



KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service



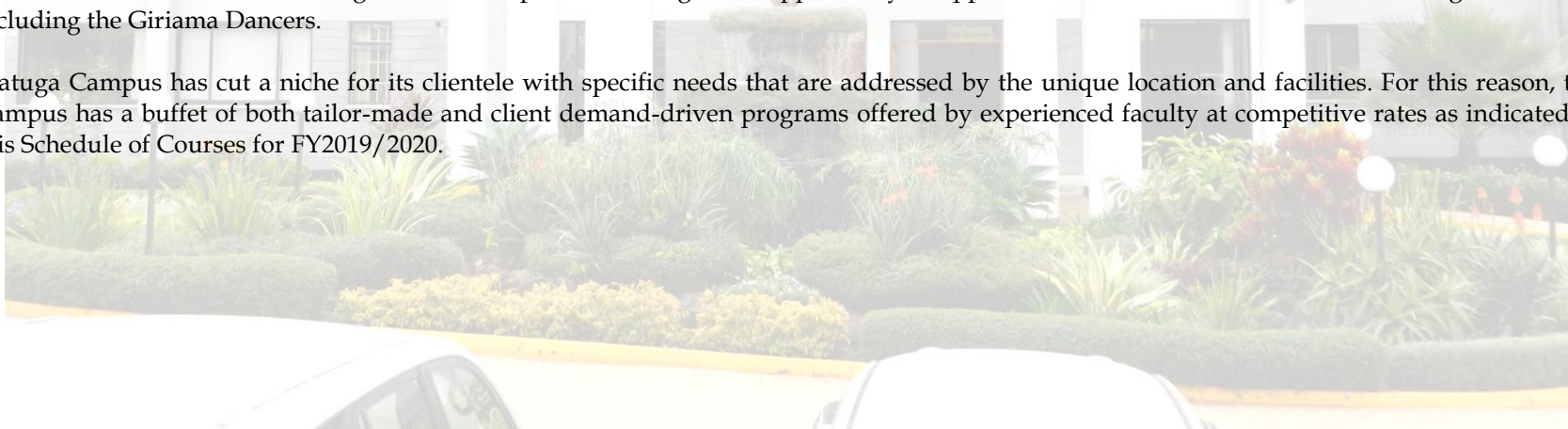
MATUGA PROSPECTUS 2019/2020

The Kenya School of Government is an ISO 9001:2015 certified institution that provides capacity building programs for the Public Service through training, research, consultancy and advisory services. The School seeks to facilitate acquisition of wider and deeper knowledge about social and economic issues of national, regional and global concern beyond development of skills and competencies in the respective courses and areas of specialization. This goal is achievable through seminars, public lectures, and conferences services to both National and County governments, private sector players as well as those from the Non-Governmental Organizations (NGOs). To deliver on the mandate, the School has strategically located campuses across the country including at Lower Kabete, Baringo, Embu, Matuga, and Mombasa. The School boasts of experienced, cultured and well trained dons, researchers and consultants in various disciplines in tandem with programs.

Matuga Campus is located in Kwale County, about 22 kilometres from Mombasa city. Renowned for its tree-planting and environmental conservation efforts, the Campus is surrounded by lush trees that characterise the scenic beauty of Kwale County. Matuga Campus is accessible by air both through Moi International Airport in Mombasa and Diani Airstrip in Diani. Besides, there is the Standard Gauge Railway (SGR) which terminates at Miritini in Mombasa after which; one has the opportunity to sample a ride on the famous Likoni Ferry, and good road infrastructure.

The Campus offers a great opportunity for learning, fun and reflection. It is an ideal setting for team-building, camping and retreats as well as a serene environment for conferencing, seminars and workshops. Overlooking the Indian Ocean, the Campus provides a unique view of the vast Diani Beaches and its surroundings. In the Campus, one also gets an opportunity to appreciate the rich culture of the surrounding community including the Giriama Dancers.

Matuga Campus has cut a niche for its clientele with specific needs that are addressed by the unique location and facilities. For this reason, the Campus has a buffet of both tailor-made and client demand-driven programs offered by experienced faculty at competitive rates as indicated in this Schedule of Courses for FY2019/2020.



