



KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service



LOWER KABETE TRAINING CALENDAR 2019/2020

The Kenya School of Government is an ISO 9001:2015 certified institution that provides capacity development programs for the Public Service through training, research, consultancy and policy advisory services. Specifically, the School affords opportunity for development of leadership, managerial and other skills and competencies required in policy making and service delivery; inculcation of public service doctrine, ethics and values; and familiarity with emerging knowledge in all spheres of society that impinge on the public service. The School is based at Lower Kabete with campuses conveniently located in different parts of the country: Baringo, Embu, Matuga and Mombasa. Online programs are offered through the eLearning and Development Institute (eLDi) of the School.

The training calendar for 2019/2020 Financial Year is presented below

PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSHS)
EXECUTIVE LEADERSHIP PROGRAMS				
TLC	Transformative Leadership Course	1 week	Officers in the Public Service and Private Sector responsible for strategic direction and policy related decisions, mainly in Job Group P and above or equivalent.	<ul style="list-style-type: none"> • Aug 19-23, 2019 • Nov 11-15, 2019 • Feb 24-28, 2020 • May 11-15, 2020 46,400 (Residential executive) 23,200 (Non-Residential executive)
SLD	Strategic Leadership Development Program	6 Weeks	Officers in Job Group N and above or equivalent who are in policy making and leadership roles and have undertaken the Senior Management Course.	<ul style="list-style-type: none"> • July 8- Aug 16, 2019 • July 22- Aug 30, 2019 • Sep 2- Oct 11, 2019 • Sep 16 -Oct 25, 2019 • Oct 28- Dec 6 2019 • Jan 13 -Feb 21, 2020 • Jan 27- March 6, 2020 • March 9- April 17, 2020 227,940 (Executive residential accommodation) Depending on availability of executive accommodation 167,620 (Residential)

	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSHS)
				<ul style="list-style-type: none"> • March 23- April 30, 2020 • May 4- Jun 12, 2020 • May 18 –Jun 26,2020 	Standard Accommodation & Executive Service) 92,220 (Non-Residential Executive Service)
CLG	Corporate Governance Course Corporate Leadership and Governance	1 week	Members of boards and councils of state corporations, constitutional commissions and semi-autonomous government agencies.	<ul style="list-style-type: none"> • Jul 22 – 26,2019 • Oct 14 -18, 2019 • Jan 13, -17, 2020 • April 6 -10, 2020 	46,400 (Residential executive) 23,200 (Non-Residential executive)
PWL	Women Leadership Development Program: <i>Positioning Women In Leadership</i>	1 week	Women leaders in Job Group P and above or equivalent and should have a minimum of two (2) years' experience in leadership or managerial positions.	<ul style="list-style-type: none"> • Dec 2-6, 2019 • Jun 15-19, 2020 	52,200 (Residential Executive) 29,000 (Non-Residential)
WPL	Women in Political Leadership Program	1 week	The program is open to all women political aspirants and those in political positions at all levels	<ul style="list-style-type: none"> • Feb 24-28,2020 	52,200 (Residential Executive) 29,000 (Non-Residential)
TLW	Transformative Leadership Program for County Women Executives	1 week	Women appointed in county executive positions within the county government structures	<ul style="list-style-type: none"> • April 13-17, 2020 	46,400 (Residential executive) 23,200 (Non-Residential executive)
ECS	Executive Secretaries Course	3 Weeks	Office administrators in Job Group N and above or equivalent who have taken Secretarial Management Training	<ul style="list-style-type: none"> • Aug 12-30, 2019 • Nov 18–Dec 6, 2019 • Mar 9-27, 2020 • Jun 8-26, 2020 	100,920 (Residential) 56,550 (Non-Residential)

