

# KENYA INSTITUTE OF ADMINISTRATION



**TRAINING PROGRAMMES FOR THE PERIOD  
JULY 2011 – JUNE 2012**  
Applications are invited for the following Programmes:



| PROGRAMME   | DESIGNED FOR   | DATES 2011/2012  |
|---|--|--|
| <b>MANAGEMENT COMMUNICATION AND PERSONAL DEVELOPMENT</b>                  |  |  |
| 1. CONDUCT OF MEETINGS AND MINUTE WRITING                                 | Managers/Officers whose portfolios entail chairing or taking minutes   | 4 – 8 July 2011<br>19 – 23 Sept 2011<br>21 – 25 November 2011<br>6 – 10 Feb 2012<br>14 – 19 May 2012   |
| 2. PUBLIC RELATION AND CUSTOMER CARE COURSE                               | Public relations practitioners in the Public Service   | 18 – 29 July 2011<br>26 Sept – 7 Oct 2011<br>20 Feb– 2 March 2012<br>2 – 13 May 2012   |
| 3. REPORT WRITING COURSE  | Managers/Officers who produce reports as part of their responsibilities  | 11 – 15 July 2011<br>10 – 14 Oct 2011<br>12 – 16 March 2012<br>21 – 25 May 2012  |
| 4. EXECUTIVE AND BOARD PAPER WITING COURSE                                | Managers/Officers who write and present reports to Boards and Cabinet  | 25 – 29 July 2011<br>3 – 7 Oct 2011<br>23 – 27 January 2012<br>4 – 8 June 2012   |
| <b>LEADERSHIP AND PERFROMANCE MANAGEMENT TRAINING PROGRAMMES</b>          |  |  |
| 5. STRATEGIC LEADERSHIP DEVELOPMENT PROGRAMME                             | Senior Officers in the Public Service in 'JG' P and above  | 11 <sup>th</sup> July – 19 <sup>th</sup> August 2011<br>22 <sup>nd</sup> August – 30 <sup>th</sup> September 2011<br>5 <sup>th</sup> September – 14 <sup>th</sup> October 2011<br>17 <sup>th</sup> October – 25 <sup>th</sup> November 2011<br>31 Oct – 9 Dec 2011<br>9 Jan – 17 Feb 2012<br>23 <sup>rd</sup> January – 2 <sup>nd</sup> March 2012<br>5 <sup>th</sup> March – 13 <sup>th</sup> April 2012<br>19 <sup>th</sup> March – 27 <sup>th</sup> April 2012<br>30 <sup>th</sup> April – 8 <sup>th</sup> June 2012<br>14 <sup>th</sup> May – 22 <sup>nd</sup> June 2012 |
| 6. TRANSFORMATIVE LEADERSHIP PROGRAMME                                    | For Top Managers in the Public Service in 'JG' Q and above   | 25 - 29 July 2011<br>31 Oct – 4 Nov 2011<br>27 Feb – 2 March 2012<br>21 - 25 May 2012  |
| 7. EXECUTIVE LEADERSHIP SEMINAR   | For Chief Executives and Top Managers in the Public Service in "JG□ R and above  | -  |
| <b>GOVERNANCE, ADMINISTRATION AND PUBLIC SECTOR MANAGEMENT PROGRAMMES</b> |  |  |
| 8. REGULAR 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    | 18 July – 12 Aug 2011<br>22 Aug – 16 Sept 2011<br>26 Sept – 21Oct 2011<br>7 Nov – 2 Dec 2011<br>9 Jan – 3 Feb 2012<br>6 Feb – 2 March 2012<br>5 March – 30 March 2012<br>2 April – 27 April 2012<br>30 April – 25 May 2012<br>28 May – 23 June 2012  |
| 9. SUBSIDIZED SENIOR MANAGEMENT COURSE                                    | Senior Managers who are responsible for making policy related decisions, managing resources in their organizations strategic operations and results areas, Normally Job Group L,M,N. | 25 July – 19 Aug 2011<br>29 Aug – 23 Sept 2011<br>3 – 28 Oct 2011<br>7 Nov – 2 Dec. 2011.  |