SCHEDULE OF COURSES FOR 2019/2020

CODE	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSH)
EXECUTIVE LEADERSHIP PROGRAMS					
AOP	Accounting Officers Program	1 Week	Accounting Officers in the national and county government, state corporations and the private sectors.	<ul style="list-style-type: none"> • July 22- 26, 2019 • Aug. 19-23, 2019 • Oct. 14-18 2019 • Dec 9-13, 2019 • Feb. 3-7, 2019 • Mar. 9-13, 2020 • April 6-10, 2020 • June 8-12, 2020 	175,000 (Non-Residential)
REG	Regional Executive Ethical Leadership Program	4 Weeks	Accounting Officers, Heads of Government Departments, all top levels of public and private sector officers in all the member states of the African Union, private sector officials and their equivalents in the military and police services in Africa.	<ul style="list-style-type: none"> • April 24- May 22, 2020 • June 2- 26 2020 	570,000 (Non-Residential)
TLC	Transformative Leadership Course	1 Week	Senior officers in the Public Service and Private Sector responsible for strategic operations and policy related decisions, mainly in Job Group "P" and above or its equivalent	<ul style="list-style-type: none"> • Nov. 11- 15,2019 • Feb. 24-28 2020 	28,000 (Residential) 21,400 (Non-Residential)
SLDP	Strategic Leadership Development Program	6 Weeks	Senior officers in the Public Service and Private Sector in 'JG' N and above or its equivalent who are responsible for making policy related decisions, managing resources in their organizations' strategic operations and results areas. The applicant should have done a Senior Management Course of not less than four weeks.	<ul style="list-style-type: none"> • Aug.19-Sept. 27, 2019 • Jan 13- 21 Feb., 2020 • Mar. 2- April 10, 2020 • April 20- May 29, 2020 	135,600/ (Residential Standard Accommodation & Executive Service) 120, 200 (Non-Residential Executive Service)

CODE	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSH)
	Corporate Governance Course	1 Week	Top management who have responsibility for establishing corporate direction and business performance, including executive officers, directors, and board members	<ul style="list-style-type: none"> Oct 21-28 2019 Feb. 24-28 2020 	28,000 (Residential) 21,400 (Non-Residential)
ECS	Executive Secretarial Course	3 Weeks	Senior office administrators who have undergone Secretarial Management Training in Job Group N and above or its equivalent	<ul style="list-style-type: none"> July 8-26, 2019 Oct 28- Nov. 15, 2019 Mar. 4-22, 2020 June 3-21, 2020 	84,800 (Residential) 55,680 (Non-Residential)
LPU	Leadership Program for University Student Affairs Staff	2 Weeks	Dean of Students; Assistant/ Associate Dean of Students; Student Counselors; University Chaplains; Games Tutors/Sports Coordinators; Administrative Assistants; Catering Officers; Accommodation/Housing Officers; Security Officers; Student Finance, and Health Officers. They 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"> Feb 24- Mar. 6, 2020 April 20- May 2, 2020 	58,000 (Residential) 43,700 (Non-Residential)
EIT	Ethics and Integrity Course for Top Management	1 Week	Senior officers responsible for strategic operations and policy related decisions, in 'JG' Q and above or its equivalent	<ul style="list-style-type: none"> Feb 17-21 2020 	28,000 (Residential) 21,400 (Non-Residential)
MANAGEMENT DEVELOPMENT PROGRAMS					
SMC	Senior Management Course	4 Weeks	Senior managers who are responsible for managing resources in their organizations' operations and results areas, in 'JG' K and above or its equivalent	<ul style="list-style-type: none"> July 8- Aug. 2, 2019 Aug 5-30 2019 Sept. 9- Oct. 4 2019 Nov. 18- Dec 13 2019 Mar 23- April 17 2020 April 24- May 22 2020 June 2- 26 2020 	110,000 (Residential) 72,000 (Non-Residential)

