KENYA SCHOOL OF GOVERNMENT
Empowering the Public Service

MATUGA CAMPUS
TRAINING CALENDAR FY 2025/2026

The Kenya School of Government (KSG) is a premier, certified institution dedicated to enhancing the capacity of the Public Service through training, research, consultancy, and advisory services. Our programs go beyond skill development, fostering a deeper understanding of social and economic issues at national, regional, and global levels. Through seminars, public lectures, and conferences, KSG serves a diverse clientele, including National and County Governments, private sector organizations, and Non-Governmental Organizations (NGOs).

Among its strategically located campuses, Matuga Campus stands out as a center of excellence in the coastal region. Located in Kwale County, approximately 22 kilometers from Mombasa, the campus offers a serene and inspiring environment conducive to learning, collaboration, and professional development. Surrounded by lush greenery, the campus is widely recognized for its commitment to environmental conservation, making it an ideal setting for academic reflection and leadership training.

Matuga Campus is easily accessible through various transport options. By air, it is served by Moi International Airport in Mombasa and Diani Airstrip in Diani. Rail access is facilitated by the Standard Gauge Railway (SGR), which terminates at Miritini Station in Mombasa, followed by a scenic journey via the Likoni Ferry. The recently completed Dongo Kundu Bypass further enhances road connectivity by linking Mombasa Mainland West to Mainland South, ensuring seamless travel to the campus.

The campus provides a premier learning experience with modern, well-equipped conference facilities, making it a preferred destination for training programs, executive retreats, and corporate team-building activities. Overlooking the Indian Ocean and offering stunning views of the renowned Diani Beaches, the campus creates an exceptional atmosphere for both professional growth and personal enrichment. Participants also have the opportunity to engage with the rich cultural heritage of the region, including traditional Giriama dance performances, excursions to Wasini Island, and visits to the historic Shimoni Caves. The nearby Kisite Mpunguti Marine Park, home to dolphins and vibrant coral reefs, adds to the unique experiences available.

Recognized for delivering customized and demand-driven training programs, Matuga Campus caters to professionals across various sectors. With a faculty composed of highly experienced trainers, researchers, and consultants, the campus ensures high-quality instruction tailored to meet evolving industry needs. The Kenya School of Government invites professionals to explore its Schedule of Courses for the **FY 2025/2026** and take advantage of the unparalleled learning and development opportunities available at Matuga Campus.

	SCHEDULE OF COURSES FOR 2025/2026					
CODE	**PROGRAM**	**DURATION**	**CATEGORY OF STAFF**	**DATES**	**STANDARD**	**EXECUTIVE**
	EXECUTIVE LEADERSHIP PROGRAMS					
AOP	**Accounting Officers Program**	5 Days	Accounting Officers in Ministries, County Governments, State Corporations, Constitutional Commissions, Legislature, Judiciary, Independent offices, and private sector corporate.	Nov 17 - 21, 2025 June 8-12, 2026	175,000(Non-Resident executive)	
AOPC	**Accounting Officers Program for County Governments**	5 Days	Accounting Officers in the County Governments, County Assemblies, Executive and its entities	Nov 3-7,2025	79,576(Resident-Executive) 44,774(Non-Resident-Executive)	
TLC	**Transformative Leadership Course**	5 Days	Public officials and other individuals responsible for institutional and business re-engineering in their organizations.	Oct 6-10,2025 May 18 -22, 2026	87,000(Non-Resident- Executive)	
SLDP	**Strategic Leadership Development Program**	6 Weeks	Officers in leadership and policymaking roles, in **Job Group 'P' ('CSG 7')** and above in the public service. The Officers should have undertaken the Senior Management Course.	July 21- 29 Aug, 2025 Aug 18- 26 Sept, 2025 Sept 29- 7 Nov, 2025 Oct 27- 5 Dec, 2025 Jan 19- 27 Feb, 2026 Feb 16-27 Mar, 2026 Mar 30- 8 May, 2026 Apr 13- 22 May, 2026 May 11- 19 June, 2026	240,357(Res) 152,640(Non-Res)	266,815(Res) 189,200(Non-Res)

