

KENYA INSTITUTE OF ADMINISTRATION



TRAINING PROGRAMMES FOR THE PERIOD JULY 2010 – JUNE 2011

Applications are invited for the following Programmes:

PROGRAMME	DESIGNED FOR	DATES 2010/2011
MANAGEMENT COMMUNICATION AND PERSONAL DEVELOPMENT		
1. CONDUCT OF MEETINGS AND MINUTE WRITING	Managers/Officers whose portfolios entail chairing or taking minutes	26 – 30 July 2010 13 – 17 Sept 2010 25 – 29 October 2010 7 – 11 Feb 2011 16 – 20 May 2011
2. PUBLIC RELATION AND CUSTOMER CARE COURSE	Public relations practitioners in the Public Service	5 – 16 July 2010 2 – 13 August 2010 27 Sept – 8 Oct 2010 15 – 26 Nov 2010 2 – 13 May 2011
3. REPORT WRITING COURSE	Managers/Officers who produce reports as part of their responsibilities	12 – 16 July 2010 23 – 27 Aug 2010 20 – 24 Sept 2010 1 – 5 Nov 2010 29 Nov – 3 Dec 2010 31 Jan – 4 Feb 2011 4 – 8 April 2011
LEADERSHIP AND PERFORMANCE MANAGEMENT TRAINING PROGRAMMES		
4. PERFORMANCE MANAGEMENT IN THE PUBLIC SERVICE COURSE	Managers, Section heads and team leaders	6 – 10 Sept 2010 25 – 29 April 2011
5. STRATEGIC LEADERSHIP DEVELOPMENT PROGRAMME	Senior Officers in the Public Service in 'JG' P and above	5 July - 13 August 2010 16 August – 24 Sept 2010 27 Sept – 5 Nov 2010 8 Nov – 17 Dec 2010 10 Jan – 18 Feb 2011 21 Feb – 1 April 2011 4 April – 13 May 2011 16 May – 24 June 2011
GOVERNANCE, ADMINISTRATION AND PUBLIC SECTOR MANAGEMENT PROGRAMMES		
6. SENIOR MANAGEMENT COURSE	Senior Managers who are responsible for making policy related decisions, managing resources in their organizations strategic operations and results areas, normally in 'JG' L,M,N	5 – 30 July 2010 9 Aug – 3 Sept 2010 13 Sept – 8 Oct 2010 18 Oct – 12 Nov 2010 27 Nov – 17 Dec 2010 10 Jan – 4 Feb 2011 14 Feb – 11 March 2011 21 March – 15 April 2011 25 April – 20 May 2011 30 May – 24 June 2011
INFORMATION TECHNOLOGY AND MANAGEMENT PROGRAMMES		
7. STATISTICAL PACKAGE FOR SOCIAL SCIENTISTS	Middle level managers in the Public, private and NGO sectors who have basic computer skills and a statistical background	13 – 17 Sept 2010 28 Feb – 4 March 2011 30 May - 3 June 2011
8. COMPUTER APPLICATION SKILLS FOR MANAGERS	Managers who have little or no computer knowledge and skills, but their responsibilities include data and information management	2 – 20 August 2011 11 – 29 April 2011

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9. COMPUTER BASED RECORDS MANAGEMENT	Officers charged with the responsibility of managing records	19 July – 6 August 2010 11 – 29 Oct 2010 22 Nov – 10 Dec 2010 17 Jan – 4 Feb 2011 14 March – 1 April 2011 9 – 27 May 2011
FINANCIAL MANAGEMENT PROGRAMMES		
10. PUBLIC PROCUREMENT MANAGEMENT COURSE	All officers and managers involved in procurement	20 – 24 Sept 2010 1 – 5 Nov 2010 13 – 17 Dec 2010 18 – 22 April 2011
11. FRAUD INVESTIGATION AND PREVENTION SEMINAR	Law Enforcement Agents, Internal auditors, treasurers, accountants and fund managers in all sectors of economy	30 Aug – 3 Sept 2010 8 – 12 Nov 2010 7 – 11 March 2011
ENVIRONMENTAL GOVERNANCE AND MANAGEMENT OF PROJECTS PROGRAMMES		
12. ENVIRONMENT IMPACT ASSESSMENT AND AUDIT	Project Managers/Planners/Decision makers and specialist at Environmental authorities, Lead agencies, people in industry and environmental organizations using EIA to identify and monitor environmental impact of policies, plans, programmes and projects	6 Sept – 1 Oct 2010 15 Nov – 10 Dec 2010 14 March – 8 April 2011 23 May – 17 June 2011
13. PROJECT PROPOSAL DEVELOPMENT WORKSHOP	Officers/Managers/Coordinators/Administrators/Directors involved in planning development programmes and projects and writing proposals	26 – 30 July 2010 11 – 15 Oct 2010 14 – 18 Feb 2011 6 – 10 June 2011
14. PROJECT PLANNING AND MANAGEMENT	Project managers, Agricultural officers, Engineers, Architects, Surveyors, Economist, planners and other professionals involved in project management	2 – 20 Aug 2010 4 – 22 Oct 2010 31 Jan – 18 Feb 2011 2 – 20 May 2011
TRAINING AND DEVELOPMENT PROGRAMMES		
15. TRAINING OF TRAINERS	Trainers, training managers, community workers and personnel officers	26 July – 6 Aug 2010 30 Aug – 10 Sept 2010 11 – 22 Oct 2010 28 Feb – 11 March 2011 18 – 29 April 2011
MANAGEMENT AND DEVELOPMENT PROGRAMMES		
16. ADVANCED MANAGEMENT COURSE FOR SECRETARIES	Personal Secretaries working for Chief Executive, Managers, PS's, Ministers	8 – 26 Nov 2010 7 – 26 Feb 2011 23 May – 10 June 2011
17. SECRETARIAL MANAGEMENT TRAINING	Secretaries working for middle and senior managers	5 – 23 July 2010 23 Aug – 10 Sept 2010 4 – 22 Oct 2010-04-03 22 Nov – 10 Dec 2010 10 – 28 Jan 2011 21 Feb – 11 March 2011 11 – 29 April 2011 30 May – 17 June 2011
18. PUBLIC PROSECUTION COURSE	Fisheries officers, auditors, immigration officers and all officers whose duties include enforcement of various laws	16 Aug – 10 Sept 2010 15 Oct – 19 Nov 2010 14 March – 8 April 2011
19. SUPERVISORY SKILLS DEVELOPMENT COURSE	Supervisors who are in-charge and accountable for sections and unit performance	19 – 30 July 2010 11 – 22 Oct 2010 31 Jan – 11 Feb 2011 18 – 29 April 2011

Other Training Programmes Available on Demand;

- Effective Communication for Managers
- Corporate Speech Writing
- Training Needs Assessment and Programme Design
- Managing the Training Function
- Project Development, Implementation and Management
- Advanced Financial Management
- Managing Donor Funds
- Public Expenditure Management
- Financial Monitoring and Evaluation
- Debt Collection and Credit Management
- Audit Management
- Staff Performance Appraisal
- Induction Courses for Public Service Entrants
- Performance Contracting Course
- Information and Communication Technology Seminar for Top Managers

NOTE:

1. Confirmation should be done by paying at least 2 weeks before the course starts
2. Applications and nominations can be done online, by fax or through the post
3. The above programmes can be customized for single clients
4. Courses can be conducted at venues of the clients choice

CONTACT:

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49 YEARS OF TRAINING FOR NATIONAL DEVELOPMENT

OUR MISSION: