



KENYA SCHOOL OF GOVERNMENT Empowering the Public Service



eLEARNING AND DEVELOPMENT INSTITUTE (eLDi)

The Kenya School of Government is an ISO 9001:2015 certified institution that provides capacity development programs for the Public Service through training, research, consultancy and policy advisory services. Specifically, the School affords opportunity for development of leadership, managerial and other skills and competencies required in policy making and service delivery; inculcation of public service doctrine, ethics and values; and familiarity with emerging knowledge in all spheres of society that impinge on the public service. The School is based at Lower Kabete with campuses conveniently located in different parts of the country: Baringo, Embu, Matuga and Mombasa and has an eLearning and Development Institute (eLDi) of the School.

The eLDi is located in the serene environs of Lower Kabete and is renowned for quality programs in eLearning, ICT and knowledge management delivered using state-of-the-art technological platforms. The Institute is equipped with ultra-modern information communication technologies that include an air conditioned and sound proofed video conference facility, multimedia laboratories with high speed internet connectivity and a modern boardroom for group meetings. The Institute also has a satellite hub in the Mombasa Campus.

The Institute 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. As a global knowledge-sharing institution, we provide opportunities to enhance the capacity of officers and key decision makers world-wide at competitive rates.

The Institute has assembled a repertoire of programs in the year 2019/2020, geared towards addressing knowledge and competency gaps among participants seeking to resolve twenty-first century challenges that hinder excellent service delivery.

TRAINING CALENDAR FOR 2019/2020

	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KShs)
MANAGEMENT DEVELOPMENT PROGRAMS					
LDW	Leadership Dynamics for Women Managers (Face to Face/Video-Conferencing)	1 week	Women managers of JG 'N' and above or responsible for operational units in their organizations	Nov 4 – 8, 2019 Mar 2 – 6, 2019	40,600 (Non-Residential)
PFI	Policy Formulation, Implementation and Analysis Course (Face To Face/Video-Conferencing)	1 week	Managers who are responsible for developing policies and making related decisions in 'JG' M and above or equivalent	Nov 25 - 29, 2019 Feb 17 - 21, 2020	40,600 (Non-Residential)
SNC	Strategic Negotiation Course (Face To Face/Video-Conferencing)	1 week	Officers who need to negotiate as the alternative choice to deal with tension and conflict over matters on interest to organizations	Sept 9 -13, 2019 April 6 – 10, 2020	40,600 (Non-Residential)
KMC	Knowledge Management Course	1 week	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	Sept 16-20, 2019 April 6 -10, 2020	40,600 (Non-Residential)
FINANCE MANAGEMENT AND PROCUREMENT PROGRAMS					
FMW	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 26- Sept 6, 2019 Nov 11 – 22, 2019 Mar 9 -20, 2020	75, 400 (Non-Residential)
AFMW	Advanced Financial Management Course 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	May 11 – 22, 2020	75, 400 (Non-Residential)
PCW	Procurement and Contract Management Course for Government/ World Bank Funded Projects	2 weeks	Officers involved in procuring and managing resources in government projects sponsored by the World Bank	Oct 28 – Nov 8, 2019 Mar 30 – April 10, 2020	75,400 (Non-Residential)
FID	Fraud, Investigation, Detection and Prevention (Face To Face/Video-	1 week	Law enforcement agents, internal auditors, treasurers, accountants and fund managers in	Oct 7 – 11, 2019 May 25 - 29, 2020	40,600 (Non-Residential)

	PROGRAMME	DURATION	TARGET GROUP	DATES	COST (KShs)
	Conferencing)		all sectors of economy		
E-LEARNING AND ICT PROGRAMS					
CSC	Cyber Security Course	1 week	Information technology professionals in National and County Governments and private sector handling information security	Aug 19 – 23, 2019 Oct 22 – 26, 2019 Feb 25 – Mar 1, 2019 April 1 – 5, 2019	52,200 (Non-Residential)
ISS	Information System Security Management Course (for non-IT Professionals)	1 week	HR Officers, Procurement Officers, Accountants, Auditors, all officers who need to secure information they handle	Sept 9 – 13, 2019 May 4 – 8, 2020	40,600 (Non-Residential)
AED	Advanced Excel and Data Modelling	1 week	Accountants, researchers, analysts, officers involved in data analysis and modelling.	Sept 30 – Oct 4, 2019 Mar 23 – 27, 2020 May 18 – 22, 2020	40,600 (Non-Residential)
ECD	E-Learning Course Development	2 weeks	Officers working in education/training, HR and ICT and who intend to be proficient in developing e-Learning courses.	Oct 7 – 18, 2019 Jun 8 – 19, 2020	75,400 (Non-Residential)
FER	Fundamentals of Electronic Records Management Course	2 weeks	Records and information management officers who include officers working in accounts, stores, registry, personnel and library	Oct 22 – Nov 2, 2018 Jan 28 – Feb 8, 2019	52,200 (Non-Residential)
ERM	Electronic Records Management Course	4 weeks	Records and information management officers who include officers working in accounts, stores, registry, personnel and library	July 29 – Aug 23, 2019 Jan 27 – Feb 2020	104,400 (Non-Residential)
IPPD	Integrated Payroll and Personnel Database (IPPD)	1 week	Officers in National and County Government holding supervisory positions	Oct 14 – 18, 2019 March 2 – 6, 2020 June 1 – 5, 2020	40,600 (Non Residential)
SPAS	Staff Performance Appraisal Systems (SPAS)	1 week	Human Resource Officers and Payroll Management Officers in National and County Government entities	Nov 25 – 29, 2019 May 25 – 29, 2020	40,600 (Non Residential)

IFMIS COURSES

	COURSE	DURATION	TARGET GROUP	COSTS
IAO	Accounting Officers/AIE Holders	3 days	Accounting Officers in National and County Government including CECs, Chief Officers and Clerks of Assembly	These programs are offered in partnership with National Treasury.
IHP	Hyperion Planning &	1 week	Finance, Planning and Budgeting Officers in National and County	

	Budgeting		Government	Requests for admission should be made to KSG-eLDi.
IAC	Accountants	1 week	Officers managing cash, accounts and general ledger in National and County Government	
IPO	Procurement Officers	1 week	Procurement and supply chain officers in National and County Government	
IAO	Auditors	1 week	Auditors working on IFMIS in National and County Government	
ICO	ICT Officers	1 week	ICT Officers working on IFMIS in National and County Government	

NOTES:

A. TRAINING CONSULTANCIES

1. Kshs 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 National and County Government entities, NGOs, and private organizations. All applications will be conducted online through 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 or **contact:**

KSG eLDi

Admission office

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