



KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service

MATUGA CAMPUS

TRAINING CALENDAR FY 2023/2024



The Kenya School of Government is a 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, KSG Matuga being one of them. 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 characterize 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 Dongo Kundu Bypass when complete, will connect Mombasa Mainland West to Mombasa Mainland South, without entering Mombasa Island. 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. Participants also get a chance to explore Wasini Island, the historical caves and Kisite Mpunguti Marine Park known to be the home of Dolphins. 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 **FY2023/2024**

SCHEDULE OF COURSES FOR 2023/2024

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES		COST (KSH)
	EXECUTIVE LEADERSHIP PROGRAMS				STANDARD	EXECUTIVE
AOP	Accounting Officers Program	1 Week	Accounting Officers in Ministries the national and county government, state corporations, Constitutional Commissions, Legislature, Judiciary, Independent Offices and the private sectors Corporates.	April 15-19, 2024 June 10-14, 2024		
IPCS	Induction Program for Cabinet Secretaries/Ministers	4 Days	Prepares Cabinet Secretaries to appreciate their responsibilities within Cabinet and Ministries, and their obligation to citizens.	On Request		
IPPS	Induction Program for Principal Secretaries	1 Week	Prepares Principal Secretaries to appreciate their responsibilities within Ministries, and their obligation to citizens.	On Request	60,649(Res) 38,821(Non-res)	79,576(Res) 44,774(Non-res)
CMP	Coaching and Mentoring in the Public Service	1 Week	Equips heads of departments with competencies to institutionalize coaching and mentorship strategies that ensure improvement of service delivery and continuous learning on the job, whilst promoting succession management.	May 13-17, 2024	60,649(Res) 38,821(Non-res)	79,576(Res) 44,774(Non-res)
IPSB	Induction Program for Public Sector Boards	3 Days	Newly appointed or reconstituted Public Sector Boards. <i>The purpose of induction is to enable an officer adapt and acquaint self with the position/job requirements, organizational/work environment, and public service culture.</i>	On request		

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ATI	Access to Information in the Public Service Course	1 Week	Heads of Departments who bear the responsibility of coordination and release of Information within the law. <i>The program helps institutions to mainstream access to information consistent with requirements for disclosure and exceptions procedure.</i>	May 20-24, 2024	60,649(Res) 38,821(Non-res)	79,576(Res) 44,774(Non-res)
TLC	Transformative Leadership Course	1 Week	Public officials and other individuals responsible for institutional and business re-engineering in their organizations.	April 22-26, 2024 June 24-28, 2024	60,649(Res) 38,821(Non-res)	79,576(Res) 44,774(Non-res)
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, and managing resources in their organizations' strategic operations and results areas.	March 11-19 April, 2024 March 25-3 May, 2024 May 6-14 Jun, 2024 May 20-28 Jun, 2024	240,357 (Res) 152,640(Non-res)	266,815 (Res)
SLDP-O	Strategic Leadership Development Program (Online)	10 weeks	The applicant should have done a Senior Management Course of not less than four weeks.	April 15-21 June, 2024	90,601 <i>Experiential learning module will be physically participated in at the school for 5 days.</i>	
CGC	Corporate Governance Course	1 Week	Top management who have responsibility for establishing corporate direction and business performance, including executive officers, directors, and board members.	June 3-7, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES		COST (KSH)
CGPB	Corporate Governance for Public Sector Boards	1 Week	Members of constitutional commissions and boards or councils of state corporations and other semi-autonomous government agencies. <i>Participants learn the critical legal, regulatory, and operating knowledge needed to serve on boards whilst developing a profound understanding of the roles and responsibilities of an effective board member.</i>	April 22-26 ,2024 June 24-28,2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
WLP	Women Leadership Development Program	1 Week	Women leaders and women preparing for leadership positions in public service or private sector and men interested in this field. Prepares women leaders with the tools to traverse challenges and gender prejudices within the organization, and sharpen their critical governance skills.	Mar 18-22, 2024 June 17-21,2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
EWL	Executive Women Leadership Program	1 Week	Women in executive positions in public service or private sector.	May 27-31, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
TLCW	Transformative Leadership Program for County Women Executives	1 Week	Women executives in county governments.	June 24-28, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
VESO	Public Service Values and Ethics Program for Senior Officers.	3 Days	Senior officials in public and private sector organizations. The program equips senior officers with the knowledge to model and positively reinforce integrity for all staff in their organizations.	May 13-15, 2024		