CODE	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSH)
PSV	Professional Standards and Values in the Public Service Course	1 Week	Program is open to all public servants including officers serving in: Government ministries and departments; Semi-Autonomous Government Agencies (SAGAs); County Governments; Legislatures; Judiciary; Constitutional commissions and Independent Offices	<ul style="list-style-type: none"> Nov. 11-15, 2019 Mar. 16-20, 2019 	28,000 (Residential) 21,400 (Non-Residential)
PFI	Policy Formulation, Implementation and Analysis Course	1 Week	Senior managers who are responsible for developing policies and making related decisions in 'JG' M and above or its equivalent	<ul style="list-style-type: none"> Nov. 11-15, 2019 May 18-22, 2020 	28,000 (Residential) 21,400 (Non-Residential)
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"> Nov. 18-21, 2019 May 18-22, 2020 	28,000 (Residential) 21,400 (Non-Residential)
YLD	Young Leaders Development Program	6 Days	Targets young leaders from across different universities & middle level colleges in Kenya & the region including elected, nominated & aspiring young leaders. They should be duly appointed/elected leadership positions	<ul style="list-style-type: none"> April 13-18, 2020 Nov. 11-16, 2019 	29,000 (Residential) 22,400 (Non-Residential)
SMT	Secretarial Management Training Course	4 Weeks	Office administrators working for middle-level managers	<ul style="list-style-type: none"> Nov. 4-29, 2019 Mar.2-27, 2020 May 11-June 5, 2020 	110,000 (Residential) 72,000 (Non-Residential)
TOT	Training of Trainers	2 Weeks	Trainers, training managers, community workers and Human Resource Officers	<ul style="list-style-type: none"> Feb 24- Mar. 6, 2020 April 20- May 2, 2020 	58,000 (Residential) 43,700 (Non-Residential)
EIS	Ethics and Integrity Course for Supervisors and Technical Officers	1 Week	Senior managers who are responsible for managing resources in their organizations' operations and results areas, 'JG' L-P or its	<ul style="list-style-type: none"> April 13-17 2020 	28,000 (Residential) 21,400 (Non-Residential)

CODE	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSH)
			equivalent		
LEI	Leadership, Ethics and Integrity	3 Weeks	All public and private sector officers in National and County Government responsible for service delivery and participants from the private sector	<ul style="list-style-type: none"> • Aug. 5-23, 2019 • Nov. 25- Dec. 13, 2019 • June 3-21, 2020 	84,800 (Residential) 55,680 (Non-Residential)
COMMUNICATION MANAGEMENT PROGRAMS					
CMW	Conduct of Meetings and Minute Writing Course	1 Week	Managers/officers whose portfolios entail chairing or taking minutes in meetings	<ul style="list-style-type: none"> • Nov. 18-21, 2019 • May 18-22, 2020 	28,000 (Residential) 21,400 (Non-Residential)
RWC	Report Writing Course	1 Week	Managers/officers involved in report production	<ul style="list-style-type: none"> • April 13-17 2020 • May 4-8, 2020 	28,000 (Residential) 21,400 (Non-Residential)
PEM	Protocol, Etiquette and Event Management-Course	1 Week	Senior officers involved in handling local and international events and Programs	<ul style="list-style-type: none"> • Feb 17-21 2020 • May 18-22, 2020 	28,000 (Residential) 21,400 (Non-Residential)
BPB	Building and Maintaining Personal Brand	1 Week	Senior officers in the Public Service and private organizations who want to develop their personal brand	<ul style="list-style-type: none"> • Sept 23-26, 2019 • May 4-8, 2020 	28,000 (Residential) 21,400 (Non-Residential)
CMC	Cabinet Memorandum Writing Course	1 Week	Senior officers in the public service and private organizations directly involved in production of Cabinet Memos	<ul style="list-style-type: none"> • Aug. 19-23, 2019 • June 3-7, 2020 	28,000 (Residential) 21,400 (Non-Residential)
EBP	Executive Board Paper Writing Course	1 Week	Senior officers in the public service and private organizations directly involved in production of Board papers	<ul style="list-style-type: none"> • Nov. 11-15, 2019 • Mar. 16-20, 2019 	28,000 (Residential) 21,400 (Non-Residential)
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"> • Sept. 16-27, 2019 • Feb 24- Mar. 6, 2020 • April 6-17, 2020 • April 20- May 2, 2020 • May 18-29, 2020 • June 8- 19, 2020 	58,000 (Residential) 43,700 (Non-Residential)
CCS	Customer Care Skills Development Course	1 Week	Front office staff, secretaries and personal assistants in the Public Service, private	<ul style="list-style-type: none"> • Aug. 19-23, 2019 • Sept. 9-13, 2019 	28,000 (Residential) 21,400