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	STANDARD	EXECUTIVE
SLDP-O	**Strategic Leadership Development Program(Online)**	10 Weeks		July 21 – Sept 26, 2025 Sept 29 – Dec 5, 2025 Oct 13- 19 Dec,2025 Jan 19 - Mar 27, 2026 Feb 23- 1 May, 2026 Mar 16– May 22,2026 April 13–19 June 2026	**125,280 (Online)** *Experiential learning module will be physically participated on at the school for 5 days.*	
BPR	**Business Process Reengineering**	5 Days	Senior officers in organizations responsible for processes and systems.	Nov 17- 21, 2025	60,649(Res) 38,821 (Non-Res)	79,576(Res) 44,774(Non-Res)
MANAGEMENT DEVELOPMENT PROGRAMS						
SMC	**Senior Management Course**	20 Days.	Middle level managers in the public service typically **in Job Group 'N' ('CSG 8')** and above in the public service.	July 7- 1 Aug, 2025 Aug 4- 29, 2025 Sept 8- 3 Oct, 2025 Oct 6- 31, 2025 Nov 3-28, 2025 Nov 17- 12 Dec, 2025 Jan 12- 6 Feb, 2026 Feb 9- 6 Mar, 2026 Mar 9- 3 Apr, 2026 Apr 6- 1 May, 2026 May 11- 5 June, 2026 June 8- 3 July, 2026	197,618(Res) 114,989(Non-Res)	255,316(Res) 132,288(Non-Res)
SMC-O	**Senior Management Course (Online)**	8 Weeks		July 7 -29 Aug, 2025 Sep 8 – Oct 31, 2025 Jan 12 – Mar 6, 2026 Mar 16-8 May, 2026	**92,800 (online)** Examinations & other activities be done physically at the school (5 days)	

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	STANDARD	EXECUTIVE
				April 6–29 May, 2026 May 4- 26 June, 2026		
MSA	**Management of Student Affairs in Universities and Tertiary Institutions**	10 Days	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.	Feb 23 -6 Mar, 2026	60,649(Res) 38,821 (Non-Res)	79,576(Res) 44,774(Non-Res)
MSME	**Management of Micro, Small and Medium Enterprises**	5 Days	Organizations, Technical and other qualified persons (0 level leavers) Ex-Servicemen, potential entrepreneurs (Women and youth), and the retirees from public service.	May 25- 29, 2026	60,649(Res) 38,821(Non- Res)	79,576(Res) 44,774(Non-Res)
YLP	**Young Leaders Development Program**	5 Days	Student leaders from universities & middle level colleges.	July 28- 1 Aug, 2025	60,649(Res) 38,821(Non- Res)	79,576(Res) 44,774(Non-Res)
YEA	Youth Entrepreneurship in Agriculture	10 Days	Youth interested in agribusiness such as crop and animal husbandry, agro-processing, manufacturing of inputs and animal feeds etc.	May 11- 22 May, 2026	113,666(Res) 68,586(Non-Res)	154,675(Res) 77,236(Non-Res)

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	STANDARD	EXECUTIVE
EYSE	Entrepreneurship for Youth engaged in SMEs	5 Days	Youth from various sectors within the economy.	Aug 4- 8, 2025	60,649(Res) 38,821(Non- Res)	79,576(Res) 44,774(Non-Res)
TOT	Training of Trainers	10 Days	Training practitioners, training managers, public officials, and private sector practitioners responsible for facilitation of programs	Sep 15-26, 2025 Feb 9-20,2026	113,666(Res) 68,586(Non-Res)	154,675(Res) 77,236(Non-Res)
	Training of Trainers(Online)	20 Days		Sept 8-3 Oct, 2025 Nov 3-28, 2025 Mar 9- 3 Apr, 2026	46,400(Online)	