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES		COST (KSH)
MSA	Management of Student Affairs in Universities and Tertiary Institutions	2 Weeks	Prepares officers in charge of student affairs, University heads of departments, deans, deans of students and Deputy Vice Chancellors to manage student relations amidst expanding enrollments; changing demographics; and increased expectations from the greater campus community, parents, and external constituents.	May 13-24, 2024	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)
		MANAGEMENT DEVELOPMENT PROGRAMS				
SMC	Senior Management Course	4 Weeks	Middle level managers in the public service typically in Job Grades K and their equivalent in private sector.	April 1-26, 2024 April 29-24 May, 2024 May 27-21 June,2024	197,618(Res) 114,989(Non-res)	255,316 (Res) 132,218(Non-res)
SMC-O	Senior Management Course (Online)	8 Weeks		Jan 22-15 March, 2024 April 29-21 June, 2024	81,204(online) Examinations be done physically at the school	
PPFI	Public Policy Formulation and Implementation	1 Week	Manager responsible for developing policies. Prepares participants with the knowledge and skill to Impact, influence and evaluate policy	June 24-28, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
NSC	Negotiation Skills Course	1 Week	Officers responsible for stakeholder negotiations. <i>Prepares participants to drive success as a negotiator and create self and organizational value through skillful, strategic and systematic negotiation.</i>	May 20-24, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
VEMO	Public Service Values and Ethics for Managerial Officers	1 Week	Middle Level managers in the national and county governments.	April 15-19, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
SPI	Strategic Planning and Implementation	1 Week	Senior officers responsible for planning in national government ministries, county	April 1-5, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)

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			governments and private sector. <i>Participants gain the skills and insights into crucial decisions that an organization must get right in order to thrive in their respective industry.</i>			
IRCM	Institutional Reengineering and Change Management Course	1 Week	Senior officers in organizations responsible for processes and systems. Participants will acquire knowledge on how to maintain a goal-oriented approach by instituting clear, non-negotiable objectives and designing incentives to ensure these goals are achieved. Basically, preparing for change, introducing change, and making the change stick.	Mar 11-15, 2024 June 3-7, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
PDPS	Public Service Doctrines and Professional Standards	1 Week	Open to all public servants	Mar 18-22, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
IPSA	Induction Program for Special Advisors	1 Week	Officials engaged to provide specialized policy or strategic support.	May 27-31, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
YLP	Young Leaders Development Program	1 Week	Student leaders from universities & middle-level colleges. Young adults will develop new understandings of how to self-lead and lead others	April 15-19, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
MSPS	Management of Social Protection Services	2 Weeks	Social protection practitioners in national and county governments, NGOs, civil society organizations. <i>Participants acquire managerial skills on implementation of social protection rights, including the right to health, human dignity, reasonable working conditions and access to justice for the vulnerable members of the communities they serve.</i>	Feb 12-23, 2024	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES		COST (KSH)
MCPS	Management of Child Protection Services	2 Weeks	Children Officers Participants will be exposed to managerial skills and attributes that safeguard practices to improve the protection of vulnerable children.	March 11-22, 2024	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)
CCCM	Community-based Climate Change Management	3 Days	Stakeholders at community and local levels.	March 27-29, 2024		
ESCR	Mainstreaming Economic Social and Cultural Rights in Development	1 Week	County executive committee members, Chief officers, County Attorneys, Officers responsible for planning, County administrators, Directors and other senior officers of ministries, departments and agencies and Council of Governors.	April 8-12, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
CRM	Conflict Prevention Management and Resolution	1 Week	County commissioners, deputy county commissioners, assistant county commissioners, chiefs and assistant chiefs, sub county administrators, senior police officers and ward administrators.	March 25-29, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
TOT	Training of Trainers	1 Weeks	Experts and Community leaders responsible for Knowledge sharing.	April 1-5, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
PSP	Pedagogy for Senior Programs	2 Weeks	Training practitioners, training managers, public officials, and private sector practitioners responsible for facilitation of programs.	May 13-24, 2024	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)
ICPS	Innovation and Creativity in Public Service	2 Weeks	Administrators, Human resource and Human development officers, Innovation and business development officers, Marketing managers, and Senior ICT officers.	July 24-4 Aug, 2023	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)
GIB	Government Identity and	2 Weeks	Administration officers, corporate communication officers, speech writers,	April 15-26, 2024	113,666 (Res)	154,675 (Res) 77,236(Non-res)

