



## **KENYA SCHOOL OF GOVERNMENT eLearning & Development Institute (eLDi)**



### **Empowering the Public Service**

The Kenya School of Government (KSG) is a State Corporation established under an Act of Parliament and has five Campuses around the country, besides having the e-Learning & Development Institute. We offer training programs that meet the needs of public servants at all levels in the hierarchy and from different African countries. Non-Governmental Organizations (NGOs) and private sector practitioners are also beginning to have a significant presence in our training programs.

The programs we offer aide in building knowledge, competencies and skills in public service and are delivered through our training, consultancy, research, and public policy advisory services. Headquartered in Nairobi, Lower Kabete, the School has Campuses across the country including Baringo, Embu, Matuga and Mombasa. The School has been instrumental in setting up and fast-tracking management strategies through observance of high standards of integrity, competence, ethics and a culture of transparency whilst implementing the provisions of her mandate.

The eLearning and Development Institute (eLDi) is an affiliate of the Global Development Learning Network (GDLN), a partnership of over 120 learning institutions that leverage advanced communication technologies to facilitate learning and development. The Institute is renowned for quality programs in eLearning, ICT and knowledge management that are delivered using the latest technological platforms. As a global knowledge-sharing institution, it provides opportunities to enhance the capacity of officers and key decision makers across the globe.

The Institute is equipped with state-of-the art information communication technologies that include an air conditioned and sound proofed video conference room, multimedia laboratory with high internet speed and boardroom for group meetings. It is located in Lower Kabete, within the serene KSG Nairobi campus and has a satellite hub in KSG Mombasa campus.

Find below a schedule of the courses for this year:

## TRAINING CALENDAR FOR 2018/2019

	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KShs)
<b>EXECUTIVE LEADERSHIP PROGRAMMES</b>					
1	Transformational Leadership for Women Empowerment (TLWE)	1 week	Directors, council/board members, top women managers in national and county governments in JG 'P' and above; managers in NGOs/civil and professional societies who are responsible for leading teams for successful performance	May 6 -10, 2019	104,400 (Non-Residential)
2	Critical Skills for Senior Managers <b>Face to Face/Video-Conferencing</b>	1 week	Senior Managers responsible for managing resources in organizations. JG 'M' and above responsible for operational units in their organizations	October 22 – 26, 2018 March 25 – 29, 2019	40,600 (Non-Residential)
3	Leadership Dynamics for Senior Women Managers <b>(Face to Face/Video-Conferencing)</b>	1 week	Senior women managers of JG 'N' and above or responsible for implementation operational units in their organizations	November 5 – 9, 2018 March 4 – 8, 2019	40,600 (Non-Residential)
<b>GOVERNANCE, POLICY AND STRATEGIC PLANNING PROGRAMMES</b>					
4	Policy Formulation, Implementation And Analysis Seminar <b>(Face To Face/Video-Conferencing)</b>	1 week	Senior managers who are responsible for developing policies and making related decisions, normally in 'JG' N and above	November 26-30, 2018 February 18-22, 2019	40,600 (Non-Residential)
5	Strategic Negotiation Course <b>(Face To Face/Video-Conferencing)</b>	1 week	Managers/officers who need to reposition their organizations strategically in dynamic environments in order to gain competitive advantages and synergy with stakeholders	September 24-28, 2018 April 8-12, 2019	40,600 (Non-Residential)
<b>FINANCIAL MANAGEMENT AND PROCUREMENT PROGRAMMES</b>					
6	Financial Management Course for Project Accountants Implementing Government and World Bank Funded projects	2 weeks	Project accountants, finance managers with less than three years' experience in a government project financed by the World Bank Project	Aug 27- Sept 7 , 2018 November 12-23, 2018 March 11-22, 2019	75, 400 (Non-Residential)
7	Advanced Financial Management Course for Project Accountants Implementing Government	2 weeks	Project accountants, finance managers with more than three years' experience in a government project financed by the World Bank Project	May 13-24, 2019	75, 400 (Non-Residential)