CODE	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSH)
			sector and Non-governmental Organizations (NGOs)	<ul style="list-style-type: none"> • Oct. 14-18, 2019 • May 18-22, 2020 • Feb. 10-14, 2020 • June 3-7, 2020 	(Non-Residential)
PSP	Public Speaking and Presentation Skills Course	1 Week	Senior officers in the Public Service who are required to prepare and deliver substantive remarks	<ul style="list-style-type: none"> • Sept. 9-13, 2019 • Feb. 10-14, 2020 	28,000 (Residential) 21,400 (Non-Residential)
SUPERVISORY SKILLS DEVELOPMENT PROGRAMS					
SSD	Supervisory Skills Development Course	2 Weeks	Supervisors who are in-charge & accountable for sections and unit performance	<ul style="list-style-type: none"> • July 22- Aug 2, 2019 • Oct. 7-18, 2019 • Nov. 11- 22, 2019 • Jan 13-25, 2020 • May 18-29, 2020 • June 8- 19, 2020 	58,000 (Residential) 43,700 (Non-Residential)
SMS	Supervisory Management Skills Course	4 Weeks	Officers in the Private Sector, Supervisors in JG "G" and above or equivalent	<ul style="list-style-type: none"> • Sept. 9- Oct. 4 2019 • Mar. 2-27, 2020 • June 2- 26 2020 	110,000 (Residential) 72,000 (Non-Residential)
RSD	Research Skills Development Course	2 Weeks	Managers and Research Officers	<ul style="list-style-type: none"> • Nov. 11-22, 2019 • Feb. 24- Mar. 6, 2020 • April 20-May 2, 2020 	58,000 (Residential) 43,700 (Non-Residential)
RMC	Records Management Course	3 Weeks	Officers handling Records	<ul style="list-style-type: none"> • July 8-26, 2019 • Aug. 5-23, 2019 • Nov. 11-29, 2019 • Feb 24-Mar. 13, 2020 • Mar 4-22, 2020 • April 20-May 8, 2020 • June 3-21, 2020 	84,800(Residential) 55,680(Non-Residential)

CODE	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSH)
PCC	Proficiency Course for Clerical Officers	2 Weeks	Officers intending to sit for Proficiency Examination for Clerical Officers	July 15-26 2019	58,000 (Residential) 43,700 (Non-Residential)
SEC	Skills Enhancement Course	4 Weeks	Officers in Job Group 'A' to 'G'	<ul style="list-style-type: none"> Sept. 9- Oct. 4 2019 May 4-22, 2020 	110,000 (Residential) 72,000 (Non-Residential)
RPC	Retirement Planning Course	1 Week	All employees with an interest in retirement planning and making informed decisions about it.	<ul style="list-style-type: none"> July 15-19, 2019 Sept. 9-13, 2019 Oct. 14-18, 2019 Mar. 9-13, 2020 May 18-22, 2020 June 15-19, 2020 	28,000 (Residential) 21,400 (Non-Residential)
EIO	Ethics and Integrity Course for Public and private sector officers	1 Week	Public and private sector officers from 'JG' A-K or its equivalent	<ul style="list-style-type: none"> May 4-8 2020 	28,000 (Residential) 21,400 (Non-Residential)
HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMS					
PMS	Performance Management Course	2 Weeks	Senior managers in organizations	<ul style="list-style-type: none"> Aug. 19-23, 2019 Sept. 2-13, 2019 Nov. 11-22, 2019 	58,000 (Residential) 43,700 (Non-Residential)
PCP	Performance Contracting in the Public Service Course	1 Week	Senior managers in organizations	<ul style="list-style-type: none"> Sept. 2-6, 2019 May 12-16, 2020 June 3-7, 2020 	28,000 (Residential) 21,400 (Non-Residential)
FNF	Finance for Non-Finance Managers Course	1 Week	Officers in organizations, who handle financial responsibilities but have no formal training in finance	<ul style="list-style-type: none"> Aug. 19-23, 2019 June 3-7, 2020 	28,000 (Residential) 21,400 (Non-Residential)
PCM	Public Procurement & Contract Management Course	1 Week	Officers in organizations charged with Procurement and Asset Disposal responsibilities.	<ul style="list-style-type: none"> Sept. 2-6, 2019 April 6-10, 2020 	28,000 (Residential) 21,400 (Non-Residential)
PME	Project Monitoring,	1 Week	All public and private sector officers	<ul style="list-style-type: none"> Sept. 2-6, 2019 	28,000 (Residential)

