
|------|-----|------------------------------------|--------|---|--------------|------------|
| 139. | CSE | <b>Customer Service Excellence</b> | 5 Days | Civil Engineers, Automotive engineers, Transportation Engineers, ,Urban Planners, Road Safety Auditors, NTSA, Traffic Management Professionals) | All campuses | On Request |
|------|-----|------------------------------------|--------|---|--------------|------------|

Detailed information about the programs can be accessed at KSG website: [www.ksg.ac.ke](http://www.ksg.ac.ke)

## For more information, contact us:

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| <b>Admissions Office</b><br><b>Kenya School of Government</b><br><b>P.O Box 23030-00604</b><br><b>Lower Kabete.</b><br><br><b>Tel:</b> +254 20 4015000<br><b>Cell:</b> 0727 496 698 | <b>Admissions Office</b><br><b>Kenya School of Government</b><br><b>P.O. Box 84027 - 80100</b><br><br><b>Mombasa, Kenya.</b><br><br><b>Tel:</b> (041) 2312785/2227113/ 2228800 / 2226871 | <b>Admissions Office</b><br><b>Kenya School of Government</b><br><b>P.O Box 31-80406</b><br><br><b>Matuga, Kenya.</b><br><br><b>Tel:</b> 0770 770 021<br><b>Email:</b> <a href="mailto:admissions.matuga@ksg.ac.ke">admissions.matuga@ksg.ac.ke</a> |

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| <p>Admissions Office<br/> Kenya School of Government<br/> P.O Box 23030-00604<br/> Lower Kabete.</p> <p>Tel: +254 20 4015000<br/> Cell: 0727 496 698<br/> Email: <a href="mailto:info@ksg.ac.ke">info@ksg.ac.ke</a></p> | <p>Admissions Office<br/> Kenya School of Government<br/> P.O. Box 84027 - 80100<br/> Mombasa, Kenya.</p> <p>Tel: (041) 2312785/2227113/ 2228800 / 2226871<br/> Email: <a href="mailto:admissions.mombasa@ksg.ac.ke">admissions.mombasa@ksg.ac.ke</a></p>  | <p>Admissions Office<br/> Kenya School of Government<br/> P.O Box 31-80406<br/> Matuga, Kenya.</p> <p>Tel: 0770 770 021<br/> Email: <a href="mailto:admissions.matuga@ksg.ac.ke">admissions.matuga@ksg.ac.ke</a><br/> <a href="mailto:info.matuga@ksg.ac.ke">info.matuga@ksg.ac.ke</a></p> |
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