



KENYA SCHOOL OF GOVERNMENT
eLearning & Development Institute



2024 /2025 TRAINING CALENDAR

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>2024</u> Oct 7 – Nov 8 <u>2025</u> Apr 14 -May 16	
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>2024</u> Nov 4 – 15 <u>2025</u> May 19 - 30	Kshs.91,800
PAM	Payroll Administration Management	10 Days	Human Resource Officers and Payroll Management Officers in National and County Government entities	eLDi	<u>2024</u> Sept 9 – 20 Nov 25 – Dec 6 <u>2025</u> Feb 3 - 14	Kshs. 91800
PAD	Payroll Administration for Directors	3 Days	Human Resource Directors and Senior Managers in National and County Government entities	eLDi	<u>2024</u> Sept 30 – Oct 4 <u>2025</u> June 2 - 6	
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>2024</u> Sept 16 -20 Oct 14 – 18 <u>2025</u> Mar 17 - 21	Kshs. 46,700
DME	Digital Monitoring and Evaluation for Projects	10 Days	All officers responsible for project management who want to improve their digital competencies in project	eLDi	On Request	

			management			
CSC	Cyber Security	5 Days	Information Technology (IT) professionals in National and County Governments and the private sector handling information Security	eLDi	<u>2024</u> Oct 21 – 25 <u>2025</u> Feb 24 - 28	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>2024</u> Nov 18 - 22 <u>2025</u> Feb 17 - 21	Kshs. 46,700
ISMS	Information Security Management System- (ISMS)	5 Days	Implementers of ISO27001:2013, HR & Administration, Finance & ICT officers.	eLDi	<u>2025</u> Mar 24 - 28	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>2024</u> July 29 – Aug 16 <u>2025</u> Jan 27 – Feb 14	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>2024</u> Sept 2 – 6 Nov 25 – 25 <u>2025</u> Mar 24 – 28 June 9 – 13	Kshs. 46,700

			non-state actors			
DPA	Data Processing and Analytics	10 Days	Officers who require data analytics to inform decision-making including Statisticians, Analysts, Auditors & Economists	eLDi	<u>2024</u> Sept 23 – 27 <u>2025</u> May 26 - 30	Kshs. 46,700
DPP	Data Protection	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>2024</u> Aug 12 – 16 Oct 28 – Nov 1 <u>2025</u> Feb 17 – 21 May 12 - 16	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>2024</u> Sept 16 – 27 <u>2025</u> Jun 17 - 28	Kshs. 31,322
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>2024</u> Aug 19 – 30 Nov 11 – 22 <u>2025</u> Mar 3 -14	Kshs. 87,000
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>2025</u> May 5 - 16	Kshs. 87,000

	Bank Funded Projects					
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	

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

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

Tel: 020-3535873/4

+254-728-606991

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@ksq.ac.ke / info.eldi@ksq.ac.ke