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

**KSG**
KENYA SCHOOL OF GOVERNMENT

# 2023/2024 TRAINING  CALENDAR

# TRANSFORMING THE PUBLIC SERVICE THROUGH COMPETENCY DEVELOPMENT

I. The Kenya School of Government is responsible for the transformation of the Public Service through development of knowledge and competencies among public servants, leading to continuous improvement in the quality of services offered to citizens. The School offers capacity building programs on leadership and management related issues through:
   a. Training that is designed to promote professional expertise and public service values;
   b. Research to improve Institutional problem-solving ability
   c. Consultancy services to support organizational re-engineering of public institutions; and
   d. Advisory services for policy reform

II. The capacity development programs and services that the School offers are geared to meet expectations of citizens in institutional performance by enabling public officials to:
   a. Efficiently and promptly respond to citizen needs;
   b. Make services readily available and accessible;
   c. Discharge duties professionally;
   d. Embrace corruption-free behavior,
   e. Accommodate views of citizens in decision making, and
   f. Demonstrate patriotism by prioritizing public interest above personal interest.

III. The School appreciates the important role that every public servant has to play in order to realize Government goals and therefore has placed on offer competency development programs for all levels and categories of public officials, from lowest ranking officers to the highest. The programs cater also for public servants in Government ministries, state corporations, constitutional commissions, the Judiciary, legislature and County Governments. Trainees from the private sector, non-Governmental organizations and foreign countries are also welcome at the School.

IV. The trainees attend the programs in the five KSG campuses at Baringo, Embu, Lower Kabete, Matuga and Mombasa. Online programs that are coordinated by the e-Learning and Development Institute are also available to participants.

V. Training activities may be conducted at the clients work station or any other preferred venue.

VI. Public servants attending KSG programs are usually either newly appointed or serving officers with considerable experience in their fields of professional practice. The caliber of faculty and trainers at the school are therefore distinguished professionals with appropriate knowledge, training, and above all, rich practical experience in public sector leadership and management. Trainees graduating from KSG are sufficiently prepared to serve consistent with established professional standards.

VII. The School has reviewed some of the old programs and introduced new syllabi intended to address existing shortfalls in competency of public servants and in service delivery. Training programs may also be tailor-made upon request to meet specialized requirements of individual public institutions.

VIII. Admission into some programs is subject to fulfilment of course prerequisites.

IX. The COVID-19 pandemic in Kenya and around the world has challenged the School into placing more and more programs on the e-learning platform, including programs that focus on the competency of health workers engaged in the fight against the pandemic and frontline officers in other professions.

X. Consultations with the Ministry of Health has resulted in establishment of measures that enhance health and safety of course participants.

XI. Training dates for all programs may be as far as possible scheduled to suit client convenience.

XII. Enrolment in all training programs is open. More information may be obtained at www.eldi.ksg.ac.ke/

| CODE | PROGRAM | DURATION | RECOMMENDED CATEGORY OF STAFF | CAMPUS | DATES | COST Nonresidential VAT inclusive. |
|------|---------|----------|-------------------------------|--------|-------|-------------------------------------|
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| PMS | **Performance Management Systems** | 2 Weeks | Managers in the public and private sectors across all functions | eLDi | **2024** Mar 4 -8 | Kshs. 75,400 |
| FAEP | **Facilitation Approaches for e-Learning programs (**Online) | 5 Weeks | Officers in education and training who intend to tutor in online programs | eLDi | **2023** Oct 9 – Nov 10 **2024** Apr 22 -May 24 | Kshs. 75,400 |
| DDEP | **Designing and Developing e-learning Programs** (Face to face) | 2 Weeks | Officers working in ICT or Training departments who intend to become proficient in eLearning course production. | eLDi | **2023** Nov 6 – 17 **2024** May 27 – Jun 7 | Kshs. 75,400 |
| PAM | **Payroll Administration Management** | 2 Weeks | County Officers in HR | eLDi | **2023** Sep 25 - Oct 6 Nov 27 – Dec 8 **2024** Feb 5 - 16 | 75,400 |
| PAD | **Payroll Administration for Directors** | 3 Days | Human Resource Directors and Senior Managers | eLDi | **2024** Jun 4- 5 | 24,360 |
| AED | **Advanced Excel for 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. | eLDi | **2023** Oct 16 – 20 **2024** Mar 25 -29 May 27 - 31 | Kshs. 40,600 |
| DME | **Monitoring and Evaluation for Projects** | 2 Weeks | All public officers responsible for project management | eLDi | **2024** Jun 17 - 28 | Kshs. 75400 |
| CSC | **Cyber Security** | 1 Week | Information technology professionals in National and County Governments and private sector handling information Security | eLDi | **2023** Sept 18 -22 Oct 23 -27 **2024** Feb 26 – Mar 2 | Kshs. 52, 200 |

