KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service

BARINGO CAMPUS PROSPECTUS

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 School boasts of experienced, cultured and well trained dons, researchers and consultants in various disciplines in tandem with programs.

Baringo Campus is located in Kabarnet town in the Rift Valley from where it serves the Rift Valley, Western and Nyanza regions. The Campus can be accessed through Nakuru (about l40kms) or Eldoret (about 90kms) using public or private transport. From Nakuru to Baringo Campus, vehicles take B4 north-bound road towards Marigat which is about 95 kilometres away. Shortly before Marigat town, Kabarnet town is accessed using the left turn off to drive on through the scenic Tugen Hills for about 38 kilometres. From Eldoret, vehicles take the Eldoret-Iten road through Tambach and across Kerio Valley to Kabarnet town.

Baringo Campus is situated in a scenic environment suitable for tourism including Lake Bogoria where visitors can experience boiling geothermal pools, hot springs, steam jets and a section of Kenya's wild animals including flamingos. Then, there is Lake Baringo which offers fascinating boat rides to view the aquatic life mainly hippos, crocodiles and fish eagles. Baringo Campus offers a holistic banquet scheduled and tailor made courses delivered by the experienced faculty. The programs are segmented to cater for all cadres of officers in the public service and the private sector on competitive rates as indicated in the following prospectus for 2019/2020.

CODE	PROGRAMME	DURATION	TARGET GROUP	DATES	COST
EXECUTIVE LEADERSHIP PROGRAMS					
SLDP (7 runs)	Strategic Leadership Development Programme	6 weeks	Officers in job group "N" and above or their equivalent who are in policy making and leadership roles and have undertaken the Senior Management Course.	July 5th - Aug 13th ,2021 Aug 16th – Sep 24th ,2021 Sep 27th - Nov 5th ,2021 Nov 8th – Dec 17th ,2021 Jan 17th – Feb 26th ,2022 March 7th – April 16th ,2022 April 25th – June 3rd 2022	152,000 Residential
MANAGEMENT DEVELOPMENT PROGRAMS					
SMC (11 runs)	Senior Management Course	4 weeks 8 Weeks	Officers responsible for managing resources in their organizations and are in job group 'K' and above or its equivalent.	5th to 30th July,2021 2nd to 27th August,2021 30th Aug to 24th Sep,2021 27th Sep to 22nd Oct,2021 25th Oct to 19th Nov,2021 22nd Nov to 17th Dec,2021 17th Jan to 11th Feb,2022 14th Feb to 11th March,2022 14th March to 8th April,2022 11th April to 6th May,2022 9th May to 3rd June, 2022	120,000 Residential

SPM (2 runs)	Strategic Planning and Management	1 week	Senior officers who require knowledge and skills in envisioning the "big picture" in the organization	Oct 11th – Oct 15th , 2021 March 14th – 18th , 2022	40,000 Residential
EVIM (1 run)	Ethics, Values and Integrity Development Program for Managers	3 Weeks	Officers responsible for managing resources in their organizations' and are in 'JG' L-P or its equivalent	March 7th – March,11th 2022	90,000 Residential
MSD (2 runs)	Management Course for Social Development Workers	4 weeks	Chiefs, Assistant Chiefs, Ward Administrators and other officers involved in social development work in national and county governments, NGOs and CBOs.	Feb 7th – March 5th , 2022 May 2nd –May 27th , 2022	112,000 Residential
SMT (2 runs)	Secretarial Management Training Course	4 weeks	Office administrators working for middle-level managers	Sept 6th – Oct 1st ,2021 May 2nd – May 27th 2022	112,000 Residential
DMS (2 runs)	Disaster Management Course	2 weeks	Officers involved in disaster monitoring, preparedness and management	Oct 11th – Oct 22nd ,2021 March 7th – March 18th ,2022	75,000 Residential
CMR (2 runs)	Conflict Management and Resolution Course	1 week	Ward Administrators, Administration officers and security officers	Oct 11th – Oct 15th ,2021 April 4th – April 8th ,2022	40,000 Residential
YLD (2 runs)	Young Leaders Development Program	1 week	Leaders from across universities & middle level colleges including elected, nominated & aspiring young leaders.	Oct 25th –Oct 29th ,2021 Jun 6th – June 10th ,2022	40,000 Residential
COMMUNICATION MANAGEMENT PROGRAMS					