	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSHS)
EVIP	Ethics, Values and Integrity Development Program for Policy Makers	1 Week	Officers responsible for strategic operations and policy related decisions, in 'JG' Q and above or its equivalent	<ul style="list-style-type: none"> • Nov 4-8, 2019 • May 11- 15, 2020 	52,200 (Residential Executive) 29,000 (Non-Residential executive)
IDS	Induction Program for Diplomatic Service Officers	1 Week	Officers in diplomatic positions in governments and international organizations who include heads of sections, managers and directors	<ul style="list-style-type: none"> • October 14-18, 2019 • Mar 9-13, 2020 	Kshs, 40,600 (Non-residential)
LPU	Leadership Program for University Student Affairs Staff	2 weeks	Deans of Students; Assistant/Associate Deans of Students; Student Counselors; University Chaplains; Games Tutors/Sports Coordinators; Administrative Assistants; Catering Officers; Accommodation/Housing Officers; Security Officers; Student Finance, and Health Officers. Must have a minimum of a Bachelor degree from a recognized University; or Diploma in the relevant field with a minimum of five (5) years working experience at the University.	<ul style="list-style-type: none"> • August 12-23, 2019 • February 10-21, 2020 • June 8-19, 2020 	29,000 (residential) 18,850 (non-residential)
MANAGEMENT DEVELOPMENT PROGRAMS					
SMC	Senior Management Course	4 Weeks	Managers responsible for managing resources in their organizations' and are in 'JG' K and above or its equivalent.	<ul style="list-style-type: none"> • July 1-26,2019 • July 29- Aug 23, 2019 • Aug 26 –Sep 20, 2019 • Sept 23–Oct 18, 2019 • Oct 22 –Nov15, 2019 	230,840 (Executive Residential Service) Depending on availability of

	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSHS)
				<ul style="list-style-type: none"> • Nov 18- Dec 13, 2019 • Jan 13 –Feb 7, 2020 • Feb10, - Mar 6, 2020 • Mar 9- April 3, 2020 • April 6-30, 2020 • May 4-29, 2020 • June 1-26, 2020 	executive accommodation 140, 360 (Residential) 78,880 (Non-Residential)
SMC	Senior Management Course	4 Weeks	Managers responsible for managing resources in their organizations' and are in 'JG' K and above or its equivalent.	<ul style="list-style-type: none"> • July 15–Aug 9, 2019 • Aug 12- Sep6, 2019 • Sep 9 –Oct 4 2019 • Oct 14 –Nov 8, 2019 • Feb 24–March 20, 2020 • March 23 –April 17, 2020 • April 20 –May 15, 2020 • May 18–June 12, 2020 	78,880
SDG	Sustainable Development Goals Training Program	1 week	Officers involved in planning, implementation, monitoring and evaluation of development programs in all levels of government and other development agencies.	<ul style="list-style-type: none"> • Sep 2-6, 2019 • March 23-27, 2020 	52,200 (Residential Executive) 29,000 (Non-Residential executive)
GDP	Gender and Development Program	1 week	Officers in the public sector in Job Groups H, J and K or equivalent and have at least two (2) years working experience.	<ul style="list-style-type: none"> • March 9-13, 2020 	52,200 (Residential Executive) 29,000 (Non-Residential executive)
PFI	Policy Formulation, Implementation and Analysis Course (Face To Face)	1 Week	Managers who are responsible for developing policies and making related decisions in 'JG' M and above or equivalent	<ul style="list-style-type: none"> • Sep 16-20, 2019 • April 6-10, 2020 	52,200 (Residential Executive) 29,000 (Non-Residential executive)

