



KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service



NEW AND REVISED TRAINING PROGRAMS

The Kenya School of Government was founded under an Act of Parliament with mandate to transform the Public Service through human resource capacity development. This mandate is fulfilled by (1) developing professional competencies; public service values; and capabilities for research-based policymaking; and (2) providing expert consultancy services in organizational re-engineering for higher levels of innovation, adaptability and responsiveness in delivery of public services.

The programs listed below are designed to meet the learning needs and requirements of public servants in government ministries, county governments, semi-autonomous government agencies, constitutional commissions and independent offices, the legislature and the judiciary. Individuals outside the public sector will also find the programs to be of much benefit in their desire for professional development. The School remains open to International course participants as well.

Enrolment in the listed programs is now open. A training program may also be tailor-made to meet special requirements of individual institutions upon request. KSG emphasises practical application of the knowledge gained and has therefore established a faculty of course facilitators with strong academic foundation and long-standing practical experience in public sector leadership and management.

PROGRAM	DURATION	RECOMMENDED PARTICIPANTS	CAMPUS
EXECUTIVE LEADERSHIP PROGRAMS			
Accounting Officers Program	1 Week	Accounting Officers in the National and County Government entities, including Principal Secretaries, Chief Executive Officers, Managing Directors, Chief Officers, and County Executive Committee (CEC) members for Finance.	Matuga
Transformative Leadership Course	1 Week	Officers in the Public Service and Private Sector responsible for strategic direction and policy related decisions, mostly in Job Group 'P' and above or equivalent.	Embu/Lower Kabete/Matuga
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 already undertaken the Senior Management Course.	Baringo/Embu/Lower Kabete Matuga/Mombasa
Corporate Governance for Public Sector	1 Week	Boards and councils of state corporations and agencies, universities; constitutional commissions, County level boards, Chief Executive Officers, and corporation secretaries..	Embu/ Lower Kabete Matuga/ Mombasa
Women in Political Leadership Program	1 Week	Women in political positions of all levels and women aspirants to such positions	Lower Kabete
Transformative Leadership Program for County Women Executives	1 Week	Women appointed to county executive positions in county government structures	Lower Kabete
Executive Secretarial Course	3 Weeks	Office administrators in Job Group 'N' and above or equivalent who have already attended Secretarial Management Training	Lower Kabete
Values, Ethics and Integrity for Senior Managers	1 Week	Officers in higher level of management responsible for strategic direction and policy related decisions, and are mostly in Job Group 'Q' and above or equivalent	Baringo/Embu/ Lower Kabete/ Matuga/ Mombasa
Values, Ethics and Integrity for Middle Level Managers	1 Week	Middle level Managers responsible for managing resources and are between Job Groups 'L' and 'P' or equivalent.	Baringo/Embu/ Lower Kabete/ Matuga/ Mombasa
Values, Ethics and Integrity for Operational Officers	2 Weeks	Officers in operational, non-managerial cadres, mostly between Job Groups 'A' and 'K' or equivalent.	Baringo/Embu/ Lower Kabete/ Matuga/ Mombasa
Induction Program for Diplomatic Service Officers	1 Week	Officers in diplomatic positions in government ministries and agencies and in international organizations	Lower Kabete
Leadership Program for University Student Affairs Staff	2 Weeks	Deans of Students and staff working in the office of the Dean with a minimum of Diploma qualification	Lower Kabete
MANAGEMENT DEVELOPMENT PROGRAMS			
Senior Management Course	4 Weeks	Managers responsible for management of resources and implementation of activities and programs and are in 'JG' K and above or equivalent.	Baringo/Embu/ Lower Kabete Matuga/ Mombasa
Gender in Development Planning	1 Week	Heads of planning in National and County governments, intergovernmental development agencies, and non-governmental organizations; and heads of finance and budgeting and their assistants	Embu/Lower Kabete