	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KShs)
	and World Bank Funded Projects				
8	Fraud, Investigation, Detection and Prevention <b>(Face To Face/Video-Conferencing)</b>	1 week	Law enforcement agents, internal auditors, treasurers, accountants and fund managers in all sectors of economy	October 8-12, 2018 May 27-31, 2019	40,600 (Non-Residential)
9	Finance for Non-Finance Manager's <b>(Video Conferencing)</b>	1 week	Non-Finance Managers	September 10 – 14, 2018 March 11 – 15, 2019	40,600 (Non-Residential)
<b>MANAGEMENT DEVELOPMENT PROGRAMMES</b>					
10	Knowledge Management Course	1 week	Middle and senior officers in human resource, communication, information, library, knowledge management, ICT and those who manage knowledge in National and County Governments as well as private sector (& non-state actors).	September 17-21, 2018 April 8-12, 2019	40,600 (Non-Residential)
11	Fundamentals of Electronic Records Management Course	2 weeks	Records and information Management Officers or their equivalents, charged with enhancing information systems which rely on well-managed and accurate records. These include officers working in Accounts, Stores, Registry, Personnel and the Library	October 22 – November 2, 2018 Jan 28 – Feb 8, 2019	52,200 (Non-Residential)
12	Electronic Records Management Course	4 weeks	Records and information Management Officers or their equivalents, charged with enhancing information systems which rely on well-managed and accurate records. These include officers working in Accounts, Stores, Registry, Personnel and the Library	July 30 - Aug 24, 2018 April 29 – May 24, 2019	104,400 (Non-Residential)
<b>eLEARNING AND ICT PROGRAMMES</b>					
13	Integrated Payroll and Personnel Database (IPPD)	1 week	County Officers in HR	September 13-24, 2018 March 4- 8, 2019	40,600 (Non Residential)
14	Staff Performance Appraisal Systems (SPAS)	1 week	HR Officers, heads of departments and sections	January 21- 25, 2019 June 24 – 28, 2019	40,600 (Non Residential)
15	Cyber Security Course	1 week	Information technology professionals in National and County Governments and private sector handling information security	August 20-24, 2018 October 22-26, 2018 December 3-7, 2018	52,200 (Non-Residential)

	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KShs)
				Feb 25- Mar 1, 2019 April 1-5, 2019 June 10-14, 2019	
16	Information System Security Management <i>(for non-IT Professionals)</i>	1 week	HR Officers, Procurement Officers, Accountants, Auditors, all officers who need to secure information they handle	September 10-14, 2018 May 6-10, 2019	40,600 (Non-Residential)
17	Advanced Excel and Data Modelling	1 week	Managers/officers who need to improve their office productivity with improved excel skills in reporting, data analysis and use of formulas, functions among others.	October 1-5, 2018 March 25-29, 2019	40,600 (Non-Residential)
18	E-Learning Course Production	2 weeks	Officers working in ICT or Training departments who intend to become proficient in eLearning course production.	October 8-19, 2018 May 27- June 7, 2019	75, 400 (Non-Residential)
19	Special Package for Social Scientist (SPSS)	2 weeks	Middle level managers in public, private & the NGO sectors and have basic computer skills and a statistical background	Nov 26 – Dec 7, 2018 June 17 – 28, 2019	52,200 (Non-Residential)

### IFMIS COURSES

COURSE	TARGET GROUP	DURATION	COSTS
Accounting Officers/AIE Holders	Accounting Officers in National and County Government including CECs, Chief Officers and Clerks of Assembly	3 days	These are offered in partnership with National Treasury. Requests for admission should be made to KSG-eLDi for classes to be scheduled
Hyperion Planning & Budgeting	Finance, Planning and Budgeting Officers	5 days	
Accountants	Officers managing cash, accounts and general ledger	5 days	
Procurement Officers	Procurement and supply chain officers	5 days	
Auditors	Auditors working on IFMIS	5 days	
ICT Officers	ICT officers maintaining IFMIS platform	5 days	

### NOTES:

#### A. TRAINING CONSULTANCIES

1. Kshs 90,000 – 120,000 per day for facilitation, depending on the course, if the participants are less than 20 in number.
2. Kshs 5,000 per person per day 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.eldi.ksg.ac.ke](http://www.eldi.ksg.ac.ke)

**D. PAYMENT DETAILS:**

The course fee may be paid into the Kenya School of Government Account, Kenya Commercial Bank, Sarit Centre, A/C No. 1106676823,  
**after obtaining the admission letter and pro-forma invoice**

**E. CONTACTS:**

For more information on the courses visit the website through [www.eldi.ksg.ac.ke](http://www.eldi.ksg.ac.ke) or **contact:**

KSG eLDi
<p><b>Admission office</b> <b>Kenya School of Government-eLearning &amp; Development Institute</b> <b>P.O. Box 30627 00100, Nairobi, Kenya</b> <b>Tel: +254-20-4185637</b> <b>Mobile: +254-728-606991/0735030070</b> <b>Email: info.eldi@ksg.ac.ke</b></p>