	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSHS)
SPM	Strategic Planning and Management	1 Week	Senior officers who require knowledge and skills in envisioning the “big picture” in the organization	<ul style="list-style-type: none"> • July 8-12, 2019 • Jan 20-24, 2020 	52,200 (Residential Executive) 29,000 (Non-Residential executive)
BSC	Balanced Score Card Course	1 Week	Officers in the organization involved in developing strategic plans for units and organizations	<ul style="list-style-type: none"> • Oct 7-11, 2019 • May 25-29, 2020 	52,200 (Residential Executive) 29,000 (Non-Residential executive)
IRC	Institutional Re-engineering and Change Management Course	1 Week	Senior officers in the organization including directors, managers, process owners and technical professionals.	<ul style="list-style-type: none"> • Nov 4-8, 2019 • June 22-26, 2020 	52,200 (Residential Executive) 29,000 (Non-Residential executive)
PSV	Professional Standards and Values in the Public Service Course	1 week	Program is open to all public servants including officers serving in national and county government entities	<ul style="list-style-type: none"> • Sep 23-27, 2019 • April 20-24, 2020 	52,200 (Residential Executive) 29,000 (Non-Residential executive)
EVIM	Ethics, Values and Integrity Development Program for Managers	1 Week	Officers responsible for managing resources in their organizations’ and are in ‘JG’ L-P or its equivalent	<ul style="list-style-type: none"> • Sep 23-27, 2019 • March 9-13, 2020 	52,200 (Residential Executive) 29,000 (Non-Residential executive)
EVIT	Ethics, Values and Integrity Development Program for Technical Officers	1 week	Public Officers from ‘JG’ A-K or its equivalent	<ul style="list-style-type: none"> • Aug 19-23, 2019 • Feb 24-28 –2020 	52,200 (Residential Executive) 29,000 (Non-Residential)
YLD	Young Leaders Development Program	1 week	Leaders from across universities & middle level colleges including elected, nominated & aspiring young leaders.	<ul style="list-style-type: none"> • Nov 4-8, 2019 • March 30–April 3, 2020 	Kshs. 29,000 (Residents) Kshs. 18,850 (Non-Residents)
SMT	Secretarial Management	4 weeks	Office administrators working	<ul style="list-style-type: none"> • July 15–Aug 9, 2019 	138,880

	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSHS)
	Training		for middle-level managers	<ul style="list-style-type: none"> • Oct 14- Nov 8, 2019 • Jan 20 –Feb 14, 2020 • April 13- May 8, 2020 	(Residential) 74,500 (Non-residential)
DMC	Disaster Management Course	1 Week	Officers involved in disaster preparedness and management	<ul style="list-style-type: none"> • Aug 5-9, 2019 • Feb 3-7, 2020 	52,200 (Residential Executive) 29,000 (Non-Residential executive)
CRC	Conflict Resolution and Management Course	1 Week	Ward Administrators, Administration officers and security officers	<ul style="list-style-type: none"> • Oct 7-11, 2019 • April 20-24, 2020 	46,400 (Residential executive) 23,200 (Non-Residential executive)
TOT	Training of Trainers	2 Weeks	Trainers, training managers, members of training committees, human resource officers and community officers	<ul style="list-style-type: none"> • July 8-19, 2019 • Oct 7-18, 2019 • Jan 20-31, 2020 • April 20-30, 2020 	64,960 (Residential) 37,700 (Non-Residential)
COMMUNICATION MANAGEMENT PROGRAMS					
CMW	Conduct of Meetings and Minute Writing Course	1 Week	Officers whose portfolios entail chairing or taking minutes in meetings	<ul style="list-style-type: none"> • Aug 12-16, 2019 • Oct 7-11, 2019 • Feb 17-21, 2020 • June 8-12, 2020 	29,000 (Residential) 18,850 (Non-Residential)
RWC	Report Writing Course	1 Week	Officers involved in preparation of reports	<ul style="list-style-type: none"> • July 22-26, 2019 • Sep 23-27, 2019 • Nov 25-29, 2019 • Jan 20-24, 2020 • March 9-13, 2020 • May 4-8, 2020 	29,000 (Residential) 18,850 (Non-Residential)
PEM	Protocol, Etiquette and Event Management Course	1 Week	Officers involved in management of events, programs, communication and protocol	<ul style="list-style-type: none"> • Aug 12-16, 2019 • Sep 30- Oct4, 2019 • Feb 3-7, 2020 	49,300 (Residential executive) 26,100 (Non-Residential)

