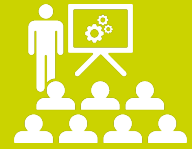




**KENYA SCHOOL OF GOVERNMENT  
MATUGA CAMPUS**  
*Empowering the Public Service*

**2026**  
**2027**



2026 - 2027 FY

# **TRAINING** Calendar





# Training Calendar

2026 - 2027 FY

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 2026/2027 and take advantage of the unparalleled learning and development opportunities available at Matuga Campus:

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	STANDARD	EXECUTIVE
<b>EXECUTIVE LEADERSHIP PROGRAMS</b>						
AOP	Accounting Officers Program	5 Days	Accounting Officers in Ministries, County Governments, State Corporations, Constitutional Commissions, Legislature, Judiciary, Independent offices, and private sector corporate.	On request	175,000( Non-Resident executive)	
TLC	Transformative Leadership Course	5 Days	Public officials and other individuals responsible for institutional and business re-engineering in their organizations.	On request	87,000(Non-Resident- Executive)	
SLDP	Strategic Leadership Development Program	6 Weeks	Officers in leadership and policymaking roles, in <b>Job Group ‘P’ (‘CSG 7’)</b> and above in the public service.  The Officers should have undertaken the Senior Management Course.	July 6 – Aug 14 Feb 22– 2 Apr, 2027 Apr 5– 14 May, 2027	240,357(Res)  172,140(Non-Res)	266,815(Res)  189,200(Non-Res)
SLDP-O	Strategic Leadership Development Program (Online)	10 Weeks		July 6– 11 Sept, 2026 Sept 14– 20 Nov, 2026 Jan 11– 19 Mar, 2027 March 22 – 28 May, 2027 31 May – 6 August, 2027	<b>149,280 (Online)</b> <i>Experiential learning module will be physically participated on at the school for 5 days.</i>	
<b>MANAGEMENT DEVELOPMENT PROGRAMS</b>						

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	STANDARD	EXECUTIVE
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 6 – 31, 2026 Aug 31– 25 Sept, 2026 Oct. 26– 20 Nov, 2026 Jan 11– 5 Feb, 2027 Mar 8– 2 Apr, 2027 May 31- 25 June, 2027	197,618(Res) 114,989(Non-Res)	255,316(Res) 132,288(Non-Res)
SMC-O	Senior Management Course (Online)	8 Weeks		July 6 – 28 August, 2026 31 Aug.– 23 Oct, 2026 Oct 26– 18 Dec, 2026 Jan 11– 5 Mar, 2027 March 8– 30 April, 2027 May 3– 25 June, 2027	<b>92,800 (online)</b> Examinations & other activities be done physically at the school (5 days)	
YLP	Young Leaders Development Program	5 Days	Student leaders from universities & middle level colleges.	On request	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.	On request	113,666(Res) 68,586(Non-Res)	154,675(Res) 77,236(Non-Res)
EYSE	Entrepreneurship for Youth engaged in SMEs	5 Days	Youth from various sectors within the economy.	On request	60,649(Res) 38,821(Non- Res)	79,576(Res) 44,774(Non-Res)

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	STANDARD	EXECUTIVE
TOT	Training of Trainers	10 Days	Training practitioners, training managers, public officials, and private sector practitioners responsible for facilitation of programs	On request	113,666(Res) 68,586(Non-Res)	154,675(Res) 77,236(Non-Res)
TOT-O	Training of Trainers (Online)	20 Days		August 3-28, 2026 June 7-2 July, 2027	<b>46,400(Online)</b>	
<b>COMMUNICATION MANAGEMENT PROGRAMS</b>						
CMM	Conduct of Meetings and Minute Writing	5 Days	Officers in public and private sector organizations responsible for chairing or taking minutes in meetings	July 27-31, 2026 Dec 7-11, 2026 Jan 25 - 29, 2027	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	On request	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	On request	60,649(Res) 38,821 (Non-Res)	79,576(Res) 44,774(Non-Res)

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	STANDARD	EXECUTIVE
PRCC	Public Relations & Customer Care	10 Days	Officers responsible for customer engagement in National and County government, as well as Non – government	July 13 - 24, 2026 Aug 10 - 21, 2026 Sept 21 - Oct 2, 2026 Nov 23 - Dec 4, 2026 Jan 18 - 29, 2027 Feb 22 - March 5, 2027 March 22- April 2, 2027 April 26 - May 7, 2027 May 24 - June 4, 2027 June 21 - July 2, 2027	113,666(Res) 68,586 (Non-Res)	154,675(Res) 77,236(Non-Res)
PRCC-O	Public Relations & Customer Care(Online)	20 Days		July 13- Aug 7, 2026 Oct 12 - Nov 6, 2026 Nov 17 - Dec 11, 2026 March 22- April 16, 2027 May 24 - June 18, 2027 June 14 - July 9, 2027	46,400(Online)	
<b>CUSTOMER SERVICE EXCELLENCE PROGRAMS (IN COLLABORATION WITH HUDUMA KENYA SECRETARIAT)</b>						
CSEM	Customer Service Excellence Program for Senior Managers	5 Days	This Program is intended for senior managers in the Public Service, Private and Non–Governmental Organizations (NGO)	May 5–9,2027	127,728 (Tuition and Full Board Accommodation)  77,198 (Tuition and Meals)	
CSEF	Customer Service	5 Days	The Program targets all officers working at the frontline desks and any other	July 15–19, 2026	127,728 (Tuition and Full Board Accommodation)	