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Sustainable Development Goals Training Program	1 Week	Officers engaged in planning, implementation, monitoring and evaluation of development programs in all levels of government and development agencies.	Lower Kabete
Leadership Dynamics for Senior Women Managers (video conferencing)	1 Week	Women managers responsible for resource management in their organizations and are in Job Group 'M' and above	eLDi
Policy Formulation, Implementation and Analysis Course (Face-to-Face/Video-Conferencing)	1 Week	Managers who are responsible for developing policies and making related decisions in 'JG' M and above or equivalent	eLDi/ Lower Kabete/ Matuga
Strategic Negotiation Course (Face-to-Face/Video-Conferencing)	1 Week	Managers/officers who need to negotiate as the alternative choice to deal with tension and conflict over matters on interest to organizations	eLDi
Strategic Planning and Management	1 Week	Senior officers with 'the big picture' knowledge and skills requirement	Baringo/Embu/ Lower Kabete / Matuga/ Mombasa
Balanced Score Card Course	1 Week	Officers involved in strategic planning	Lower Kabete
Institutional Re-engineering and Change Management Course	1 Week	Senior officers in Job Group 'P' and above or equivalent	Lower Kabete
Professional Standards and Values in the Public Service	1 Week	All public servants	Lower Kabete
Government Advisors Course	2 Weeks	Officers in the National and County Government charged with responsibility of providing policy advice	Embu
Youth Entrepreneurship in Agriculture Program	2 Weeks	Youth with interest in agricultural entrepreneurship	Embu
Young Leaders Development Program	1 Week	Leaders of student organizations in learning institutions, including aspirants to those leadership positions	Baringo/Embu/ Lower Kabete/ Matuga/ Mombasa
Management Course for Social Development Workers	4 Weeks	Chiefs, Assistant Chiefs, Ward Administrators and other Officers involved in social development work in national and county governments, NGOs and CBOs.	Baringo/Embu
Secretarial Management Training	4 Weeks	Office administrators working in middle-level offices	Matuga
Disaster Management Course	1 Week	Officers involved in disaster preparedness and management in any organization	Baringo/ Lower Kabete/Mombasa
Disaster Risk Management (DRM)	2 Weeks	Sub county administrators; ward administrators; Chiefs; Asst. chiefs; Security officers; Social development officers; Educational officers; School and college administrators, Youth development officers; Children officers; Institutional managers; Probation officers; County enforcement officers.	Baringo Lower Kabete Mombasa