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES		COST (KSH)
	Branding		personal assistants, office administration officers, and managers at both national and county level Governments.		68,586(Non-res)	
IPS	Induction Program for Public Service	1 Week	Newly appointed, redeployed, re-designated or promoted officers at all levels.	May 13-17, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
PIPI	Public Service Induction Program for Interns	1 Week	Persons interested in joining the public service on internship program from training institutions	April 22-26, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
	COMMUNICATION MANAGEMENT PROGRAMS					
CMM	Conduct of Meetings and Minute Writing	1 Week	Officers in public and private sector organizations responsible for chairing or taking minutes in meetings.	May 13-17, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
LMIS	Integrated Library Management Information System	2 Weeks	Officers responsible for the provision of Library services.	April 8-19, 2024	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)
RWC	Report Writing Course	1 Week	Officers responsible for preparation of reports	June 3-7, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
PBC	Personal Branding	1 Week	All Public Officers	April 15-19, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
PEEM	Government Protocol, Etiquette and Events Management	1 Week	Senior officers, protocol officers, event managers, Front office staff, and other interested persons.	Aug 7-11, 2023 April 29-3 May, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
CMEM	Preparation of Cabinet Memoranda	1 Week	Senior officers in the public service responsible for production of Cabinet Memos	May 20-24, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES		COST (KSH)
PBP	Preparation of Board Papers	1 Week	Senior officers in the public service and private organizations responsible for preparation of Board Papers.	May 13-17, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
PRCC	Public Relations & Customer Care	2 Weeks	Officers responsible for customer engagement in National and County government, as well as Non-government.	April 8-19, 2024 May 27-7 June, 2024 June 24-5 July, 2024	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)
PRCC-O	Public Relations & Customer Care (Online)	4 Weeks		April 8-3 May,2024	31,322(Online)	
SWC	Speech Writing Course	1 Week	Speech writers, communication officers, personal assistants, and advisors to senior officers.	June 17-21, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
PSPS	Public Speaking and Presentation Skills	1 Week	Heads of Departments, Commissioners, County Administrators, advisors to senior officers, and other senior public officers responsible for presenting reports and speeches.	April 29-3 May, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
CSPS	Communication Skills for Public Service Officers	2 Weeks	Officers in County and National governments responsible for packaging and disseminating information	April 8-19, 2024	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)
SUPERVISORY SKILLS DEVELOPMENT PROGRAMS						
SSDC	Supervisory Skills Development Course	2 Weeks	Officers from National and County Government responsible for sections and service delivery units.	March 25-4 April, 2024 May 6-17, 2024 June 10-21, 2024	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)
SSDC-O	Supervisory Skills Development Course (Online)	4 Weeks	They include officers in charge of front office, office administrative services, public communication, human resource sections, records management, accounts, finance, supply chain management, and any other first line supervisors and team leaders	June 10-5 July, 2024	31,322(Online)	
MSC	Management Skills Course	4 Weeks	Officers in JG “G” and above or equivalent	May 13-7 June, 2024	197,618(Res) 114,989(Non-res)	255,316 (Res) 132,218(Non-res)

