



KENYA SCHOOL OF GOVERNMENT
eLearning & Development Institute



2025 /2026 TRAINING CALENDAR

KSG - Empowering the Public

eLEARNING AND DEVELOPMENT INSTITUTE (eLDi)

The Kenya School of Government is an ISO 9001:2015 certified institution that provides capacity building programs for the Public Service through training, research, consultancy and advisory services. The School seeks to facilitate acquisition of wider and deeper knowledge about social and economic issues of national, regional and global concern beyond development of skills and competencies in the respective courses and areas of specialization. This goal is achievable through public lectures, seminars, and conferences services to both National and County governments, private sector players as well as those from the Non-Governmental Organizations (NGOs).

To deliver on the mandate, the School has strategically located campuses across the country including at Lower Kabete, Baringo, Embu, Matuga, and Mombasa. The eLearning and Development Institute (eLDi) is located in the serene environs of Lower Kabete from where it offers a blend of e-Learning as well as face-to-face programs. The Institute is equipped with state-of-the-art 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 has a satellite hub in the Mombasa Campus.

The Institute is renowned for quality programs in eLearning, ICT and knowledge management that are delivered using the latest technological platforms. We are 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.

The Institute has assembled well thought out programs, indicated below, geared to address knowledge gaps among public and private officers seeking to resolve twenty-first century challenges that hinder excellent service delivery.

CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	INSTITUTE	DATES	COST
eLEARNING AND ICT PROGRAMS						Non-residential VAT inclusive
FOP	Facilitation of Online Programs	5 Weeks	Officers in education and training who intend to tutor in online programs	eLDi	<u>2025</u> Nov 3 – Dec 5, May 4 -Jun 5	Kshs.91,800
DDEP	Designing and Developing e-learning Programs (Face to face)	10 Days	Officers working in ICT or Training departments who intend to become proficient in eLearning course production.	eLDi	<u>2025</u> Oct 6 - 17 <u>2026</u> June 8 -19	Kshs.91,800
PAM	Payroll Administration Management	10 Days	Human Resource Officers and Payroll Management Officers in National and County Government entities	eLDi	On Request	
PAD	Payroll Administration for Directors	3 Days	Human Resource Directors and Senior Managers in National and County Government entities	eLDi	On Request	
AED	Advanced Excel for Data Modelling	5 Days	Managers/ officers who need to improve their office productivity in MS Excel for enhanced reporting, data analysis and use of formulas and functions.	eLDi	<u>2025</u> Aug 18 - 22 Oct 27 - 31 <u>2026</u> Feb 23 - 27 Apr 13-17	Kshs. 46,700

			management			
CSC	Cyber Security	5 Days	Information Technology (IT) professionals in National and County Governments and the private sector handling information Security	eLDi	<u>2025</u> Aug 18 - 22 <u>Oct 27 - 31</u> <u>2026</u> Feb 23 - 27 Apr 13-17	Kshs. 46,700
ISS	Information System Security	5 Days	Non-technical ICT officers who include HR, Procurement, Administration, Accountants, Auditors, and other specialized areas who need to secure information they handle.	eLDi	<u>2025</u> Nov 3- 7 <u>2026</u> Mar 9-13	Kshs. 46,700
DSD	Digital Skills Development	10 Days	Officers in public service who use digital devices and tools to offer services in their daily operations.	eLDi	<u>2025</u> Aug 11-22 <u>2026</u> Jan 19-30	91,800
ISMS	Information Security Management System- (ISMS)	5 Days	Implementers of ISO27001:2013, HR & Administration, Finance & ICT officers.	eLDi	<u>2026</u> May 25 - 29	Kshs. 46,700
ERM	Electronic Records Management	3 Weeks	Records and information management officers who include officers working in accounts, stores, registry, personnel and library	eLDi	<u>2025</u> 28 Jul – Aug 15 <u>2026</u> 26 Jan -13 Feb	Kshs. 99,900