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Leadership and Governance for Health Sector	1 Week	Health Information System (HIS), M&E and Program managers at national and county levels; Level Four and Five hospital management teams	Lower Kabete
Conflict Management and Resolution Course	1 Week	Ward Administrators, administration officers and security officers	Baringo/Lower Kabete/Mombasa
Training of Trainers	2 Weeks	Trainers, training managers, members of training committees, human resource officers and community officers	Baringo/Embu/Lower Kabete/Matuga/Mombasa
Management of Urban Areas and Cities (MUAC)	2 Weeks	Management Boards of cities and municipalities; management and stakeholders of cities and municipalities; Chief officers; Directors; Planners; National Transport Authority Officers; Traffic officers; Managers of NGOs	Mombasa
COMMUNICATION MANAGEMENT PROGRAMS			
Conduct of Meetings and Minute Writing Course	1 Week	Officers whose duties entail chairing or taking minutes in meetings	Baringo/Embu/Lower Kabete/Matuga/Mombasa
Report Writing Course	1 Week	Officers whose duties entail preparation of reports	Baringo/Embu/Lower Kabete/Matuga/Mombasa
Protocol, Etiquette and Event Management Course	1 Week	Officers involved in management of events, programs, communication, and protocol	Baringo/Embu/Lower Kabete/Matuga/Mombasa
Cabinet Memorandum Writing Course	1 Week	Officers in public service who participate in preparation of Cabinet Memos	Embu/Lower Kabete/Matuga/Mombasa
Executive Board Paper Writing Course	1 Week	Officers in public service or private sector who participate in preparation of Board Papers	Baringo/Embu/Lower Kabete/Matuga/Mombasa
Public Relations & Customer Care Course	2 Weeks	Public relations practitioners	Matuga
Customer Care Skills Development Course	1 Week	Front office staff, secretaries and personal assistants	Embu/Matuga/Mombasa
Speech Writing Course	1 Week	Officers responsible for communication, speech writing, press releases	Lower Kabete/Matuga
Public Speaking and Presentation Skills Course	1 Week	All interested officers	Lower Kabete/Embu/Matuga/Mombasa
Communication Skills Development Course	1 Week	Officers involved in preparation and dissemination of information	Embu/Lower Kabete/Mombasa
SUPERVISORY SKILLS DEVELOPMENT PROGRAMS			
Public Service Induction Program	4 Weeks	Newly employed officers in the Public Service	Baringo/Embu/Lower Kabete/Matuga/Mombasa
Supervisory Skills Development Course	2 Weeks	Officers in supervisory roles and accountable for performance of their units	Matuga
Supervisory Management Skills Course	4 Weeks	Supervisors in Job Group "G" and above or equivalent	Baringo/Embu/Matuga/Mombasa
Administrative Officers Training	2 Weeks	Administrative Officers who have completed the induction course and have served for a minimum of six (6) months in the service	Baringo/Embu
Office Administrative Assistants Course	2 Weeks	Office Administrative Assistants who have already attended the Public Relations and Customer Care course or Supervisory Skills Development each lasting at least two (2) Weeks	Lower Kabete
Office Administration Skills Course	2 Weeks	Office Administrators, Clericals officers, and Front Office Staff	Baringo/Mombasa
Public Prosecution Course	4 Weeks	Officers whose duties include enforcement of laws and regulations	Lower Kabete

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Research Skills Development Course	2 Weeks	Managers and Research Officers	Lower Kabete/Matuga
Hospitality Skills Development Course	2 Weeks	Officers in hospitality industry	Embu
Records Management Course	3 Weeks	Officers responsible for maintenance of records	Baringo/Embu/Lower Kabete/Matuga/Mombasa
Proficiency Course for Clerical Officers	2 Weeks	Candidates for the Proficiency Examination for Clerical Officers	Baringo/Embu/Matuga/Mombasa
Fundamental Skills Enhancement Course	4 Weeks	Officers between Job Group 'A' and 'G' or its equivalent	Baringo/Embu/Matuga/Mombasa
Retirement Planning Course	1 Week	Officers keen to prepare early for retirement	Baringo/Embu/Lower Kabete/Matuga/Mombasa
HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMS			
Strategic Human Resource Management & Development Course	3 Weeks	Directors and heads of department	Baringo/Lower Kabete
Human Resource Advisory Committee Course	1 Week	Members of human resource advisory committees	Baringo/Lower Kabete
Training Committee Course	1 Week	Members of Training Committees	Lower Kabete
Human Resource Management & Development Course	1 Week	Human resource managers	Baringo/Mombasa
Performance Management Systems Course	2 Weeks	Officers in management and supervisory roles	Baringo/Embu/Matuga/Mombasa/Lower Kabete
Performance Management and Productivity Measurement in the Public Service (PMPM)	1 Week	Officers in managerial position, mostly in Job group 'P' and above or equivalent	Lower Kabete / Mombasa
Management of Collective Bargaining Agreement (MCBA)	1 Week	Human Resource officers, union officials, Labor Relations officers	Lower Kabete
Performance Contracting in the Public Service	1 Week	Boards, councils and commissions; senior managers	Lower Kabete/Matuga/Mombasa
Performance Appraisal System Course	1 Week	Officers in supervisory roles	Lower Kabete
Staff Performance Appraisal System (SPAS)	1 Week	Officers in supervisory roles	eLDi/Embu
Integrated Payroll and Personal Data Course (IPPD)	1 Week	Human Resource Officers and Payroll Management Officers	eLDi/Embu
FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS			
International Public Sector Accounting Standards (IPSAS)	2 Weeks	Officers involved in financial recording, accounting and reporting	Lower Kabete
Financial Accounting, Recording and Reporting (FARR)	1 Week	Heads of Treasury in Counties, Accounts, and Finance	Lower Kabete
Devolution and Fiscal Decentralization	2 Weeks	Officers in county-level Governments and national Government agencies involved in inter-governmental matters	Lower Kabete
Public Sector Financial Management	4 Weeks	Officers responsible for management of financial and other resources	Lower Kabete
Public Finance Management Course	2 Weeks	Officers involved in budgeting, revenue policy, financial reporting and the financial advisory functions	Lower Kabete