CODE	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSH)
	Evaluation & Reporting Course		involved in project management	<ul style="list-style-type: none"> May 25-29, 2020 	21,400 (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. 21- Nov. 15, 2019 June 2- 26, 2020 	84,800(Residential) 55,680(Non-Residential)
ICT PROGRAMS					
ECS	Essential Computer Skills Course	2 Weeks	Public and Private officers of institutions.	<ul style="list-style-type: none"> April 20-May 2, 2020 June 2-23, 2020 	58,000 (Residential) 43,700 (Non-Residential)

LONG TERM TRAINING PROGRAMS

CODE	PROGRAM	DURATION	TARGET GROUP	DATES	COST (KSH)
EXECUTIVE LEADERSHIP PROGRAMS					
GTS	Government Telephone Supervisors' Course		Officers who have undergone telephone operators course	<ul style="list-style-type: none"> Aug 10-Nov. 1, 2019 	327,120 (Residential)
GTO	Government Telephone Operators Course	3 months	Officers who have undergone suitability test for telephone operators	<ul style="list-style-type: none"> Feb 17-May 8, 2020 	327,120 (Residential)

COUNTY SPECIFIC CAPACITY DEVELOPMENT PROGRAMS/ DEMAND DRIVEN PROGRAMS

All these KSG programs are available for County Leaders and Staff

PROGRAMME	DURATION	TARGET GROUP	DATES	COST
Induction Program for County Executive Committee Members (CECs)	1 Week	Newly employed County Executive Committee Members	As per client request-contact KSG Matuga	90,000 per day for facilitation
Induction Program for County Chief Officers	1 Week	Newly employed Chief Officers	As per client request-contact KSG Matuga	90,000 per day for facilitation
Induction Program for Members of County Assembly (MCAs)	1 Week	Elected or Nominated Members of County Assembly and County Assembly Clerks	As per client request-contact KSG Matuga	90,000 per day for facilitation
Induction Program for County Directors	1 Week	Newly employed Directors	As per client request-contact KSG Matuga	90,000 per day for facilitation
Induction Program for County Administrators	2 Weeks	Newly employed Ward Administrators	As per client request-contact KSG Matuga	90,000 per day for facilitation
Induction Program for County Public Service Boards (CPSB)	1 Week	Newly employed CPSB Members	As per client request-contact KSG Matuga	90,000 per day for facilitation
Induction Program for County Assembly Committees	1 Week	Newly Appointed Committee Members	As per client request-contact KSG Matuga	90,000 per day for facilitation
Public Service Induction Program	4 weeks	Newly employed officers in the public service for National and County Governments, independent commissions and state corporations	As per client request-contact KSG Matuga	136,880 (Residential) 75,400 (Non-Residential)
Board Induction Programme	1 Week	Newly Appointed Board Members	As per client request-contact KSG Matuga	90,000 per day for facilitation

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	As per client request-contact KSG Matuga	90,000 per day for facilitation
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	As per client request-contact KSG Matuga	90,000 per day for facilitation
County Monitoring and Evaluation Committee Training	1 Week	County Monitoring and Evaluation Committees	As per client request-contact KSG Matuga	90,000 per day for facilitation
County Results Based Monitoring and Evaluation Course	1 Week	Officers involved in project development and management including: departmental heads, planners, project coordinators and managers	As per client request-contact KSG Matuga	90,000 per day for facilitation
County Leadership Course	1 Week	Senior officers in the county government	As per client request-contact KSG Matuga	90,000 per day for facilitation