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES		COST (KSH)
EOAC	Executive Office Administrators Course	3 Weeks	Office administrators deployed in executive offices in MDACs and private organizations.	April 15-3 May, 2024	156,507 (Res) 86,547(Non-res)	215,800 (Res) 97,800(Non-res)
MOA	Management Course for Office Administrators	4 Weeks	Senior Office Administrators in Ministries, County Governments and State Corporations	Mar 25-19 April, 2024	197,618(Res) 114,989(Non-res)	255,316 (Res) 132,218(Non-res)
PPC	Public Prosecution Course	4 Weeks	Officers responsible for enforcement of various laws and regulations	June 3-28, 2024	197,618(Res) 114,989(Non-res)	255,316 (Res) 132,218(Non-res)
PRA	Policy Research and Analysis	3 Weeks	Officers with research responsibilities or enrolled in postgraduate programs	May 20-7 June , 2024	156,507 (Res) 86,547(Non-res)	215,800 (Res) 97,800(Non-res)
HSC	Hospitality Skills Development Course	2 Weeks	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.	April 15-26, 2024 June 17- 28, 2024	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)
RMC	Records Management Course	3 Weeks	Officers responsible for maintenance of records	June 17-5 July, 2024	156,507 (Res) 86,547(Non-res)	215,800 (Res) 97,800(Non-res)
RPP	Retirement Planning Program	1 Week	All employees in the public service.	April 15-19, 2024 June 17-21, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
PIM	Productivity Improvement and Measurement	1 Week	Human resource directors and managers, development officers and quality assurance officers.	April 22-26, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
PCC	Proficiency Course for Clerical officers	2 Weeks	Officers preparing to sit proficiency examination	On request	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)

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HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMS						
CBN	Collective Bargaining in the Public Service	1 Week	Employers and workers representatives, industrial relations practitioners (trade unions, HR and line managers, senior managers, mediators, conflict management specialists, labor inspection team and public service boards)	April 15-19, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
PCP	Performance Contracting in the Public Service	1 Week	All managers in the public sector.	May 6-10, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
JEP	Job Evaluation in Public Service	1 Week	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.	May 20-24 , 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
DMP	Dispute Mediation in the Public Service	1 Week	Middle and senior level managers.	April 8-12, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
HRMD	Human Resource Management & Development	1 Week	Managers across all functions in the National, County governments and state corporations.	May 27-31, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
PMS	Performance Management Systems	2 Weeks	Managers in the public and private sectors across all functions	March 4-15, 2024	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)
FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS						
FNF	Finance for Non-Finance Managers	1 Week	Board/Council members, directors and managers in the public and private sectors.	April 22-26, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
PBB	Program Based Budgeting	1 Week	Heads of Departments, County Chief officers, Finance officers, Economists, and	April 8-12, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES		COST (KSH)
			Budget officers of National and County Governments.			
PPCM	Public Procurement & Contract Management	2 Weeks	Senior managers and Accounting officers responsible for providing general oversight of the procurement process.	March 13-24, 2024	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)
PFM	Public Finance Management Course	1 Week	Officers responsible for budgeting, revenue policy, financial reporting and the financial advisory functions in the national and county governments, private sector and NGOs.	March 11-15, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
ACC	Audit Committee Course	3 Days	Members of audit committees, ministries and public sector agencies.	On request		
PCMP	Public Procurement & Contract Management for Practitioners	2 Weeks	Officers responsible for procurement processes in government.	Oct 16-27, 2023	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)
PCMU	Public Procurement & Contract Management for Users	1 Week	Members of Tender opening and evaluation committees, procurement officers, finance auditors, probity/integrity advisors and civil societies.	On request	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
AMC	Asset Management Course	1 Week	Officers responsible for development and management of assets and liabilities, and maintenance of asset registers	June 17-21, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
	PROJECT MANAGEMENT AND ENVIRONMENTAL PROGRAMS					
ESSD	Environmental and Social Safeguards in Development	2 Weeks	Political and community leaders, heads of MDAs, and project planners & managers in both public and private sector.	June 17-28, 2024	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)
SIA	Social Impact Assessment in Project Management	3 Weeks	Engineers, social specialists and officers responsible for project implementation at national and county levels.	May 6-24, 2024	156,507 (Res) 86,547(Non-res)	215,800 (Res) 97,800(Non-res)