| | | | | | Apr 1 -5 | |
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| ISSM | **Information System Security** | 1 Week | HR Officers, Procurement Officers, Accountants, Auditors, and all officers who need to secure information they handle. | eLDi | **2023** <br> Nov 20 – 24 <br> **2024** <br> May 6 - 10 | Kshs. 40,600 |
| ISMS | **Information Security Management System- (ISMS)** | 1 Week | Implementers of ISO27001:2013, HR & Administration, Finance & ICT officers. | eLDi | **2023** <br> Oct 9 -13 <br> **2024** <br> Jun 3- 7 | Kshs. 40,600 |
| ERM | **Electronic Records Management** | 3 Weeks | Records and information management officers who include officers working in accounts, stores, registry, personnel and library | eLDi | **2023** <br> Jul 31 – Aug 18 <br> **2024** <br> Jan 29 – Feb 16 | Kshs. 78,300 |
| KMC | **Knowledge Management** | 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 | eLDi | **2023** <br> Sept 18 – 22 <br> **2024** <br> Mar 25 -29 <br> Apr 8 - 12 | Kshs. 40,600 |
| DPA | **Data Processing and Analytics** | 2 Weeks | Statisticians, Analysts, Auditors & Economists | eLDi | **2023** <br> Dec 4 – 8 <br> **2024** <br> May 27 - 31 | Kshs. 75,400 |
| DPP | **Data Protection** | 1 Week | Officers involved in personal data management including officers working in data protection, records management, human resource, ICT, finance, customer relations, legal and security. | eLDi | **2023** <br> Sept 11 – 15 <br> Oct 30 -Nov 3 <br> Nov 23-Dec 3(online) <br> **2024** <br> Mar 4 – 8 <br> Apr 8 -19 Online <br> May 13 - 17 | Kshs. 31,900 |
| FMWB | **Financial Management for Project Accountants Implementing Government and World** | 2 Weeks | Project accountants, finance managers with less than three years' experience in a government project financed by the World Bank Project | eLDi | **2023** <br> Aug 21 – Sept 1 <br> Nov 13 – 24 <br> **2024** | Kshs. 87, 000 |

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| | Bank Funded projects | | | | | Mar 11 - 22 | |
| AFWB | 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 | **2024** May 13 - 24 | | Kshs. 87, 000 |
| IAIE | Integrated Financial Management Information System for AIE Holders | 3 days | Accounting Officers in National and County Government including CECs, Chief Officers and Clerks of Assembly | eLDi | **On Request** | | |
| IHP | Integrated Financial Management Information System Hyperion Planning & Budgeting | 1 Week | Finance, Planning and Budgeting Officers in National and County Government | eLDi | **On Request** | | |
| IAC | Integrated Financial Management Information System for Accountants | 1 Week | Officers managing cash, accounts and general ledger in National and County Government | eLDi | **On Request** | | |
| IPO | Integrated Financial Management Information System for Procurement Officers | 1 Week | Procurement and supply chain officers in National and County Government | eLDi | **On Request** | | |
| IAO | Integrated Financial Management Information System for Auditors | 1 Week | Auditors working on IFMIS in National and County government | eLDi | **On Request** | | |
| ICO | Integrated Financial Management Information System for ICT Officers | 1 week | ICT Officers working on IFMIS in National and County Government | eLDi | **On Request** | | |

Detailed information about the programs can be accessed at KSG website: **www.ksg.ac.ke**

**For more Information**

| Contact us |
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| KSG - eLDi |
| Admissions Office<br><br>Kenya School of Government- eLearning & Development Institute<br><br>P.O. Box 30627 00100, Lower Kabete, Kenya<br><br>Tel: 020-3535873/4<br><br>+254-728-606991<br><br>Email: admissions.eldi@ksg.ac.ke /info.eldi@ksg.ac.ke/ |

**APPLICATION PROCEDURE**

Once you identify a course convenient for you based on the pre-qualifications given on the target group, apply through the website. The link to the application portal is: http://41.89.60.50:7078/Account/Login

Create an account and you shall immediately receive a link in your inbox, also check in your spam folder as the confirmation link is sometimes saved in the spam folder. Click the link sent to your email and apply for the course, Campus select eLDi and select the dates convenient to you.

After a successful application, a proforma invoice is generated automatically from the system and saved on your portal, where you made the application. Print the proforma invoice from your participant portal, we shall then verify your details and then process your offer letter.

**Charges for customized trainings apply as follows:**

1. Kshs,120,000 per day for if the participants choose to have their own class and are less than 35 in number- tax exclusive
2. Kshs. 3,500 per person per day if the participants choose to have their own class and are more than 35 in number - tax exclusive
3. If the training is in KSG, there will be extra charges for either:
   - Accommodation; (Kshs. 6,000 per night per person- tax exclusive) or
   - Conference package (Kshs. 2,000 per person per day- tax exclusive)
4. If the training is out of KSG, other training administrative charges will be included. (Transport and accommodation charges for the facilitators as per the SRC recommended rate.)

**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

## CONSULTANCIES

Kshs. 120,000 per day for consultancies (tax exclusive) for participants less than 35 pax.

Other administrative charges will be included as per agreement

If the consultancy is out of KSG, charges will be included such as the transport and accommodation charges for the consultants as per the SRC recommended rate.

A well-equipped Gym at the KSG Lower Kabete campus

## Contact us

### KSG - eLDi

Admissions Office

Kenya School of Government- eLearning & Development Institute

P.O. Box 30627 00100, Lower Kabete, Kenya

Tel: 020-3535873/4

+254-728-606991

Email: [admissions.eldi@ksg.ac.ke](mailto:admissions.eldi@ksg.ac.ke) / [info.eldi@ksg.ac.ke/](mailto:info.eldi@ksg.ac.ke)