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Economic, Social and Cultural Rights in Public Policy (ESCR)	1 Week	Officers responsible for planning, finance, health, water and sanitation, housing, labor, social security, agriculture, and education. Senate, National Assembly, and County Assemblies Departmental Committees responsible for planning, finance, health, water and sanitation, housing, labor, social security, agriculture, and education.	Embu/Matuga/ Lower Kabete
Financial Management for Project Accountants Implementing Government and World Bank Funded projects	2 Weeks	Project accountants and finance managers with less than three years of experience in government projects financed by the World Bank	eLDi
Advanced Financial Management for Project Accountants Implementing Government and World Bank Funded Projects	2 Weeks	Project accountants, finance managers with more than three years of experience in a government project financed by the World Bank	eLDi
Procurement and Contract Management Course for Government/ World Bank Funded Projects	2 Weeks	Officers involved in procuring and managing resources in government projects sponsored by the World Bank.	eLDi
Fraud Detection & Prevention Course	1 Week	Law enforcement agents, internal auditors, treasurers, accountants and fund managers	Embu/ Lower Kabete/Mombasa
Fraud Investigation, Detection and Prevention – video conferencing	1 Week	Law enforcement agents, internal auditors, treasurers, accountants and fund managers	eLDi
Audit Committee Training	3 Days	Members of audit committees	Lower Kabete
Audit and Risk Assurance Training	1 Week	Heads of Audit; internal auditors	Baringo/ Embu/ Lower Kabete/ Matuga/ Mombasa
Finance for Non-Finance Managers Course	1 Week	Officers responsible for finance, but without formal training in finance	Embu/Matuga/ Lower Kabete
Cash and Treasury Management Training	1 Week	Accountants, auditors and tax managers	eLDi/Lower Kabete
Revenue Enhancement Skills Course	2 Weeks	Officers responsible for generation, collection, sourcing, and negotiation of revenue	Baringo/Embu
Program Based Budgeting Training	1 Week	Officers responsible for budgeting	Lower Kabete
Public Procurement & Contract Management	1 Week	Procurement practitioners, Accounting Officers and heads of user departments	Baringo/ Embu/ Lower Kabete/ Matuga/ Mombasa
Public Procurement Training	2 Weeks	Procurement Practitioners	Lower Kabete/ Mombasa
Asset Management Course	1 Week	Managers in charge of development and maintenance of inventory of assets and liabilities	Lower Kabete
PROJECT MANAGEMENT AND ENVIRONMENTAL PROGRAMS			
Climate Change Policy, Planning and Budgeting Course	2 Weeks	Officers in environmental, agricultural, and planning functions	Lower Kabete
Environmental and Social Safeguards in Development (ESSD)	2 Weeks	Political and community leaders, heads of MDAs, and project planners and managers involved in policy making & interpretation.	Lower Kabete