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SRM	Social Risk Management in Development	2 Weeks	Engineers, social specialists, environmental specialists, legal officers and decision makers responsible for project implementation.	March 25-5 April, 2024	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)
LED	Local Economic Development Strategy and Project Formulation	2 Weeks	Ward, Village, and Sub county administrators, municipal boards, Agricultural and industrial officers, among other relevant Technical officers responsible for local economic development projects in county Governments.	April 29-10 May, 2024	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)
GGCE	Green Growth and Circular Economy	1 Week	Policy and senior managers at the national and county government, public sector agencies, NGOs and private sector actors Technical officers both at the national and county governments, public sector agencies, NGOs and private sector actors.	Mar 25-29, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
CPPB	Climate Change Policy, Planning and Budgeting	2 Weeks	Officers in environment, agriculture, planning sectors and public agencies responsible for project management	June 3-14, 2024	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)
IEIA	Integrated Environmental Impact Assessment and Audit in Development	3 Weeks	Trainers, practitioners, managers, non-governmental organizations and other interest groups responsible for development projects	May 27-14 June , 2024	156,507 (Res) 86,547(Non-res)	215,800 (Res) 97,800(Non-res)
PMER	Project Monitoring, Evaluation & Reporting	2 Weeks	All public officers responsible for project management	April 15-26, 2024	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)
PDM	Project Development & Management	4 Weeks	Project managers, engineers, architects, surveyors, and other professionals responsible for developing and managing projects	May 20-14 June, 2024	197,618(Res) 114,989(Non-res)	255,316 (Res) 132,218(Non-res)
PPW	Project Proposal Writing	1 Week	Managers /officers responsible for planning and managing projects in both national and	April 22-26., 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES		COST (KSH)
			county governments as well as the private sector.			
PPM	Project Planning and Management	4 Weeks	Project managers, planners, agricultural officers, economists, human resource managers, and other professionals responsible for project planning and management.	June 3-28, 2024	197,618(Res) 114,989(Non-res)	255,316 (Res) 132,218(Non-res)
PCM	Project Cycle Management	1 Week	Officers with an interest in projects in National and County Governments, NGOs and Private sectors.	April 22-26., 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
PPI	Project Planning & Implementation	4 Weeks	Project managers, planners, agricultural officers, economists, human resource managers and other professionals responsible for project planning and management.	June 3-28, 2024	197,618(Res) 114,989(Non-res)	255,316 (Res) 132,218(Non-res)
RPW	Research Proposal Writing	1 Week	Officers with research responsibilities or enrolled in postgraduate program	May 20-24, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
DAS	Data Analysis Skills Development	3 Weeks	Officers responsible for research analysis and interpretation	Sept 4-22, 2023 March 11-29, 2024	156,507 (Res) 86,547(Non-res)	215,800 (Res) 97,800(Non-res)
CMEP	Crisis Management and Emergency Preparedness	1 Week	Disaster management officers, fire brigade officers, police officers, and rescue and recovery agencies.	April 22-26, 2024	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
COUNTY-SPECIFIC CAPACITY DEVELOPMENT PROGRAMS/DEMAND-DRIVEN PROGRAMS						
ECOR	Enhancement of County Own-Source Revenue	1 Week	County officers responsible for generation, and management of revenue from local resources.	On Request	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES		COST (KSH)
CRGE	County Revenue Generation Skills Enhancement Course	1 Week	County employees responsible for revenue generation, collection and control.	On Request	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
IMCA	Induction Program for Members of County Assembly	1 Week	Members of County Assembly, Speakers of County Assembly, and Assembly Clerks.	On Request	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
ICEC	Induction Program for County Executive Committee Members (CESS)	1 Week	Newly appointed County Executive Committee Members	On Request	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
ICCO	Induction Program for County Chief Officers	1 Week	Newly appointed Chief Officers	On Request	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
MPCH	Management of Parliamentary Committee Hearings	1 Week	Members of National Assembly, Chairs of House Committees, Members of House Committees.	On Request	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
MCAH	Management of County Assembly Committee Hearings	1 Week	Elected or nominated members of the county assembly.	On Request	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
ICD	Induction Program for County Directors	1 Week	Newly employed Directors	On Request	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
IWA	Induction Program for Ward Administrators	2 Weeks	Newly employed Ward Administrators	On Request	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)
ICA	Induction Program for Sub-County Administrators	2 Weeks	Newly employed Sub County administrators	On Request	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)
IVA	Induction Program for Village Administrators	2 Weeks	Newly appointed village administrators	On Request	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES		COST (KSH)
ICPB	Induction Program for County Public Service Boards	1 Week	Newly employed CPSB Members	On Request	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
MCAC	Management of County Assembly Committee Affairs	1 Week	Committee Members	On Request	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
CFM	County Climate Change Funding Mechanism	1 Week	Policy and Senior Managers at the National and County Governments, State Corporations and Agencies, NGOs and Private Sector Actors.	On Request	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
CHRM	County Human Resource Management	1 Week	Human resource management and development officers, secretariat of public service boards, and county human resource advisory committee members.	On Request	60,649 (Res) 38,821 (Non-res)	79,576 (Res) 44,774(Non-res)
	SECURITY MANAGEMENT INSTITUTE PROGRAMS					
SMPC	Senior Police Officers Management Course	4 Weeks	Middle - upper level police managers including officers commanding police stations.	March 25-19 April, 2024	197,618(Res) 114,989(Non-res)	255,316 (Res) 132,218(Non-res)
LCAC	Leadership Course for Chiefs and Assistant Chiefs	2 Weeks	Chiefs and Assistant Chiefs, community leaders, CBOs	On request	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)
CMPB	Conflict Management and Peace Building	2 Weeks	Middle level Administrators in both National and County Governments	April 8-19, 2024	113,666 (Res) 68,586(Non-res)	154,675 (Res) 77,236(Non-res)