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	RESIDENT	NON-RESIDENT
PUBLIC SERVICE ETHICS AND INTEGRITY PROGRAMS						
VESO	Public Service Values and Ethics Program for Senior Officers.	3 Days	Officers in leadership and policymaking roles, in **Job Group 'P' ('CSG 7')** and above in the public service.	Mar 16-18,2026	63,800(Non- Resident-Executive)	
VEMO	Public Service Values and Ethics for Managerial Officers	5 Days	Middle level managers in the public service typically in **Job Group 'N' ('CSG 8')** and above in the public service.	Aug 18-22,2025	60,649(Res) 38,821 (Non-Res)	79,576(Res) 44,774(Non-Res)

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	STANDARD	EXECUTIVE
COMMUNICATION MANAGEMENT PROGRAMS						
CMM	Conduct of Meetings and Minute Writing	5 Days	Officers in public and private sector organizations responsible for chairing or taking minutes in meetings	Oct 13-17, 2025	60,649(Res) 38,821 (Non-Res)	79,576(Res) 44,774(Non-Res)
RWC	Report Writing Course	5 Days	Officers responsible for preparation of reports	Apr 6-10, 2026	60,649(Res) 38,821 (Non-Res)	79,576(Res) 44,774(Non-Res)
PEEM	Government Protocol, Etiquette and Events Management	5 Days	Senior officers, protocol officers, event managers, Front office staff, and other interested persons	Dec 8-12,2025	60,649(Res) 38,821 (Non-Res)	79,576(Res) 44,774(Non-Res)
PRCC	Public Relations & Customer Care	10 Days	Officers responsible for customer engagement in National and County government, as well as Non – government	July 21- 1 Aug, 2025 Aug 18-29, 2025 Sept 8-19, 2025 Oct 13-24, 2025 Nov 17-28, 2025 Dec 1-12, 2025 Jan 26- 6 Feb,2026 Feb 23- Mar 6,2026 Mar 23- 3 Apr, 2026 April 20- 1May, 2026 May 18-29, 2026 June 22-3 July, 2026	113,666(Res) 68,586(Non-Res)	154,675(Res) 77,236(Non-Res)
PRCC-O	Public Relations & Customer Care(Online)	20 Days		Aug11-5 Sept, 2025 Sept 15-10 Oct, 2025 Nov 17-12 Dec,2025	46,400(Online)	

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	STANDARD	EXECUTIVE
				Mar 2-27, 2026 Apr 13-8 May, 2026 June 1-26, 2026		
CUSTOMER SERVICE EXCELLENCE PROGRAMS (IN COLLABORATION WITH HUDUMA KENYA SECRETARIAT)						
CSEQ	**Customer Service Excellence Program for Quality Standard Assessors**	10 Days	This training is intended for officers who wish to be trained as CSE Quality Standard Assessors/Auditors in the Public Service, the Private Sector and Non-Governmental Organizations (NGOs)	June 15-26, 2026		

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	STANDARD	EXECUTIVE
			SUPERVISORY SKILLS DEVELOPMENT PROGRAMS			
SSDC	**Supervisory Skills Development Course**	10 Days	Officers from the National and County Governments responsible for sections and service delivery units. 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.	July 7-18, 2025 Aug 18-29, 2025 Sept 8-19, 2025 Oct 13-24, 2025 Nov 3-14, 2025 Nov 17-28, 2025 Dec 1-12, 2025 Jan 12- 23, 2026 Feb 9-20, 2026 Mar 9-20, 2026 April 6-17, 2026 May 4-15, 2026 June 8-19, 2026	113,666(Res) 68,586(Non-Res)	154,675(Res) 77,236(Non-Res)
SSDC-O	**Supervisory Skills Development Course(Online)**	20 Days (Online)		July 7- 1 Aug, 2025 Aug 11- 5 Sept, 2025 Sept 15 – 10 Oct 2025 Oct 27-21 Nov, 2025 Nov 24-19 Dec, 2025 Jan 26- 20 Feb, 2026 Mar 2- 27,2026 Apr 13-8 May, 2026 May 4-29, 2026 June 1- 26,2026	46,400(Online)	