	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSHS)
				<ul style="list-style-type: none"> • May 18-22, 2020 	executive)
BPB	Building and Maintaining Personal Brand	1 Week	Officers in the Public Service and private organizations who aspire to define and establish positive images of themselves	<ul style="list-style-type: none"> • July 1-5, 2019 • Feb 10-14, 2020 	52,200 (Residential Executive) 29,000 (Non-Residential executive)
CMC	Cabinet Memorandum Writing Course	1 Week	Officers in the public service and private organizations directly involved in production of Cabinet Memos	<ul style="list-style-type: none"> • Sep 30–Oct 4, 2019 • March 16-20, 2020 	46,400(Residential) 23,200 (Non-Residential)
EBP	Executive Board Paper Writing Course	1 Week	Officers in the public service and private organizations directly involved in production of Board Papers	<ul style="list-style-type: none"> • Dec 2-6, 2019 • June 22-26, 2020 	46,400(Residential executive) 23,200 (Non-Residential executive)
PRC	Public Relations & Customer Care Course	2 Weeks	Public relations practitioners including front office staff, secretaries and personal assistants in the Public Service, private sector and Non-Governmental Organizations (NGOs)	<ul style="list-style-type: none"> • July 1-12, 2019 • Jul 29 –Aug 9, 2019 • Sep 2-13, 2019 • Oct 28- Nov 8, 2019 • Jan 13-24, 2020 • March 16-27, 2020 • April 6-17, 2020 • May 18-29, 2020 	64,960 (Residential) 37,700 (Non-Residential)
SWC	Speech Writing Course	1 Week	Officers involved in communication, drafting official speeches, press releases as well as advisors to government and researchers	<ul style="list-style-type: none"> • July 8-12, 2019 • April 6-10, 2020 	29,000 (Residential) 18,850 (Non-Residential)
PSP	Public Speaking and Presentation Skills Course	1 Week	Officers in the Public Service who are required to prepare and deliver government	<ul style="list-style-type: none"> • Aug 26-30, 2019 • April 20-24, 2020 	46,400(Residential executive) 23,200 (Non-

	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSHS)
			information: Heads of Departments, Managers, Assistant Commissioners, Sub-County and Ward Administrators		Residential executive)
SUPERVISORY SKILLS DEVELOPMENT PROGRAMS					
PSI	Public Service Induction Program	4 weeks	Newly employed officers in the public service for National and County Governments, independent commissions and state corporations	<ul style="list-style-type: none"> • Feb 3-28, 2020 	136,880 (Residential) 75,400 (Non-Residential)
OAA	Office Administrative Assistant Course	2 Weeks	Office Administrative Assistants who have taken Public Relations and Customer Care for a duration of two (2) weeks or Supervisory Skills Development lasting not less than two (2) weeks	<ul style="list-style-type: none"> • Sept 9-20, 2019 • Dec 2-13, 2019 • Feb 10-21, 2020 • May 11-22, 2020 	64,960 (Residential) 37,700 (Non-Residential)
PPC	Public Prosecution Course	4 Weeks	Officers whose duties include enforcement of various laws and regulations	<ul style="list-style-type: none"> • Aug 12 –Sep 6, 2019 • Nov 4-29, 2019 • Feb 10 –March 6, 2020 • May 4-29, 2020 	136,880 (Residential) 75,400 (Non-Residential)
SSD	Supervisory Skills Development Course	2 Weeks	Officers in supervisory roles who are accountable for performance	<ul style="list-style-type: none"> • July 15-26, 2019 • Aug 12-23, 2019 • Sep 16-27, 2019 • Oct 7-18, 2019 • Nov 11-22, 2019 • Nov 25 –Dec 6, 2019 • Jan 27 – Feb 7, 2020 • Feb 10-21, 2020 • March 2-13, 2020 • March 30- April 10, 	64,960(Residential) 37,700(Non-Residential)