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| 10. PUBLIC POLICY   | Senior Managers who are responsible for formulation and implementation of public policy normally in „JG□ N and above.   | 25 - 29 July 2011<br>10 - 14 Oct 2011<br>13 - 17 Feb 2012<br>7 - 11 May 2012                     |
| 11. CORPORATE GOVERNANCE FOR BOARD MEMBERS                            | Newly appointed and continuing board members in the public sector.  | 8 - 12 August 2011<br>24 - 28 Oct 2011<br>13 - 17 Feb 2012<br>21 - 25 May 2012                   |
| <b>INFORMATION TECHNOLOGY AND MANAGEMENT PROGRAMMES</b>               |   |  |
| 12. STATISTICAL PACKAGE FOR SOCIAL SCIENTISTS                         | Middle level managers in the Public, private and NGO sectors who have basic computer skills and a statistical background  | 12 - 23 Sept 2011<br>6 - 17 Feb 2012<br>14 - 25 May 2012   |
| 13. COMPUTER APPLICATION SKILLS FOR MANAGERS                          | Managers who have little or no computer knowledge and skills, but their responsibilities include data and information management  | 8 - 26 August 2011<br>7 - 25 Nov 2011<br>6 - 24 Feb 2012   |
| 14. COMPUTER BASED RECORDS MANAGEMENT                                 | Officers charged with the responsibility of managing records  | 18 July - 5 August 2011<br>3 - 21 Oct 2011<br>16 Jan - 3 Feb 2012<br>14 May - 1 June 2012        |
| <b>FINANCIAL MANAGEMENT PROGRAMMES</b>                                |   |  |
| 15. PUBLIC SECTOR FINANCIAL MANAGEMENT COURSE                         | Officers in JG “L” and above  | 8 August- 2 Sept, 2011<br>7 Nov- 2 December 2011<br>20 Feb - 16 March 2012<br>4 - 29 June 2012   |
| 16. PUBLIC PROCUREMENT MANAGEMENT COURSE                              | All officers and managers involved in procurement   | 19 -23 Sept 2011<br>7 - 11 Nov 2011<br>5 - 9 Dec 2011<br>16 - 20 April 2012                      |
| 17. FRAUD INVESTIGATION AND PREVENTION SEMINAR                        | Law Enforcement Agents, Internal auditors, treasurers, accountants and fund managers in all sectors of economy  | 12 - 16 Sept 2011<br>21 - 25 Nov 2011<br>5 - 9 March 2012<br>21 - 25 May 2012                    |
| <b>ENVIRONMENTAL GOVERNANCE AND MANAGEMENT OF PROJECTS PROGRAMMES</b> |   |  |
| 18. 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 | 25 July - 12 Aug 2011<br>21 Nov - 9 Dec 2011<br>12 March - 30 March 2012<br>14 May - 1 June 2012 |
| 19. PARTICIPATORY PROJECT MONITORING AND EVALUATION                   | Officers and Managers charged with responsibility of Monitoring and Evaluation of development projects  | 18 -22 July 2011<br>10 - 14 Oct 2011<br>20 - 24 Feb 2012<br>11 - 15 June 2012                    |
| 20. PROJECT PLANNING AND MANAGEMENT                                   | Project managers, Agricultural officers, Engineers, Architects, Surveyors, Economist, planners and other professionals involved in project management   | 8 - 26 Aug 2011<br>14 Nov - 2 Dec 2011<br>23 Jan - 10 Feb 2012<br>30 April - 18 May 2012         |
| <b>TRAINING AND DEVELOPMENT PROGRAMMES</b>                            |   |  |
| 21. TRAINING OF TRAINERS  | Trainers, training managers, community workers and personnel officers   | 5 - 16 Sept 2011<br>13 - 24 Feb 2012<br>16 - 27 April 2012                                       |
| <b>MANAGEMENT AND DEVELOPMENT PROGRAMMES</b>                          |   |  |
| 22. EXECUTIVE SECRETARIAL COURSE                                      | Senior Secretaries working for Chief Executive, Managers, PS“s, Ministers and have undergone Secretarial Management training  | 7 - 25 Nov 2011<br>6 - 24 Feb 2012<br>14 May - 1 June 2012                                       |

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| 23. SECRETARIAL MANAGEMENT TRAINING       | Secretaries working for middle and senior managers   | 4 – 22 July 2011<br>22 Aug – 9 Sept 2011<br>3 – 21 Oct 2011<br>21 Nov – 9 Dec 2011<br>9 – 27 Jan 2012<br>20 Feb – 9 March 2012<br>9 – 27 April 2012<br>28 May – 15 June 2012 |
| 24. PUBLIC PROSECUTION COURSE             | Fisheries officers, auditors, immigration officers and all officers whose duties include enforcement of various laws | 8 Aug – 2 Sept 2011<br>10 Oct – 4 Nov 2011<br>12 March – 6 April 2012  |
| 25. SUPERVISORY SKILLS DEVELOPMENT COURSE | Supervisors who are in-charge and accountable for sections and unit performance                                      | 4 – 15 July 2011<br>15 – 26 Aug 2011<br>19 – 30 Sept 2011<br>7 – 18 Nov 2011<br>16 – 27 Jan 2012<br>12 – 23 March 2012<br>7 – 18 May 2012<br>18 – 29 June 2012               |

## Other Training Programmes Available on Demand;

- Performance Management in the Public Service Course
- Effective Communication for Managers
- Training Needs Assessment and Programme Design
- Managing the Training Function
- Project Development, Implementation and Management
- Managing Donor Funds
- Public Expenditure Management
- 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
- Talent Management
- Negotiation Skills
- Gender Mainstreaming
- Business Process Reengineering
- Public Private Partnership
- Public Records Administration Course
- MPA
- APA

### 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:

The Director,  
Kenya Institute of Administration  
P.O Box 23030-00604, Lower Kabete, NAIROBI-KENYA  
Telephone: 020-4182311  
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Email: [director@kia.ac.ke](mailto:director@kia.ac.ke) OR [info@kia.ac.ke](mailto:info@kia.ac.ke)  
Website: [www.kia.ac.ke](http://www.kia.ac.ke)