County Human Resource Management and Development Course	1 Week	Senior officers in the county government	As per client request-contact KSG Matuga	90,000 per day for facilitation
County Performance Management Course	1 Week	Heads of Departments and Heads of Sections	As per client request-contact KSG Matuga	90,000 per day for facilitation

COURSES HELD ON DEMAND AT KSG MATUGA CAMPUS

Program	DURATION	TARGET GROUP	COSTS (Ksh.)
Audit and Risk Assurance Seminar	1 week	Heads of Audit and internal auditors	90,000 per day for facilitation
Crisis Communication Course	5 Days	All officers dealing with communication during crises public and public sector organizations	28,000 (Residential) 21,400 (No-residential)
Fraud investigation and prevention course	5 Days	All officers dealing with fraud investigation and prevention in public and public sector organizations	28,000 (Residential) 21,400 (No-residential)
Institutional Re-Engineering & Change Management Course	5 Days	All officers leading change in public and public sector organizations	28,000 (Residential) 21,400 (No-residential)
Human Resource Management & Development Course	5 Days	Managers across all functions who understand the need to know more about critical HR issues	28,000 (Residential) 21,400 (No-residential))
Job Evaluation Seminar	3 Days	Designed for individuals who are accountable for valuing work in their organizations, including compensation management, organization effectiveness, and	27,600 (Residential) 20,400 (No-residential)

		human resources development	
Communication Skills Development Course	5 Days	Communication Officers in county and national governments involved in disseminating development information	28,000 (Residential) 21, 400 (No-residential)
Disaster Management Course	5 Days	Officer involved in disaster preparedness and management	28,000 (Residential) 21, 400 (No-residential)
Conflict Resolution And Management Course	5 Days	Ward Administrators, Administration officers and security officers	28,000 (Residential) 21, 400 (No-residential)
Performance Appraisal System Course	5 Days	Senior managers in organizations	28,000 (Residential) 21, 400 (No-residential)
Public Service Induction Program	4 weeks	New entrants in the Public Service in National and County Governments, Independent Commissions and State Corporations	136,880 (Residential) 75,400 (Non-Residential)
Stress Management & Work Life Balance Seminar	3 days	All public and private sector officers across all functions who need to manage stress and improve work-life balance.	27,600 (Residential) 20, 400 (No-residential)
Public Participation Management Seminar	3 days	All public and private sector officers who require to enhance the participation of the public in their programs and projects.	27,600 (Residential) 20, 400 (No-residential)
Organizational And Culture Change Management	1 Week	All organizations and individuals requiring to navigate through change for increased effectiveness.	90,000 per day for facilitation
Emotional Intelligence And Self-Awareness Seminar	3 days	All public and private sector officers across all functions who need to improve self-awareness and enhance their inter-personal relations	27,600 (Residential) 20, 400 (No-residential)
Employee Wellness & Safety	3 days	All public and private sector	27,600 (Residential)

Seminar		officers across all functions who need to improve the protection and wellness of their employees.	20, 400 (No-residential)
Productivity Management Seminar	1 Week	All public and private sector officers across all functions who need to improve productivity and enhance service delivery.	90,000 per day for facilitation
Executive Coaching Seminar	1 Week	All public and private sector officers across all functions who require to unlock the potential in their lives.	90,000 per day for facilitation
Financial Intelligence And Investment Management Seminar	3 days	All public and private sector officers across all functions who need to manage their financial well-being.	27,600 (Residential) 20, 400 (No-residential)
Public Sector Reforms And Career Planning Seminar	3 days	All public and private sector officers across all functions who need to understand the role of public sector reforms in organizational change and improvement..	27,600 (Residential) 20, 400 (No-residential)

NOTES:

A. TRAINING CONSULTANCIES

1. Kshs 90,000 - 120,000 per day for facilitation if the participants are less than 20 in number.
2. Kshs 3,500 – 5,000 per person per day, depending on the program, if the participants are more than 20 in number
3. If the training is in KSG, there will be extra charges for either:
 - Accommodation; or
 - Conference package
4. If the training is out of KSG, other training administrative charges will be included as per request.

B. 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

C. 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

D. PAYMENT DETAILS:

The course fee should be paid into the Kenya School of Government Account, **after obtaining the admission letter and pro-forma invoice**

E. CONTACTS:

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

For further information, please contact:

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