



**KENYA SCHOOL OF GOVERNMENT**  
eLearning & Development Institute



**2021/2022 PROSPECTUS**

| CODE   | PROGRAM  | DURATION | RECOMMENDED PARTICIPANTS  | CAMPUS | DATES  |
|--|--|----------|---|--------|--|
| <b>MANAGEMENT DEVELOPMENT PROGRAMS</b>             |  |          |   |        |  |
| PFI  | Policy Formulation, Implementation and Analysis (Video Conference)   | 1 Week   | Manager responsible for developing policies.  | eLDi   | Nov 22 - 26, 2021<br>Feb 14 - 18, 2022                           |
| SNC  | Strategic Negotiations (Video Conference)  | 1 Week   | Managers/Officers in charge of negotiations, collective bargaining, labor and industrial relations.                                     | eLDi   | September 13 - 17, 2021<br>March 7 - 11, 2022                    |
| SPAS   | Staff Performance Appraisal System (SPAS)  | 1 Week   | All Public servants   | eLDi   | Nov 29 - Dec 3, 2021<br>May 23 - 27, 2022                        |
| <b>FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS</b> |  |          |   |        |  |
| FMW  | Financial Management 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 | eLDi   | Aug 30 - Sept 10, 2021<br>Nov 15 - 22, 2021<br>Mar 14 - 25, 2022 |
| AFMW   | Advanced Financial Management for Project Accountants Implementing Government and World Bank Funded Projects | 2 Weeks  | Project accountants, finance managers with more than three years' experience in a government project financed by the World Bank Project | eLDi   | May 9 - 21, 2022   |

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| <b>FID</b>                        | <b>Fraud Investigation, Detection and Prevention (Face to face/video Conferencing)</b> | 1 Week                 | Law enforcement agents, internal auditors, treasurers, accountants and fund managers in all sectors of the economy                          | eLDi | May 30 - Jun 3, 2022  |
| <b>eLEARNING AND ICT PROGRAMS</b> |  |                        |   |      |   |
| <b>CSC</b>                        | <b>Cyber Security</b>  | 1 Week                 | Information technology professionals in National and County Governments and private sector handling information Security                    | eLDi | Aug 23 - 27, 2021<br>Nov 8 - 12, 2021<br>Feb 28 - Mar 4, 2022<br>June 20 - 24, 2022 |
| <b>ISS</b>                        | <b>Information System Security Management (Non-IT professionals)</b>                   | 1 Week                 | HR Officers, Procurement Officers, Accountants, Auditors, all officers who need to secure information they handle                           | eLDi | May 3 - 7, 2021<br>Sept 13 - 17, 2021<br>May 3 - 7, 2022                            |
| <b>ISMS</b>                       | <b>Information Security Management System Implementation (ISMS)</b>                    | 1 Week                 | For Implementers of ISO27001:2013, HR & Administration, Finance & ICT officers.   | eLDi | May 17 - 21, 2022   |
| <b>FOP</b>                        | <b>Facilitating Online Programs</b>  | 5 Weeks                | Officers in education and training who intend to tutor in online programs   | eLDi | Sept 6 - 10, 2021<br>Nov 15 -19, 2021<br>Feb 7-11, 2022                             |
| <b>DEP</b>                        | <b>Designing and Developing e-learning Programs</b>                                    | 2 weeks (Face-to-Face) | Officers working in ICT or Training departments who intend to become proficient in eLearning course production.                             | eLDi | Oct 11 - 22, 2021<br>June 6 - 17, 2022  |
|                                   |  | 4 weeks (Online)       |   |      | March 6 - April 1, 2022   |
| <b>FER</b>                        | <b>Fundamentals of Electronic Records Management</b>                                   | 2 Weeks                | Records and information management officers or their equivalents, charged with enhancing information systems which rely on well managed and | eLDi | Sept - 06 - 17, 2021<br>Apr 17 - 28, 2022   |

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|             |  |                       | accurate records. These include officers working in Accounts, Stores, Registry, Personnel and the Library.  |      |  |
| <b>ERM</b>  | <b>Electronic Records Management</b>                       | 3 Weeks               | Records and information management officers who include officers working in accounts, stores, registry, personnel and library   | eLDi | Aug 2 -20, 2021<br>Jan 31 - Feb 14, 2022   |
| <b>KMC</b>  | <b>Knowledge Management Course</b>                         | 1 Week (Face-to-Face) | Officers in human resource, communication, information, library, knowledge management, ICT and those who manage knowledge in National and County Government entities and non-state actors | eLDi | Sept 20 - 24, 2021<br>Mar 7 - 11 2022      |
|             |  | 2 weeks (online)      |   |      | Oct 25 - 29, 2021<br>Apr 11 - 15, 2022     |
| <b>AED</b>  | <b>Advanced Excel for Data Modelling</b>                   | 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.                       | eLDi | Jun 14 - 18, 2021<br>Oct 4 - 8, 2021       |
| <b>DAO</b>  | <b>Data Analytics for Auditors</b>                         | 1 week                | Internal and External Auditors, financial analysts  | eLDi | Oct 25 - 29, 2021<br>May 9 - 14, 2022      |
| <b>DAR</b>  | <b>Data Analysis for Research</b>                          | 1 week                | Officers involved in research analysis and interpretation   | eLDi | Sept 13 - 17, 2021<br>Apr 17- 22, 2022     |
| <b>EME</b>  | <b>Electronic Monitoring &amp; Evaluation for Projects</b> | 2 week                | All public officers involved in project management  | eLDi | May 3 -14, 2022                            |
| <b>IPPD</b> | <b>Integrated Payroll and Personnel (IPPD)</b>             | 1 Week                | County Officers in HR   | eLDi | May 31 - June 4, 2021<br>Oct 18 - 22, 2021 |
| <b>ECS</b>  | <b>Essential Computer Skills Course</b>                    | 2 Weeks               | Public and Private officers of institutions.  | eLDi | June 7 -11, 2021<br>Sep 27-Oct 1, 2021     |
| <b>IAO</b>  | <b>IFMIS for Accounting Officers/AIE Holders</b>           | 3 days                | Accounting Officers in National and County Government including CECs, Chief Officers and Clerks of Assembly   | eLDi | On Request                                 |

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| <b>IHP</b> | <b>IFMIS for Hyperion Planning &amp; Budgeting</b> | 1 week | Finance, Planning and Budgeting Officers in National and County Government            | eLDi | On Request |
| <b>IAC</b> | <b>IFMIS for Accountants</b>                       | 1 week | Officers managing cash, accounts and general ledger in National and County Government | eLDi | On Request |
| <b>IPO</b> | <b>IFMIS for Procurement Officers</b>              | 1 week | Procurement and supply chain officers in National and County Government               | eLDi | On Request |
| <b>IAO</b> | <b>IFMIS of Auditors</b>                           | 1 week | Auditors working on IFMIS in National and County Government                           | eLDi | On Request |
| <b>ICO</b> | <b>IFMIS for ICT Officers</b>                      | 1 week | ICT Officers working on IFMIS in National and County Government                       | eLDi | On Request |