A. CONSULTANCIES

Daily rate is kshs.177, 062

Reimbursable Expenses

- DSA for trainers/Admin charges - covered by the client
- Transport for trainers/Admin charges - covered by the client

B. OUTREACH PROGRAM

1. **Assignment –based daily rate** pax above 25 at kshs. 118,042 per group per day

2. **Participant –based daily rate** for up to 25 pax at kshs.4, 722 per person per day

- DSA for trainers/Admin charges - covered by the client
- Transport for trainers/Admin charges - covered by the client

A. APPLICATION PROCEDURE

- All courses are open to participants from National and County Governments, NGOs and private organizations. Once you identify a course convenient to you based on the pre-qualifications given to the target group, kindly apply through the website www.matuga.ksg.ac.ke
- Create an account and you shall immediately receive a link in your email inbox. Also check in your spam folder as the confirmation link is sometimes saved in the spam folder. Click on the link, select Matuga campus and apply choosing the dates convenient to you.
- Upon successful application, a proforma invoice will be generated automatically from the system and saved on your portal where you will make the application. Print the invoice from the portal.
- Once your application details are verified, an offer letter will be sent to your email and a copy saved on participant portal

PAYMENT DETAILS	CONTACTS
Account Name: Kenya School of Government, Matuga Bank: Kenya Commercial Bank Swift Code: KCBLKENX Branch: Kwale Bank Code: 01258 A/C No. 1146019173	Kenya School of Government, Matuga Admissions Office P.O. Box 31-80406, MATUGA Cell: 0770 770021 Email: admissions.matuga@ksg.ac.ke Website: www.matuga.ksg.ac.ke