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	STANDARD	EXECUTIVE
	<b>Excellence Program for Frontline Officers</b>		customer-facing departments, sections and organizations. They include: customer care officers from Government Ministries, Departments, Agencies and Counties (MDACs); Non-Governmental organizations (NGOs) and the private sector.		<b>77,198 (Tuition and Meals)</b>	
<b>CSEQ</b>	<b>Customer Service Excellence Program for Quality Standard Assessors</b>	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 (NGO)	December 2–13, 2027	<b>255,455 (Tuition and Full Board Accommodation)</b> <b>154,396 (Tuition and Meals)</b>	
<b>CSET</b>	<b>Customer Service Excellence Program for Technical Officers</b>	20 Days	The training is intended for officers in technical cadres in the Public, private and Non-Governmental Organizations (NGO) sectors who are responsible for delivery of services to customers. This presupposes some variations in objectives, learning outcomes, content and methodology depending on the level of participants.	February 15th–12th March, 2027	<b>296,455 (Tuition and Full Board Accommodation)</b> <b>181,958 (Tuition and Meals)</b>	

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	STANDARD	EXECUTIVE
<b>SUPERVISORY SKILLS DEVELOPMENT PROGRAMS</b>						
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 6-17, 2026 July 27 - Aug 7, 2026 Aug 23 - Sept 4, 2026 Sept 21- Oct 2, 2026 Oct 19 - 30, 2026 Nov 2-13, 2026 Nov 16 - 27, 2026 Dec 7 - 18, 2026 Jan 18 - 29, 2027 Feb 1 -12, 2027 Feb 15 -26, 2027 March 15 - 26, 2027 Mar 1 -12, 2027 April 12 - 23, 2027 May 10 - 21, 2027 June 7 - 18, 2027	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 6 - 31, 2026 July 27- Aug 21 ,2026 Aug 3 - 28, 2026 Aug 24 - Sept 18, 2026 Oct 5 - 30, 2026 Oct 26 - Nov 20, 2026 Nov 2 – 27, 2026 Nov 16 -Dec 11, 2026	<b>46,400(Online)</b>	

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	STANDARD	EXECUTIVE
				Jan 11 - Feb 5, 2027 Jan 25 - Feb 19, 2027 Mar 1 - 26, 2027 March 22- Apr 16, 2027 Apr 5 - 30, 2027 April 12 - May 7, 2027 May 10 - June 4, 2027 May 31 -25 June, 2027		
MSC	<b>Management Skills Course</b> <i>(formerly supervisory management skills course)</i>	20 Days	Supervisors in <b>JG “G”</b> and above or equivalent	On request	197,618(Res) 114,989(Non Res)	255,316(Res) 132,288(Non-Res)
RMC	<b>Records Management Course</b>	20 Days	Officers responsible for maintenance of records	July 6 - 3, 2026 Jan 25- Feb 26, 2027	197,618(Res) 114,989(Non-Res)	255,316(Res) 132,288(Non-Res)
RPP	<b>Retirement Planning Program</b>	5 Days	All employees in the public service	July 20 - 24, 2026 April 19 - 23, 2027	60,649(Res) 38,821 (Non-Res)	79,576(Res) 44,774(Non-Res)
<b>PROJECT MANAGEMENT AND ENVIRONMENTAL PROGRAMS</b>						
IEIA	<b>Integrated Environmental Impact Assessment and</b>	15 Days	Trainers, practitioners, managers, non-governmental organizations and other interest groups responsible for development projects.	On request	156,507(Res) 86,547(Non-Res)	215,800(Res) 97,800(Non-Res)

CODE	PROGRAM	DURATION	CATEGORY OF STAFF	DATES	STANDARD	EXECUTIVE
	<b>Audit in Development</b>					
<b>PMER</b>	<b>Project Monitoring, Evaluation &amp; Reporting</b>	10 Days	All public officers responsible for project	On request	113,666(Res) 68,586(Non-Res)	154,675(Res) 77,236(Non-Res)
<b>RBME</b>	<b>Results-Based Monitoring &amp; Evaluation</b>	10 Days	Officers responsible for project development and management from all sectors.	Oct 5-16, 2026 May 3-14, 2027	113,666(Res) 68,586(Non-Res)	154,675(Res) 77,236(Non-Res)
<b>PUBLIC SERVICE INDUCTION PROGRAMS</b>						
<b>IPSA</b>	<b>Induction Program for Special Advisors</b>	5 Days	Officials engaged to provide specialized policy or strategic support.	On request	60,649(Res) 38,821 (Non-Res)	79,576(Res) 44,774(Non-Res)
<b>PIPI</b>	<b>Public Service Induction Program for Interns</b>	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

## C. 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.ksg.ac.ke](http://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
<p><b>Account Name:</b> Kenya School of Government, Matuga</p> <p><b>Bank:</b> Kenya Commercial Bank</p> <p><b>Swift Code:</b> KCBLKENX</p> <p><b>Branch:</b> Kwale</p> <p><b>Bank Code:</b> 01258</p> <p><b>A/C No.</b> 1146019173</p>	<p>Kenya School of Government, Matuga Admissions Office P.O. Box 31-80406, MATUGA Cell: 0770 770021 Email: <a href="mailto:admissions.matuga@ksg.ac.ke">admissions.matuga@ksg.ac.ke</a> Website: <a href="http://www.ksg.ac.ke">www.ksg.ac.ke</a></p>