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	STANDARD	EXECUTIVE
MSC	Management Skills Course *(formerly supervisory management skills course)*	20 Days	Supervisors in JG "G" and above or equivalent	Aug 4-29, 2025 Jan 19-Feb 13,2026	197,618(Res) 114,989(Non-Res)	255,316(Res) 132,288(Non-Res)
RMC	Records Management Course	20 Days	Officers responsible for maintenance of records	Oct 13- Nov 7, 2025 Feb 2-27, 2026	197,618(Res) 114,989(Non-Res)	255,316(Res) 132,288(Non-Res)
RPP	Retirement Planning Program	5 Days	All employees in the public service	Nov 3-7, 2025 Apr 6-10, 2026 June 15-19, 2026	60,649(Res) 38,821 (Non-Res)	79,576(Res) 44,774(Non-Res)
HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMS						
PIM	Productivity Improvement and Measurement	5 Days	Human resource directors and managers, development officers and quality assurance officers	Mar 23-27, 2026	60,649(Res) 38,821 (Non-Res)	79,576(Res) 44,774(Non-Res)
FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS						
PPCM	Public Procurement & Contract Management	5 Days	Senior managers and Accounting officers responsible for providing general oversight of the procurement process.	Aug 25- 29, 2025	60,649(Res) 38,821 (Non-Res)	79,576(Res) 44,774(Non-Res)

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	STANDARD	EXECUTIVE
PROJECT MANAGEMENT AND ENVIRONMENTAL PROGRAMS
CPPB	Climate Change Policy, Planning and Budgeting	10 Days	Officers in environment, agriculture, planning sectors and public agencies responsible for project management	Apr 27- 8 May, 2026	113,666(Res) 68,586(Non-Res)	154,675(Res) 77,236(Non-Res)
IEIA	**Integrated Environmental Impact Assessment and Audit in Development**	15 Days	Trainers, practitioners, managers, non-governmental organizations and other interest groups responsible for development projects.	Nov 3- 21, 2025	156,507(Res) 86,547(Non-Res)	215,800(Res) 97,800(Non-Res)
PMER	**Project Monitoring, Evaluation & Reporting**	10 Days	All public officers responsible for project	July 14- 25, 2025	113,666(Res) 68,586(Non-Res)	154,675(Res) 77,236(Non-Res)
PPM	**Project Planning and Management**	20 Days	Project managers, planners, agricultural officers, economists, human resource managers and other professionals responsible for project planning and management	Jan 12- 6 Feb, 2026	197,618(Res) 114,989(Non-Res)	255,316(Res) 132,288(Non-Res)
RBME	**Results-Based Monitoring & Evaluation**	10 Days	Officers responsible for project development and management from all sectors.	Apr 13- 24, 2026	113,666(Res) 68,586(Non-Res)	154,675(Res) 77,236(Non-Res)

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	STANDARD	EXECUTIVE
			PUBLIC SERVICE INDUCTION PROGRAMS			
IPSA	**Induction Program for Special Advisors**	*5 Days*	Officials engaged to provide specialized policy or strategic support.	Dec 1 - 5, 2025	60,649(Res) 38,821 (Non-Res)	79,576(Res) 44,774(Non-Res)
PIPI	**Public Service Induction Program for Interns**	*5 Days*	*Persons interested in joining the Public Service on Internship Programs from Training Institutions*	On Request	60,649(Res) 38,821 (Non-Res)	79,576(Res) 44,774(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 not more 25 at Kshs. 118,042 per group per day

2. **Participant –based daily rate** for participants more than 25 in number 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 http://41.89.60.10:7078   or www.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 for 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