	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSHS)
				2020 <ul style="list-style-type: none"> • May 4-15, 2020 • June 8-19, 2020 	
RSD	Research Skills Development Course	2 Weeks	Managers and Research Officers	<ul style="list-style-type: none"> • Sep 16-27, 2019 • March 9-20, 2020 	64,960(Residential) 37,700 (Non-Residential)
RMC	Records Management Course	3 Weeks	Officers handling Records	<ul style="list-style-type: none"> • July 29- Aug 16, 2019 • Nov 4-22, 2019 • Feb 3-21, 2020 • May 11-29, 2020 	100,920/= (Residential) 56,550/= (Non-Residential)
RPC	Retirement Planning Course	1 Week	All employees with an interest in planning for retirement and making informed decisions about it.	<ul style="list-style-type: none"> • Aug 26-30, 2019 • Oct 14-18, 2019 • Dec 2-6, 2019 • Feb 3-7, 2020 • April 20-24, 2020 • June 29–July 3, 2020 	29,000 (Residential) 18,850 (Non-Residential)
HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMS					
SHR	Strategic Human Resource Management & Development Course	1 week	Directors and heads of departments across all functions	<ul style="list-style-type: none"> • Oct 7-11, 2019 • Feb 24-28, 2020 	52,200 (Residential Executive) 29,000 (Non-Residential executive)
HRA	Human Resource Advisory Committee Course	1 Week	Members of Ministerial, County and HR Advisory Committees, Staff Advisory Committee Members	<ul style="list-style-type: none"> • Sep 30 –Oct 4, 2019 • Feb 3-7, 2020 • June 8-12, 2020 	52,200 (Residential Executive) 29,000 (Non-Residential executive)
TCC	Training Committee Course	1 Week	Members of Training Committees	<ul style="list-style-type: none"> • Nov 18-22, 2019 • May 4-8, 2020 	46,400(Residential executive) 23,200 (Non-Residential executive)

	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSHS)
PMS	Performance Management Systems Course	1 week	Managers in the public sector across all functions	<ul style="list-style-type: none"> • Oct 14-18, 2019 • April 13-17, 2020 	46,400(Residential executive) 23,200 (Non-Residential executive)
PCP	Performance Contracting in the Public Service Course	1 Week	Executive managers in the public sector	<ul style="list-style-type: none"> • Aug 19-23, 2019 • May 11-15, 2020 	46,400(Residential executive) 23,200 (Non-Residential executive)
PAS	Performance Appraisal System Course	1 Week	Officers holding supervisory positions	<ul style="list-style-type: none"> • July 8-12, 2019 • Nov 11-15, 2019 • March 2-6, 2020 	46,400(Residential executive) 23,200 (Non-Residential executive)
FINANCIAL AND PROCUREMENT MANAGEMENT PROGRAMMES					
IPSAS	International Public Sector Accounting Standards (IPSAS)	2 weeks	Officers involved in financial recording, accounting and reporting	<ul style="list-style-type: none"> • Aug 5-16, 2019 • Jan 27 –Feb 7, 2020 	76,500 (Residential Executive) 49,300 (Non-Residential)
FARR	Financial Accounting, Recording and Reporting (FARR)	1 Week	Heads of Treasury, Accounts and Finance Officers in the public sector	<ul style="list-style-type: none"> • Sep 16-20,2019 • April 6-10, 2020 	52,200 (Residential Executive) 29,000 (Non-Residential executive)
DFD	Devolution and Fiscal Decentralization	2 Weeks	Officers working in County Governments and Institutions involved in inter-governmental fiscal relations	<ul style="list-style-type: none"> • Nov 18-29, 2019 • Feb 3-14, 2020 • May 11-22, 2020 	76,500 (Residential Executive) 49,300 (Non-Residential)
PSF	Public Sector Financial Management	4 Weeks	Officers responsible for management of finances and other resources in their organizations	<ul style="list-style-type: none"> • Aug 5-30, 2019 • Oct 28- Nov 22, 2019 • March 2-27, 2020 • June 2-26, 2020 	136,880 (Residential) 75,400 (Non-Residential)