PROGRAM	DURATION	RECOMMENDED PARTICIPANTS	CAMPUS
Social Impact Assessment Course	2 Weeks	Officers involved in development and management of new and existing projects; decision makers who appraise, evaluate and finance projects	Lower Kabete
Environmental Impact Assessment (EIA) & Audit Course	3 Weeks	Project managers, planners, decision makers using EIA to identify and monitor environmental impact of policies, plans, Programs and projects	Embu/Lower Kabete
Basic Enforcement Course (NEMA)	2 Weeks	Officers responsible for enforcement of environmental law, M & E officers	Embu
Project Monitoring, Evaluation & Reporting Course	1 Week	Officers involved in project management	Lower Kabete/ Matuga
Project and Contract Management (PCM)	1 Week	Project managers, engineers, architects, surveyors, and other professionals involved in developing and managing projects.	Lower Kabete
Project Planning & Management Course	4 Weeks	Project managers, planners, agricultural officers, economists, human resource managers and other professionals involved in project planning and management	Lower Kabete/ Mombasa/ Matuga
Project Development & Management Course	4 Weeks	Project managers, engineers, architects, surveyors, and other professionals involved in developing and managing projects	Embu/ Lower Kabete/ Mombasa
Project Cycle Management Course	1 Week	Officers who would like to gain an appreciation of what projects are and their role in national development.	Lower Kabete
Project Proposal Writing Course	1 Week	Officers involved in development of programs and projects	Lower Kabete
Results-Based Monitoring & Evaluation Course	2 Weeks	Officers involved in project development and management from all sectors, including: departmental heads, planners, project coordinators and managers	Lower Kabete
Managing Donor Funded Projects	1 Week	Officers charged with management of projects supported by development partners	Mombasa
e-LEARNING AND ICT PROGRAMS			
Cyber Security	1 Week	Information technology professionals and all others	eLDi
Information System Security Management Course (Non-IT managers)	1 Week	ICT Officers, HR Officers, Procurement Officers, Accountants, Auditors and all other officers	eLDi
E-Learning Course Development	2 Weeks	Officers in education/training, HR and ICT and who intend to be proficient in developing e-Learning courses.	eLDi
Fundamentals of Electronic Records Management Course	2 Weeks	Records and information management officers who include officers working in accounts, stores, registry, personnel and library	eLDi
Electronic Records Management Course	4 Weeks	Records and information management officers who include officers working in accounts, stores, registry, personnel and library	eLDi
Knowledge Management Course	1 Week	Officers in human resource, communication, information, library, knowledge management, ICT and those who manage knowledge in National and County Government entities and non-state actors	eLDi
Advanced Excel for Data Modelling	1 Week	Accountants, researchers, analysts, officers involved in data analysis and modelling	eLDi
Statistical Package For Social Scientists	2 Weeks	Middle level managers in public, private & the NGO sectors and have basic computer skills	Lower Kabete
Essential Computer Skills Course	2 Weeks	Public and Private officers of institutions.	Embu/Matuga/ Mombasa
Basic Computer Maintenance and Security Course	2 Weeks	ICT officers in the public service	Baringo
IFMIS Accounting Officers/AIE Holders	3 days	Accounting Officers in National and County Government including CECs, Chief Officers and Clerks of Assembly	eLDi