PRCC (6 runs)	Public Relations & Customer Care	2 weeks	Public relations practitioners including front office staff, secretaries and personal assistants in the Public Service, private sector and Non-governmental Organizations (NGOs)	6th to 17th Sep,2021 18th to 29th Oct,2021 6th to 17th Dec,2021 17th to 28th Jan, 2022 14th to 25th March,2022 9th to 20th May,2021	75,000 Residential
CMW (2 runs)	Conduct of Meetings and Minute Writing Course	1 week	Officers whose portfolios entail chairing or taking minutes in meetings	14th to 18th March,2022 6th to 10th June,2022	40,000 Residential
RWC (2 runs)	Report Writing Course	1 week	Officers involved in preparation of reports	Oct 11th –Oct 15th ,2021 April 11th – April 15th ,2022	40,000 Residential
PEM (2 runs)	Protocol, Etiquette and Event Management Course	1 week	Officers involved in management of events, programs, communication and protocol	Nov 8th –Nov 12th ,2021 April 11th – April 15th ,2022	40,000 Residential
EBP (2 runs)	Executive Board Paper Writing Course	1 week	Officers in the public service and private organizations directly involved in production of Board Papers	Nov 8th –Nov 12th ,2021 May 23rd – May 27th ,2022	40,000 Residential
SUPERVISORY SKILLS DEVELOPMENT PROGRAMS					
SSD (7 runs)	Supervisory Skills Development Course	2 weeks	Officers in supervisory roles who are accountable for performance	5th to 16th July,2021 9th to 20th August,2021 11th to 22nd Oct,2021 14th to 25th Feb,2022 14th to 25th March,2022 16th to 27th May,2022 13th to 24th June,2022	75,000 Residential

SMS (2 runs)	Supervisory Management Skills Course	4 weeks	Supervisors in JG "G" and above or equivalent	Oct 4th – Oct 29th ,2021 March 7th – April 1st ,2022	112,000 Residential
AOT (2 runs)	Administrative Officers Training	2 weeks	Administrative Officers who have completed the induction course and have served for a minimum of six (6) months in the service	Oct 11th – Oct 22nd ,2021 March 7th – March 18th ,2022	75,000 Residential
OAS (2 runs)	Office Administrative Skills Course	2 weeks	Office Administrators , Clericals officers, Officers in the Transport Unit and Front Office Staff	Oct 11th – Oct 22nd ,2021 March 7th – March 18th ,2022	75,000 Residential
RMC (2 runs)	Records Management	2 weeks	Officers handling Records	Oct 11th – Oct 22nd ,2021 March 7th – March 18th ,2022	75,000 Residential
PCC (2 runs)	Proficiency training for Clerical Officers	2 weeks	Officers intending to sit for Proficiency Examination for Clerical Officers	Oct 11th – Oct 22nd ,2021 March 7th – March 18th ,2022	75,000 Residential
SEC (3 runs)	Skills Enhancement Course	1 week	Officers in Job Group 'A' to 'G'	Oct 11th – Oct 15th ,2021 Feb 7th – Feb 11th ,2022 April 11th – 15th April,2022	40,000 Residential
RPC (2 runs)	Retirement Planning Course	1 week	All employees with an interest in planning for retirement and making informed decisions about it.	Oct 11th – Oct 15th ,2021 Feb 7th – Feb 11th ,2022	40,000 Residential
EVIT (2 Runs)	Ethics, Values and Integrity Development Program for Technical Officers	3 Weeks	Public Officers from 'JG' A-K or its equivalent	Oct 11th – Oct 29th ,2021 March 7th – March 29th ,2022	90,000 Residential
HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMS					
SHR (2 runs)	Strategic Human Resource Management & Development Course	3 weeks	Directors and heads of departments across all functions	Oct 11th – Oct 29th ,2021 March 7th – March 29th ,2022	90,000 Residential

HRA (2 runs)	Human Resource Advisory Committee Course	1 week	Members of Ministerial, County and HR Advisory Committees, Staff Advisory Committee Members	Oct 11th – Oct 15th ,2021 Feb 7th – Feb 11th ,2022	40,000 Residential
HRM (2 runs)	Human Resource Management & Development Course	1 week	Strategic managers across all functions in the national, County Governments and State Corporations	Oct 11th – Oct 15th ,2021 Feb 7th – Feb 11th ,2022	40,000 Residential
PMS (2 runs)	Performance Management Systems Course	2 weeks	Managers in the public sector across all functions	Oct 11th – Oct 22nd ,2021 March 7th – March 18th ,2022	75,000 Residential
FINANCIAL AND PROCUREMENT MANAGEMENT PROGRAMS					
ARA (2 runs)	Audit and Risk Assurance Training	1 week	Heads of Audit and internal auditors	Oct 11th – Oct 15th ,2021 Feb 7th – Feb 11th ,2022	40,000 Residential
PPCM (2 runs)	Public Procurement and Contract Management Course	1 week	Public procurement practitioners at national and county government levels; members of national public procurement offices, tender boards and evaluation committees; procurement trainers; procurement and financial auditors; probity advisers; staff of Civil Society Organizations.	Oct 11th – Oct 15th ,2021 Feb 7th – Feb 11th ,2022	40,000 Residential
ICT PROGRAMS					
BCM (2 runs)	Basic Computer Maintenance and Security Course	2 weeks	ICT officers in the public service	Oct 11th – Oct 22nd ,2021 March 7th – March 18th ,2022	75,000 Residential

