



**KENYATTA UNIVERSITY**  
**CAPACITY DEVELOPMENT AND CONSULTANCY SERVICES**  
**TRAINING SCHEDULE FOR JANUARY TO DECEMBER 2021**

<b>MODERN PEDAGOGY</b>					
<b>S/NO.</b>	<b>CODE</b>	<b>PROGRAM AND COURSE TITLE</b>	<b>TARGET AUDIENCE</b>	<b>DURATION</b>	<b>COST</b>
1	USC-MP006	Curriculum Development Skills	University Lecturers, Heads of University Teaching departments, Deans of schools/faculties, Curriculum developers in training Institutions and Higher education Regulating bodies, Institutions that deal with training.	7th - 17th June 8 days	60,000
2	USC-MP009	Setting, Moderating and Marking of Examinations	University Lecturers, College tutors, Quality assurance managers, teachers and other trainers	5th - 7th July 3 days	30,000
3	USC-MP024	Management of Examinations and Administration	University Lecturers, College teachers and tutors, Quality assurance managers	13th - 17th Sept 1 wk	50,000
4	USC-MP028	Research design and methodology	Project officers, Research scientists, Consultants, University Lecturers and Postgraduate students	7th - 11th June 1st - 5th Nov 1 wk	50,000
5	USC-MP029	Data analysis techniques for qualitative and quantitative data	Project officers, Research scientists, Consultants, Postgraduate students and University Lecturers	4th - 16th April 18th - 29th Oct 2 wks	75,000
6	USC-MP030	Report writing skills for projects	Project officers, Research scientists, University Lecturers, postgraduate students	11th - 15th May 13th - 17th Sept 1 wk	50,000
<b>LEADERSHIP AND MANAGEMENT</b>					
<b>S/NO.</b>	<b>CODE</b>	<b>PROGRAM AND COURSE TITLE</b>	<b>TARGET AUDIENCE</b>	<b>COURSE DATES</b>	<b>COST</b>
7	USC-LMA037	Strategic Leadership and Management Skills	Senior Government Officers, Senior Managers in Private Firms, Directors, Deans, Registrars, Heads of sections/units, Managers, principals of secondary schools & colleges	2nd Aug - 11th Sept 1st Nov - 10th Dec 6 wks	203,000
8	USC-LMA003	Consultancy Skill Development	University Lecturers, Directors of consulting firms and NGOs, project officers	9th - 13th Aug 1 wk	50,000
9	USC-LMA009	Organizational Restructuring and Change Management	Boards of Directors, Head of Companies and Institutions and other senior managers	8th - 12th March 1 wk	50,000
10	USC-LMA015	Customer Care	Front Office Personnel, Company Personnel and Marketing Officers	2nd - 4th June 4th - 6th Oct 3 days	30,000

S/NO.	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COST
11	USC-LMA016	Minute Taking and Report Writing Skills	Administrative Assistants, Personal Assistants, Clerical Officers, Data Clerks	14th - 18th June 15th - 19th Nov 1 wk	50,000
12	USC-LMA029	Public Relations and Customer Care	Pubic Relations Officers, Corporate Affairs Officers, Front Office Personnel, Administrative and Management Staff and Marketing Officers	10th - 14th May 11th -15th Oct 1 wk	50,000
13	USC-LMA002	Social Accountability	Civil Society Organisations, NGOs and Senior Government Officers	15th - 19th Nov 1 wk	50,000
14	USC-LMA035	Leadership and Management Skills	Senior Organisational Managers, Middle level Managers, Prospective Leaders and Managers	16th -20th Aug 1 wk	50,000
15	USC-LMA045	Entrepreneurship and Retirement	Staff due for Retirement, Entrepreneurs in Retirement	10th - 14th May 1st - 5th Nov. 1 wk	50,000
<b>PROJECT DEVELOPMENT AND MANAGEMENT</b>					
	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COST
16	USC-PDM009	Project Monitoring and Evaluation	Researchers, Project Managers and Programme Officers	10th - 14th May 1st - 5th Nov 1 wk	50,000
17	USC-PDM011	Project Cycle Management	Project officers and Leaders, Principal Investigators of projects and Programme Officers	4th - 15th Oct 8th - 19th March 2 wk	75,000
18	USC-PDM027	IT in Project Management	Programme Managers, Project Managers, M&E Managers,Project Coordinators ,Data analysts and Project report writers, Clinical Officers, Nutritionists, M&E Managers Project Coordinators, Data Analysts and Project Report Writers	6th - 15th Sept 8th - 17th Feb 8 days	60,000
<b>PUBLIC GOVERNANCE</b>					
S/NO.	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COST
19	USC-PG014	Public Policy Management	County Executive Committees,County Chief Officers, Senior Managers, Head of Departments, Budget Officers,Human Resource Managers,Tax Revenue Officers,County Accountants,Licensing Officers,Tender Committee Members,County Assembly Members	15th Feb - 26th Mar 6 wks	203,000
20	USC-PG015	Leadership and Integrity	County Executive Committees,County Chief Officers, Senior Managers, Head of Departments,Executive Committee Members,Budget Officers,Human Resource managers,tax revenue officers,county accountants,licensing officers,tender committee members,county assembly members,procurement officers	1st - 19th Mar 3 wks	102,000
21	USC-PG016	Public Procurement	Senior Managers, Head of Departments,Procurement Officers,Executive Committee Members,Budget Officers,Human Resource Managers,Tax Revenue Officers,County Accountants,Licensing Officers,Tender Committee Members,Members of County Assembly	2nd Aug - 10th Sept wks 6	203,000