	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSHS)
PFM	Public Finance Management Course	2 weeks	Officers involved in budgeting, revenue policy, financial reporting and the financial advisory functions in the national and county governments, private sector and NGOs.	<ul style="list-style-type: none"> • July 8-19, 2019 • Feb 17-28, 2020 	64,960(Residential) 37,700(Non-Residential)
FDP	Fraud Detection & Prevention Course	1 Week	Law enforcement agents, internal auditors, treasurers, accountants and fund managers in all sectors of the economy	<ul style="list-style-type: none"> • Aug 5-9, 2019 • Nov 4-8, 2019 • Feb 3-7, 2020 • May 11-15, 2020 	29,000 (Residential) 18,850 (Non-Residential)
ACT	Audit Committee Training	3 Days	Members of audit committees	<ul style="list-style-type: none"> • Oct 7-9, 2019 • April 20-22, 2020 	31,320 (Residential executive) 17,400 (Non-Residential executive)
ARA	Audit and Risk Assurance Seminar	3 days	Heads of Audit and internal auditors	<ul style="list-style-type: none"> • Sep 9-11, 2019 • March 9-11, 2020 	31,320 (Residential executive) 17,400 (Non-Residential executive)
FNF	Finance for Non-Finance Managers	1 Week	Officers in organizations, who handle financial responsibilities but have no formal training in finance	<ul style="list-style-type: none"> • July 22- 26, 2019 • Sep 30- Oct 4, 2019 • Jan 27-31, 2020 • April 20-24, 2020 	29,000 (Residential) 18,850 (Non-Residential)
CTM	Cash and Treasury Management Training	1 Week	Accountants, auditors and tax managers	<ul style="list-style-type: none"> • Oct 14-18, 2019 • May 25-29, 2020 	52,200 (Residential Executive) 29,000 (Non-Residential executive)

	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSHS)
PBB	Program Based Budgeting Training	1 Week	Officers involved in Budgeting in the National and County Governments	<ul style="list-style-type: none"> • Sep 9-13, 2019 • March 2-6, 2020 	52,200 (Residential Executive) 29,000 (Non-Residential executive)
PPCM	Public Procurement and Contract Management Course	1 Week	Public procurement practitioners at national and county government levels; members of national public procurement offices, tender boards and evaluation committees; procurement trainers; procurement and financial auditors; probity advisers; staff of Civil Society Organizations	<ul style="list-style-type: none"> • Aug 19-23, 2019 • Oct 28 –Nov 1, 2019 • Feb 24-28, 2020 • May 11-15, 2020 	46,400 (Residential executive) 23,200 (Non-Residential executive)
PPT	Public Procurement Training	2 Weeks	Officers in the organizations charged with procurement responsibilities such as CECs, county secretaries, suppliers, supply chain staff	<ul style="list-style-type: none"> • Sep 16-27, 2019 • April 13-24, 2020 	64,960(Residential) 37,700(Non-Residential)
AMC	Asset Management Course	1 Week	Managers in charge of development and maintenance of inventory of assets and liabilities	<ul style="list-style-type: none"> • Sep 23-27, 2019 • Feb 10-14, 2020 	46,400 (Residential executive) 23,200 (Non-Residential executive)
PROJECT MANAGEMENT AND ENVIRONMENTAL PROGRAMS					
CCC	Climate Change Policy, Planning and Budgeting Course	2 Weeks	Officers in environmental, agricultural, and planning sectors and state corporations involved in project management	<ul style="list-style-type: none"> • Sep 9-20, 2019 • Nov 25 –Dec 6 2019 • Feb 10-21,2020 • June 8-19, 2020 	64,960 (Residential) 37,700 (Non-Residential)
SIA	Social Impact Assessment Course	2 Weeks	Officers involved in development and management of new and existing projects;	<ul style="list-style-type: none"> • Nov 11-22 2019 • May 11-22, 2020 	64,960 (Residential) 37,700(Non-