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IFMIS Hyperion Planning & Budgeting	1 Week	Finance, Planning and Budgeting Officers in National and County Government	eLDi
IFMIS for Accountants	1 Week	Officers managing cash, accounts and general ledger in National and County Government	eLDi
IFMIS for Procurement Officers	1 Week	Procurement and supply chain officers in National and County Government	eLDi
IFMIS for Auditors	1 Week	Auditors working on IFMIS in National and County Government	eLDi
IFMIS for ICT Officers	1 Week	ICT Officers working on IFMIS in National and County Government	eLDi
LONG TERM TRAINING PROGRAMS (More than two months)			
Certificate in Social Work	7 Months	Officers involved in social development work in National and County Governments, Chiefs, Assistant Chiefs, Village Administrators, NGOs, and CBOs	Embu
Diploma in Social Work	16 months	Officers involved in social development work; Chiefs, Assistant Chiefs, Village Administrators, NGOs, and CBOs	Embu
Certificate in Management of Public Enterprises	6 Weeks	Senior managers in public enterprises and other interested persons	Lower Kabete
Post Graduate Diploma in Management of Public Enterprises	8½ Months	Senior and Middle level Managers in Public Enterprises	Lower Kabete
Police Officers Middle Management Course	3 Months	Chief Inspectors	Mombasa
Diploma in Public Administration (DPA)	8 Months	County commissioners, assistant county commissioners and assistant secretaries.	Lower Kabete
Masters in Public Administration (jointly offered with the University of Nairobi)	2 Years	Officers with first degree in relevant field.	Lower Kabete
Diploma in International Studies	12 months	Public Servant whose duties involve international engagements and negotiations.	Lower Kabete
COUNTY SPECIFIC CAPACITY DEVELOPMENT PROGRAMS			
County Own Source Resource Management, Wealth Creation and Generation	1 Week	County officers involved in generation, and management of revenue from local resources	Lower Kabete
Local Economic Development (LED) Strategy and Project Formulation	1 Week	Officers involved in strategic partnerships and collaborations with a focus on identification of investments.	Lower Kabete
Induction Program for County Governors	1 Week	Newly elected Governors and Deputy Governors	Lower Kabete

PROGRAM	DURATION	RECOMMENDED PARTICIPANTS	CAMPUS
Induction Program for County Executive Committee Members (CECs)	1 Week	Newly employed County Executive Committee Members	Baringo/ Embu/ Lower Kabete/ Matuga/ Mombasa
Induction Program for County Chief Officers	1 Week	Newly employed Chief Officers	Baringo/ Embu/ Lower Kabete/ Matuga/ Mombasa
Induction Program for Members of County Assembly (MCAs)	1 Week	Elected or Nominated Members of County Assembly and County Assembly Clerks	Baringo/ Embu/ Lower Kabete/ Matuga/ Mombasa
Induction Program for County Directors	1 Week	Newly employed Directors	Baringo/Embu/ Matuga/ Mombasa/ Lower Kabete
Induction Program for County Administrators	2 Weeks	Newly employed Ward Administrators	Baringo/Embu/ Matuga/ Mombasa/ Lower Kabete
Induction Program for County Public Service Boards (CPSB)	1 Week	Newly employed CPSB Members	Baringo/ Embu/ Lower Kabete/ Matuga/ Mombasa
Induction Program for County Assembly Committees	1 Week	Newly appointed Committee Members	Baringo/ Embu/ Lower Kabete/ Matuga/ Mombasa
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	Baringo/ Embu/ Lower Kabete/ Matuga/ Mombasa
County Monitoring and Evaluation Committee Training	1 Week	County Monitoring and Evaluation Committees	Lower Kabete
Management of County Assembly Hearings	1 Week	Members of County Assembly and County Assembly Clerks, County Executive Committee member.	Baringo/ Embu/ Lower Kabete/ Matuga/ Mombasa
County Results Based Monitoring and Evaluation Course	1 Week	Officers involved in project development and management including: departmental heads, planners, project coordinators and managers	Baringo/ Embu/ Lower Kabete/ Matuga/ Mombasa
County Leadership and Management Course	1 Week	Senior officers in county government	Baringo/ Embu/ Lower Kabete/ Matuga/ Mombasa
County Human Resource Management and Development Course	1 Week	Senior officers in county government	Baringo/ Embu/ Lower Kabete/ Matuga/ Mombasa
County Performance Management Course	1 Week	Heads of department and section	Baringo/ Embu/ Lower Kabete/ Matuga/ Mombasa

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

Enrolment

Applications are invited online at www.ksg.ac.ke

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Payment details are available at www.ksg.ac.ke