



# Staff Development Institute

## Induction Courses for September, October, November, and December, 2021

Induction training introduces new employees to operational procedures to enable them do their work in a new profession or job role within the service. **Induction courses target the newly employed, those that have never attended induction ever since they started working in government and the newly promoted.** In line with this, SDI has organised mandatory inductions courses for various cadres as outlined below:

### **SDI/21/107 INDUCTION FOR ADMINISTRATIVE/PROFESSIONAL OFFICERS**

**TARGET:** Administrative Officers (AOs), Professional Officers (POs) or allied officers (POs) serving in the public sector without formal induction.

**DATES:** 20 Sept – 29 Oct (6 weeks)

**FEES:** Tuition NonResidential MK 310,000  
Residential MK 478,000

**VENUE:** Staff Development Institute

### **SDI/21/107 INDUCTION FOR ACCOUNTANTS**

**TARGET:** Accountants

**DATES:** 27 Sept – 5 Nov (6 weeks)

**FEES:** Tuition NonResidential MK 310,000  
Residential MK 478,000

**VENUE:** Staff Development Institute

### **SDI/21/118 INDUCTION FOR HUMAN RESOURCE MANAGEMENT OFFICERS and PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICERS**

**TARGET:** Principal Human Resources Officers and Human Resource Officers

**DATES:** 18 Oct – 26 Nov, 2021 (6 weeks)

**FEES:** Tuition NonResidential MK 310,000  
Residential MK 478,000

**VENUE:** Staff Development Institute

### **SDI/21/122 INDUCTION FOR DISTRICT EDUCATION MANAGERS**

**TARGET:** District Education Managers and Methods Advisors

**DATES:** 25 Oct – 3 Dec, 2021 (6 weeks)

**FEES:** Tuition NonResidential MK 310,000  
Residential MK 478,000

**VENUE:** Staff Development Institute

### **SDI/21/117 INDUCTION COURSE FOR ECONOMISTS**

**TARGET:** Economists in Government and Parastatals

**DATES:** 1 Nov – 10 Dec (6 weeks)

**FEES:** Tuition NonResidential MK 310,000  
Residential MK 478,000

**VENUE:** Staff Development Institute

**SDI/21/117 INDUCTION COURSE FOR HR PLANNING OFFICERS FROM LOCAL COUNCILS****TARGET:** HR Planning Officers from Local Councils**DATES:** 1 Nov – 10 Dec (6 weeks)**FEES:** Tuition NonResidential MK 310,000  
Residential MK 478,000**VENUE:** Staff Development Institute**SDI/21/119 INDUCTION COURSE FOR SECRETARIES****TARGET:** Personal Assistants and Secretaries**DATES:** 1 Nov – 10 Dec (6 weeks)**FEES:** Tuition NonResidential MK 310,000  
Residential MK 478,000**VENUE:** Staff Development Institute**NOTE:** The charges indicated here do not include meals.**CONTACT DETAILS**The Director,  
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# Business success is in staff development!