KMC	Knowledge Management	5 Days	Officers in human resource, communication, information, library, knowledge management, ICT and those who manage knowledge in National and County Government entities and	eLDi	<u>2025</u> Sept 15 - 19 Nov 3- 7 <u>2026</u> Feb 23 - 27 April 20-24	Kshs. 46,700
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			non-state actors			
DPA	Data Processing and Analytics	5 Days	Officers who require data analytics to inform decision-making including Statisticians, Analysts, Auditors & Economists	eLDi	<u>2025</u> Sept 22 - 26 <u>2026</u> June 22-26	Kshs. 46,700
DPP	Data Protection program	5 Days	Officers involved in personal data management including officers working in data protection, records management, human resource, ICT, finance, customer relations, legal and security.	eLDi	<u>2025</u> Aug 11 - 15 Oct 27 - 31 <u>2026</u> Feb 23 – 27 May 11 - 15	Kshs. 46,700
DPPO	Data Protection - Online	10 Days	Officers involved in personal data management including officers working in data protection, records management, human resource, ICT, finance, customer relations, legal and security.	eLDi	<u>2025</u> Nov 24 -Dec 5 <u>2026</u> Apr 13 – 24	Kshs. 31,322
FMDP	Financial Management for Government & World Bank funded Devolved Projects	5 Days	Project accountants and finance managers working within the Kenyan Devolved System for government projects funded by the World Bank.	eLDi	<u>2025</u> Sept 1 – 5 Oct 13 – 17 Dec 1 -5 <u>2026</u> Feb 9 – 13 Mar 23 – 27 Jun 22 - 26	Kshs. 46,700
FMWB	Financial Management for Project Accountants Implementing Government and World Bank Funded projects	10 Days	Project accountants, finance managers with less than three years' experience in a government Project financed by the World Bank Project	eLDi	<u>2025</u> Aug 18 – 29 Nov 10 -21 <u>2026</u> Mar 9 - 20	Kshs. 91,800

AFWB	Advanced Financial Management for Project Accountants Implementing Government and World	10 Days	Project accountants, finance managers with more than three years' experience in a government project financed by the World Bank Project	eLDi	<u>2026</u> May 11-22	Kshs. 91,800
DAIF	Digital & Artificial Intelligence Foundations in the Public Service	5 Days		eLDi	<u>2025</u> Aug 11-15	Kshs. 46,700
DAIA	Digital & Artificial Intelligence Application in the Public Service	10 Days		eLDi	<u>2025</u> Nov 10-21	Kshs. 91,800
DAIM	Digital & Artificial Intelligence for Management in the Public Service	10 Days		eLDi	<u>2026</u> Feb 9 – 20	Kshs. 91,800
TLDL	Transformational Leadership on Digital and AI Leadership in the Public Service	5 Days		eLDi	<u>2026</u> May 11-15	Kshs. 46,700

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	5 Days	Finance, Planning and Budgeting Officers in National and County Government	eLDi	On Request	
IAC	Integrated Financial Management Information System for Accountants	5 Days	Officers managing cash, accounts and general ledger in National and County Government	eLDi	On Request	
IPO	Integrated Financial Management Information System for Procurement Officers	5 Days	Procurement and supply chain officers in National and County Government	eLDi	On Request	
IAO	Integrated Financial Management Information System of Auditors	5 Days	Auditors working on IFMIS in National and County Government	eLDi	On Request	
ICO	Integrated Financial Management Information System for ICT Officers	5 Days	ICT Officers working on IFMIS in National and County Government	eLDi	On Request	
EGPS	Electronic Government Procurement for Suppliers	5 Days	Suppliers	eLDi	On Request	
EGPE	Electronic Government Procurement Executive Program	3 Days	Accounting Officer, Heads of Departments / Directorates	eLDi	On Request	

EGPA	Electronic Government Procurement: Administration and Planning	10 Days	Heads of Supply Chain Management, Supply Chain Management Officers & Technical Officers	eLDi	On Request	
EGPB	Electronic Government Procurement for Budget/Finance Officers		Finance / Budget Officers from State Corporations and Parastatals	eLDi	On Request	
EGPT	Electronic Government Procurement e- Tendering	10 Days	Heads of Supply Chain Management, Supply Chain Management Officers & Technical Officers	eLDi	On Request	
EGPC	e-GP System: e-Contract management	10 Days	Heads of Supply Chain Management, Supply Chain Management Officers & Technical Officers	eLDi	On Request	
EGPF	Electronic Government Procurement for Financial Institutions.	3 Days	Banks / Financial Institutions / Insurance companies	eLDi	On Request	

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

For more Information

Contact us

KSG - eLDi

Admissions Office

Kenya School of Government- eLearning & Development Institute

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Email: admissions.eldi@ksq.ac.ke /info.eldi@ksq.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, 118,000 per day for if the participants choose to have their own class and are less than 25 in number- tax exclusive
2. Kshs. 4,722 per person per day if the participants choose to have their own class and are more than 25 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. 177,000 per day for consultancy day (tax inclusive).

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

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