	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSHS)
			decision makers who appraise, evaluate and finance projects		Residential)
EIA	Environmental Impact Assessment (EIA) & Audit Course	3 Weeks	Project managers, planners, decision makers using EIA to identify and monitor environmental impact of policies, plans, programmes and projects	<ul style="list-style-type: none"> • July 1-19, 2019 • Sep 30 –Oct 18, 2019 • Jan 13-31, 2020 • April 6-24, 2020 	109,620 (Residential) 65,250 (Non-Residential)
PME	Project Monitoring, Evaluation & Reporting Course	1 Week	All public officers involved in project management	<ul style="list-style-type: none"> • Sep 2-6, 2019 • May 4-8, 2020 	29,000 (Residential) 18,850 (Non-Residential)
PPM	Project Planning & Management Course	4 Weeks	Project managers, planners, agricultural officers, economists, human resource managers and other professionals involved in project planning and management	<ul style="list-style-type: none"> • July 8 –Aug 2, 2019 • Oct 7 – 1st Nov 1, 2019 • Jan 20 – Feb 14, 2020 • April 13 – May 8, 2020 	136,880 (Residential) 75,400 (Non-Residential)
PDM	Project Development & Management Course	4 Weeks	Project managers, engineers, architects, surveyors, and other professionals involved in developing and managing projects	<ul style="list-style-type: none"> • Aug 5-30, 2018 • Nov 4-29, 2019 • Feb 17, –March 13, 2020 • May 18–June 12, 2020 	136,880 (Residential) 75,400 (Non-Residential)
PCM	Project Cycle Management Course	1 Week	Public officers who would like to gain an appreciation of what projects are and their role in national development.	<ul style="list-style-type: none"> • Sep 2-6, 2019 • April 13-17, 2020 	29,000 (Residential) 18,850 (Non-Residential)
PPW	Project Proposal Writing Course	1 Week	Directors, administrators, officers, managers and coordinators involved in development of programmes and projects	<ul style="list-style-type: none"> • Dec 2-6, 2019 • June 22-26, 2020 	29,000 (Residential) 18,850 (Non-Residential)
RBM	Results-Based Monitoring	2 Weeks	Officers involved in project	<ul style="list-style-type: none"> • Sep 16-27, 2019 	64,960 (Residential)

	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSHS)
	& Evaluation Course		development and management from all sectors, including: departmental heads, planners, project coordinators and managers	<ul style="list-style-type: none"> March 18-29, 2020 	37,700 (Non-Residential)
ICT PROGRAMS					
SPSS	Statistical Package For Social Scientists	2 Weeks	Middle level managers in public, private & the NGO sectors and have basic computer skills	<ul style="list-style-type: none"> Sep 30–Oct 11, 2019 May 4-15, 2020 	64,960 (Residential) 37,700 (Non-Residential)
LONG TERM TRAINING PROGRAMS (More than two months)					
PGMPE	Post Graduate Diploma in Management of Public Enterprises	8 ¹ / ₂ Months	Senior and Middle level Managers in Public Enterprises	<ul style="list-style-type: none"> To be scheduled 	
DPA	Diploma in Public Administration (DPA)	8 Months	County commissioners, assistant commissioners and assistant secretaries.	<ul style="list-style-type: none"> On demand 	460,520 (Residential) 230,260 (Non-Residential)
MPA	Masters in Public Administration (MPA)	2 Years	Administrators in both private and public sector having attained a first degree in the relevant field.	In-take: September 2019	
CMPE	Certificate in Management of Public Enterprises	6 Weeks	Senior Managers in Public Enterprises, Private and Civil Society Institutions, Policy Researchers	November 4– December 13, 2019	227,940 (Executive residential accommodation) Depending on availability of executive accommodation 167,620 (Residential Standard)

	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSHS)
					Accommodation & Executive Service) 92,220 (Non-Residential Executive Service)

COUNTY SPECIFIC CAPACITY DEVELOPMENT PROGRAMS/ DEMAND DRIVEN PROGRAMS					
All these KSG programs are available for County Leaders and Staff					
CODE	PROGRAM	DURATION	TARGET GROUP	COSTS	
JES	Job Evaluation Seminar	3 Days	Designed for individuals who are accountable for valuing work in their organizations, including compensation management, organization effectiveness, and human resources development	Kshs. 31,320 (Residential) Kshs. 17,400 (Non-Residential)	
SEC	Skills Enhancement Course	1 week	Officers in Job Group 'A' to 'G'	Kshs. 29,000 (Residential) Kshs. 18,850 (Non-residential)	
BEC	Basic Empowerment Course	1 week	National and County officers responsible for enforcement of environmental law, M & E officers	Kshs. 31,900 (Residential) Kshs. 21,750 (Non-residential)	
OSR	County Own Source Resource Management, Wealth Creation and Generation	1 Week	County officers involved in generation, and management of revenue from local resources	Kshs. 90,000 per day for facilitation	
LED	Local Economic Development (LED) Strategy and Project Formulation	1 week	Officers involved in strategic partnerships and collaborations with a focus on identification of investments.	Kshs. 90,000 per day for facilitation	
ICG	Induction Program for County Governors	1 Week	Newly elected Governors and Deputy Governors	Kshs. 90,000 per day for facilitation	
ICEC	Induction Program for County Executive Committee Members	1 Week	Newly employed County Executive Committee Members	Kshs. 90,000 per day for facilitation	