COUNTY SPECIFIC CAPACITY DEVELOPMENT PROGRAMS					
CODE	**PROGRAMME**	**DURATION**	**TARGET GROUP**	**DATES**	**COST**
ICEC	Induction Program for County Executive Committee (CEC) members	1 week	Newly employed County Executive Committee Members	On arrangement with clients	40,000 Residential
ICCO	Induction program for County Chief Officers	1 week	Newly employed Chief Officers	On arrangement with clients	40,000 Residential
IMCA	Induction program for members of County Assembly (MCAs)	1 week	Elected or Nominated Members of County Assembly and County Assembly Clerks	On arrangement with clients	40,000 Residential
ICD	Induction program for County Government Directors	1 week	Newly employed Directors	On arrangement with clients	40,000 Residential
ICA	Induction program for County Administrators	2 weeks	Newly employed Ward Administrators	On arrangement with clients	75 000 Residential
ICPS	Induction program for County Public Service Boards (CPSB)	1 week	Newly employed CPSB Members	On arrangement with clients	40,000 Residential
ICAC	Induction Program for County Assembly Committees	1 week	Newly appointed Committee Members	On arrangement with clients	40,000 Residential
CPB	County Planning Course	1 week	County Officers who play a leading role in the formulation, implementation and evaluation of county development plans, Programs and projects	On arrangement with clients	
CRME	County Results Based Monitoring and Evaluation Course	1 week	Officers involved in project development and management including: departmental heads, planners, project coordinators and managers	On arrangement with clients	40,000 Residential
CLC	County Leadership Course	1 week	Senior officers in the county government	On arrangement with clients	40,000 Residential

CHR	County Human Resource Development and Management Course	1 week	Senior officers in the county government	On arrangement with clients	40,000 Residential
CPM	County Performance Management Course	1 week	Heads of Departments and Heads of Sections	On arrangement with clients	40,000 Residential

OTHER PROGRAMS OFFERED					
CODE	**PROGRAMME**	**DURATION**	**TARGET GROUP**	**DATES**	**COST**
TOT	Training of Trainers	2 weeks	Trainers, training managers, members of training committees, human resource officers and community officers	On arrangement with clients	75,000 Residential
PSI	Public Service Induction Program	4 weeks	Newly employed officers in the public service for National and County Governments, independent commissions and state corporations	On arrangement with clients	112,000 Residential
RES	Revenue Enhancement Skills	1 week	Officers in the organizations charged with Revenue generation, collection, sourcing, and negotiation	On arrangement with clients	40,000 Residential

NOTES:

A. TRAINING CONSULTANCIES CHARGES

1. Kshs 120,000 per day for facilitation if the participants are less than 20 in number.
2. Kshs 3,500 – 5,000 per person per day, depending on the program, if the participants are more than 20 in number.
3. If the training is at KSG, there will be extra charges for either:
   i. Accommodation; or
   ii. 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:

i. The number of days for the training.
ii. The number of participants to be trained.
iii. The location for the training.

C. APPLICATION PROCEDURE

All courses are open to participants from national and county governments, private, and Non-Goverrntal Organizations (NGOs). Applications are done online through the School website: www.ksg.ac.ke or email requests to the campus admissions office: admission.baringo@ksg.ac.ke

D. PAYMENT DETAILS

The course fee should be paid to the Kenya School of Government, Baringo Campus Account named below, **after obtaining an admission letter and pro-forma invoice.**

Kenya Commercial Bank, Kabarnet
A/C No. 1145978851 (KSH)
A/C No. 1145978932 (USD)
ELECTRONIC IFMIS 410464
MPESA on PayBill Business No. 522123 Ac/no. 20428K

NB: indicate Name & Service Type you are paying for.

E. CONTACTS:

For more information on the courses visit the website through www.ksg.ac.ke or **contact:**

KSG BARINGO
Admission Office **Kenya School of Government** **P.O Box 91 - 30400** **Kabarnet** **Tel: 053-22056/22325/0734055998** **Email: admission.baringo@ksg.ac.ke**