CONFLICT MANAGEMENT AND RESOLUTION					
S/NO.	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COST
22	USC-CMA003	Disaster Management	Non-Governmental Agencies, Government Officers, Institutional Managers, Disaster Managers, Security Enforcers and Security Personnel	24th - 28th May 1 wk	50,000
23	USC-CMA009	Alternative Dispute Resolution	Civil Society Organisations, Community organisations and groups, Legal Practitioners, Public Administrators, Heads of Departments, Public Sector Administrators	7th - 11th June 1 wk	50,000
24	USC-CMA010	Conflict Management & Arbitration	Senior officials and trainers of NGOs, CBOs and MSEs mandated to train other employees and partners, Public Sector Administrators	14th - 25th Jun 2 wks	75,000
ICT APPLICATION					
S/NO.	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COST
25	USC-ICT001	Managing and archiving electronic records	Registry staff, other officers in charge of electronic records in various institutions, Librarians	3rd - 7th May 1 wk	50,000
ENVIRONMENTAL MANAGEMENT					
S/NO.	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COST
26	USC-EDM001	Integrated Environmental Impact Assessment and Audit	Policy makers, NGOs, project officers and all individuals involved in environmental related projects and interventions	3rd - 21st may 6th - 24th Sept 3 Wks	96,000
27	USC-EDM005	Occupational Safety and Health Management	Environmental Managers, Occupational Safety and Health Specialists, Risk Managers, Compliance Managers, Engineers, HR Practitioners, Industrial Supervisors	18th - 22nd Oct 1 wk	50,000
28	USC-EDM006	Introduction to ArcGIS and its application	Researchers, Engineers, Environmentalists, Professionals from diverse fields	7th - 11th June 25th Oct - 5th Nov 2 wk	75,000
FINANCIAL MANAGEMENT AND ADMINISTRATION					
S/NO.	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COST
29	USC-FMA004	Contract Management and Negotiation Skills	CEOs, CFOs, Top Organisational Managers, Procurement officers, Entrepreneurs	4th - 8th Oct 1 wk	50,000
30	USC-FMA006	Financial Management for Non-Finance Managers	Section Heads, Project Officers, Program Coordinators, Program Managers	5th - 9th July 1 wk	50,000
31	USC-FMA007	Resource Mobilization Management	CEOs, Directors & Board Members, Resource Mobilization Managers, Programs & Project Coordinators, Marketing & Grant Officers.	8th - 12th Nov 1 wk	50,000
PARALEGAL SKILLS DEVELOPMENT					
S/NO.	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COST
32	USC-PLD007	Patent Writing Skills	Institutions of Higher Learning, Advocates, Kenya Intellectual Property Institute staff, Innovation Managers and Innovators, other interested parties	14th - 18th June 1wk	50,000

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***We also tailor make courses according to clients' needs***

***For more information please visit:***

[cdcs.ku.ac.ke](http://cdcs.ku.ac.ke)

**Tuition Fee:**

The fee should be paid at least 2 weeks before the commencement of the training and bank deposit slips sent electronically to the Centre at the email indicated below.

Executives Courses will be charged at a premium rate

The original money banking slips should also be presented at the time of registration of the course. Tuition fee should be deposited directly to the following Bank Account:

**National Bank of Kenya (Kenyatta University) - A/C No. 0100359150800**

Payment can also be made by cheque to "KENYATTA UNIVERSITY". An addition of Ksh. 250 will be required for Cheque clearance.

***NB: Kindly contact the Centre before making payments***

***Courses will be mounted upon confirmation of participation by not less than ten (10) applicants who have duly paid for the course***

**Travel Visas for Foreigners**

Participants from other countries must ensure that they have valid travel documents and appropriate Visa for entering Kenya

**Training Venues**

The training will take place at the Kenyatta University Conference Centre (KUCC), located within Kenyatta University Main Campus, and in all other KU Campuses . For Executive short courses programmes, the training can be held at North Coast Beach Hotel. Training can also be held at a venue preferred by the client.

**Accommodation**

Kenyatta University has excellent accommodation facilities at the Kenyatta University Conference Centre and the North Coast Beach Hotel at very information on accomondation, kindly use the below contacts;

**Reservation Desk, Kenyatta University Conference Centre, Tel.254-20-8711581, Cell: 254 - 705-918282, Email: [manager-kucc@ku.ac.ke](mailto:manager-kucc@ku.ac.ke)**

**& Reservation Desk, North Coast Beach Hotel, Tel. +25420 2037784/5 Cell: +254722 209 458/+254733 409 430, Email: [info@northcoastbeachhotel.co.ke](mailto:info@northcoastbeachhotel.co.ke)**

**Enquiries**

For enquiries please contact:

Director, International Centre for Capacity Development

P.O. Box 43844-00100 GPO; Nairobi - Kenya

Tel. 254 - 208703845/43/44/81 Cellphone: +254 - 713 - 537878

Email: [director-cdcs@ku.ac.ke](mailto:director-cdcs@ku.ac.ke) Website: [cdcs.ku.ac.ke](http://cdcs.ku.ac.ke)