	(CECs)			
ICCO	Induction Program for County Chief Officers	1 Week	Newly employed Chief Officers	Kshs. 90,000 per day for facilitation
IMCA	Induction Program for Members of County Assembly (MCAs)	1 Week	Elected or Nominated Members of County Assembly and County Assembly Clerks	Kshs. 90,000 per day for facilitation
ICD	Induction Program for County Directors	1 Week	Newly employed Directors	Kshs. 90,000 per day for facilitation
ICA	Induction Program for County Administrators	2 Weeks	Newly employed Ward Administrators	Kshs. 90,000 per day for facilitation
ICPS	Induction Program for County Public Service Boards (CPSB)	1 Week	Newly employed CPSB Members	Kshs. 90,000 per day for facilitation
ICAC	Induction Program for County Assembly Committees	1 Week	Newly Appointed Committee Members	Kshs. 90,000 per day for facilitation
CTP	County Planning Course	1 Week	County Officers who play a leading role in the formulation, implementation and evaluation of county development plans, Programs and projects	Kshs. 90,000 per day for facilitation
TTA	Training of Technical Assistance providers	1 Week	County and National Government Technical Assistance Providers in public financial management; planning; monitoring and Evaluation; human resource and performance management; civic education and public participation -	Kshs. 90,000 per day for facilitation
CME	County Monitoring and Evaluation Committee Training	1 Week	County Monitoring and Evaluation Committees	Kshs. 90,000 per day for facilitation
CRB	County Results Based Monitoring and Evaluation Course	1 Week	Officers involved in project development and management including: departmental heads, planners, project coordinators and managers	Kshs. 90,000 per day for facilitation
CLC	County Leadership Course	1 Week	Senior officers in the county government	Kshs. 90,000 per day for

				facilitation
CHR	County Human Resource Management and Development Course	1 Week	Senior officers in the county government	Kshs. 90,000 per day for facilitation
CPM	County Performance Management Course	1 Week	Heads of Departments and Heads of Sections	Kshs. 90,000 per day for facilitation

Extra charges apply as follows:

1. Kshs. 3,500 per person per day if the participants are more than 25 in number
2. If the training is in KSG, there will be extra charges for either:
 - Accommodation; (Kshs. 6000 per night per person- tax exclusive) or
 - Conference package (Kshs. 2000 per person per day- tax exclusive)
3. If the training is out of KSG, other training administrative charges will be included as per request. (transport and accommodation charges for the facilitators)

IN-HOUSE PREFERRED COURSES:

The charges for the In-House preferred courses will be dictated by:

- The number of days for training
- The number of participants to be trained
- The location for the training

CONSULTANCIES

1. Kshs. 120,000 per day for consultancies (tax exclusive)
2. Other administrative charges will be included as per agreement
3. If the consultancy is out of KSG, charges will be included such as the transport and accommodation charges for the consultants

APPLICATION PROCEDURE:

All courses are open to participants from government, NGOs, and private organizations.
All applications will be conducted online through www.ksg.ac.ke

PAYMENT DETAILS:

The course fee should be paid into the Kenya School of Government Account, Kenya Commercial Bank, Sarit Centre, A/C No. 1106972732, after obtaining the admission letter and proforma invoice

CONTACT DETAILS:

For more information on the courses visit the website through www.ksg.ac.ke or **contact:**

KSG LOWER KABETE:

Admissions Office

Kenya School of Government

P.O. Box 23030-00604 Lower Kabete

Tel: (020) 4015000/ 2375340

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