## 50 YEARS OF TRAINING FOR NATIONAL DEVELOPMENT

### OUR MISSION:

*“To improve service delivery in the public sector by offering quality Training, Research and Consultancy services in the Eastern Africa region.”*

### OUR VISION:

*“To be a model institution of excellence in management development and capacity building in the public sector”.*

*Training for National Development  
[www.kia.ac.ke](http://www.kia.ac.ke)*



# KENYA INSTITUTE OF ADMINISTRATION

## CHARGES FOR KIA PROGRAMMES



|          | <b>Programmes</b>   | <b>Duration</b>        | <b>Standard</b> | <b>Executive</b> | <b>Non-resident</b> |
|----------|---|------------------------|-----------------|------------------|---------------------|
| <b>1</b> | Strategic Leadership Development Programme and Senior Management Course | 6 weeks & 4 weeks res. | 137,460         | 167,620          | 75,980              |
| <b>2</b> | Environmental Impact Assessment (EIA)                                   | 3 weeks                | 109,620         | 131,660          | 65,280              |
| <b>3</b> | Disaster Management   | 1 week                 | 31,900          | 37,700           | 19,720              |
| <b>4</b> | 4 weeks programme   | 4 weeks                | 136,880         | 167,040          | 75,400              |
| <b>5</b> | 3 weeks programme <b>Except</b> EIA                                     | 3 weeks                | 100,920         | 122,960          | 56,550              |
| <b>6</b> | 2 weeks programme   | 2 weeks                | 64,960          | 78,880           | 37,700              |
| <b>7</b> | 1 week programme <b>Except</b> Disaster Mgt                             | 1 week                 | 29,000          | 34,800           | 18,850              |



**KENYA INSTITUTE OF ADMINISTRATION**  
P.O. Box 23030-00604, Lower Kabete  
Nairobi, Kenya

## CHARGES FOR TUITION AND FACILITIES

| Item                               | Daily charges(Kshs)                          |
|------------------------------------|--|
| <b>Tuition:</b>                    |  |
| At KIA                             | 2,000/= per person (Minimum 10 participants) |
| Outside KIA                        | 2,500/= per person (Minimum 20 participants) |
| <b>Hospitality Service:</b>        |  |
| <b>Full board Accommodation</b>    |  |
| Gateere Hall                       | 4,000/= per person                           |
| Wamalwa, Sawe, Mekatilili          | 3,000/= per person                           |
| <b>Bed only:</b>                   |  |
| Gateere Hall                       | 2,170/= per person                           |
| Wamalwa, Sawe, Mekatilili          | 1,170/= per person                           |
| Dinner Only                        | 500/= per person                             |
| Lunch only                         | 500/= per person                             |
| Breakfast                          | 350/= per person                             |
| Tea with snacks (Morn & Afternoon) | 200/= per person                             |
| Mineral water (1 Litre)            | 80/= per person                              |
| <b>Other Services:</b>             |  |
| <b>Daily hire rates(Kshs)</b>      |  |
| <b>Conference/Seminar Hall</b>     | 40,000/=                                     |
| <b>To sit up to:</b>               |  |
| 20 pax                             | 5,000/=                                      |
| More than 20 pax                   | 10,000/=                                     |
| <b>Audio visual Equipment:</b>     |  |
| Television                         | 1,000/=                                      |
| VCR                                | 1,000 /=                                     |
| LCD projector                      | 4,000/=                                      |
| Computer/Laptop                    | 4,000/=                                      |
| LaserJet printer                   | 2,000/=                                      |
| Public Address System              | 4,000/=                                      |

**Note:**

- 1.The charges are exclusive of V.A.T
- 2.Assistants for the physically disabled will not be charged but they will have to share one room with the participant.(one assistant per participant)
- 3.Assistants for nursing mothers will be charged Kshs.1, 000.



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**TRAINING PROGRAMME APPLICATION/BOOKING FORM**

To apply please fill in and return to [director@kia.ac.ke](mailto:director@kia.ac.ke), [info@kia.ac.ke](mailto:info@kia.ac.ke) or Fax: 254-020-4182306

Course/Programme Title: \_\_\_\_\_ Dates: \_\_\_\_\_ to: \_\_\_\_\_

**PERSONAL DETAILS**

Family name: \_\_\_\_\_ Dr./Mr./Mrs./Ms./Other: \_\_\_\_\_

First name: \_\_\_\_\_ Job Group: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Next-of-kin (To be contacted in case of an emergency):

Full name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**EDUCATION/TRAINING BACKGROUND**

Highest level of formal education: \_\_\_\_\_

Highest level of Professional education: : \_\_\_\_\_

Main area of specialization: \_\_\_\_\_

My main objective for attending this course: \_\_\_\_\_

Participant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do you want to reside at KIA      Yes       No

**SPONSORSHIP (Please tick)**      Self       Organization

**If Organization:**

We wish to nominate this officer for the course indicated above. We undertake to pay his/her fee and release him/her from all organizations responsibilities for the period of the programme.

Name of Authorizing Officer: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Accepted:.....Rejected:.....

REASON: .....

Signature:.....Date:.....