



**KENYATTA UNIVERSITY**  
**CAPACITY DEVELOPMENT AND CONSULTANCY SERVICES**  
**TRAINING SCHEDULE FOR JANUARY TO DECEMBER 2022**

MODERN PEDAGOGY					
S/NO.	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	DURATION	COST
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.	6th - 15th Jun 8 days	60,000
2	USC-MP009	Setting, Moderating and Marking of Examinations	University Lecturers, College tutors, Quality assurance managers, teachers and other trainers	4th - 8th July 3 days	50,000
3	USC-MP024	Management of Examinations and Administration	University Lecturers, College teachers and tutors, Quality assurance managers	12th - 16th Sept 1 wk	50,000
4	USC-MP028	Research design and methodology	Project officers, Research scientists, Consultants, University Lecturers and Postgraduate students	6th - 10th June 7th - 11th 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 - 15th April 17th - 28th Oct 2 wks	75,000
6	USC-MP030	Report writing skills for projects	Project officers, Research scientists, University Lecturers, postgraduate students	9th - 13th May 12th - 16th Sept 1 wk	50,000
LEADERSHIP AND MANAGEMENT					
S/NO.	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COST
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	24th Oct - 2nd Dec 6 wks	203,000
8	USC-LMA003	Consultancy Skill Development	University Lecturers, Directors of consulting firms and NGOs, project officers	25th - 29th Jul 1 wk	50,000
9	USC-LMA009	Organizational Restructuring and Change Management	Boards of Directors, Head of Companies and Institutions and other senior managers	7th - 11th March 1 wk	50,000
10	USC-LMA015	Customer Care	Front Office Personnel, Company Personnel and Marketing Officers	8th - 9th June 5th - 7th 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>					
S/NO.	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COST
16	USC-PDM009	Project Monitoring and Evaluation	Researchers, Project Managers and Programme Officers	9th - 13th May 7th - 11th Nov 1 wk	50,000
17	USC-PDM011	Project Cycle Management	Project officers and Leaders, Principal Investigators of projects and Programme Officers	7th - 18th March 3rd - 14th Oct 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	7th - 16th Feb 5th - 14th Sept 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	7th Mar - 15th Apr 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	7th - 25th Feb 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	27th Jun - 5th Aug 6 wks	203,000
<b>CONFLICT MANAGEMENT AND RESOLUTION</b>					
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	23rd - 27th May 1 wk	50,000

S/NO.	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COST
23	USC-CMA009	Alternative Dispute Resolution	Civil Society Organisations, Community organisations and groups, Legal Practitioners, Public Administrators, Heads of Departments, Public Sector Administrators	20th - 24th 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	11th - 22nd Jul 2 wks	75,000
<b>ICT APPLICATION</b>					
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	9th - 13th May 1 wk	50,000
<b>ENVIRONMENTAL MANAGEMENT</b>					
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	9th - 27th May 12th - 30th 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	24th - 28th Oct 1 wk	50,000
28	USC-EDM006	Introduction to ArcGIS and its application	Researchers, Engineers, Environmentalists, Geographers, M&E Specialists, Agricultural Officers,	13th - 14th June 24th Oct - 4th Nov 2 wk	75,000
<b>AGRICULTURE AND ENTERPRISE DEVELOPMENT</b>					
S/NO.	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COST
29	USC-AGD004	Working with Environmental Variability for Enhanced Water and Food Security in the ASALs	National and County Policy Makers and Planning Officers, Agricultural Officers, Environmentalists, Geographers, Civil Society Players, Food and Water Security Experts	21st - 25th Nov 1wk	50,000
30	USC-AGD005	Management of Irrigation Farm Projects	Crop officers, agronomists, commercial farmers, agricultural project coordinators, Extension /advisory service providers	25th - 28th July 3 days	30,000
<b>FINANCIAL MANAGEMENT AND ADMINISTRATION</b>					
S/NO.	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COST
31	USC-FMA004	Contract Management and Negotiation Skills	CEOs, CFOs, Top Organisational Managers, Procurement officers, Entrepreneurs	3rd - 7th Oct 1 wk	50,000
32	USC-FMA006	Financial Management for Non-Finance Managers	Section Heads, Project Officers, Program Coordinators, Program Managers	4th - 8th July 1 wk	50,000
33	USC-FMA007	Resource Mobilization Management	CEOs, Directors & Board Members, Resource Mobilization Managers, Programs & Project Coordinators, Marketing & Grant Officers.	7th - 11th Nov 1 wk	50,000
<b>PARALEGAL SKILLS DEVELOPMENT</b>					
S/NO.	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COST
34	USC-PLD007	Patent Writing Skills	Institutions of Higher Learning, Advocates, Kenya Intellectual Property Institute staff, Innovation Managers and Innovators, other interested parties	18th - 22nd Jul 1wk	50,000

HOSPITALITY AND TOURISM MANAGEMENT AND ADMINISTRATION					
S/NO.	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	
35	USC-HAM001	Food Safety and Hygiene Practices for Food Handlers	Hotel Managers, Food and beverage Managers, Food Mananufacturing and Processing Managers,Institutions Catering Staff, Hotels and Restaraunts Staff, Bakers, Butchers, Food Handling Personel	23rd - 25th Feb 15th - 17th May 3 days	30,000
36	USC-HAM002	Hazard Analysis Critical Control Points (HACCP)	Hotel Managers, Food and Beverage Managers, Food Mananufacturing and Processing Managers, Supervisors,	8th - 10th May 25th - 27th Jul 3 days	30,000
37	USC-HAM004	House Keeping Skills and Techniques	House Keepers in Hotels, Restaurants, Institutions	27th - 29th Jun 10th - 12th Sept 3 days	30,000
38	USC-HAM005	Food and Beverage Service	Head Waiters, Barmen/maid, Supervisors, Waiters, Sommelier(wine waiters),	17th - 20th Oct 4 days	30,000
39	USC-HAM006	Premise Management and Maintenance	Maintenance Managers and staff	13th - 14th Mar 2 days	20,000
40	USC-HAM007	Front Office Management	Front Office Personnel, Back Office(Reservation) Staff, Room Divisions Staff, Concierge	20th - 24th Jun 14th - 18th Nov 1 Week	50,000
41	USC-HAM008	Global Trends in hospitality and Tourism Industry	Tourism officers, hospitality managers, Tourism CEOs	23rd - 26th May 4 Days	40,000
42	USC-HAM009	Tourism policy and planning in contemporary times	Tourism officers, hospitality managers, Tourism CEOs	20th - 23rd Jun 4 Days	40,000
43	USC-HAM010	Destination management, competiveness and resilience	Tourism officers, hospitality managers, Tourism CEOs	11th - 14th Jul 4 Days	40,000
44	USC-HAM011	Sustainable tourism and the industry	Tourism officers, hospitality managers, Tourism CEOs	26th - 29th 4 Days	40,000
45	USC-HAM012	Tour guiding in contemporary times	Tour guides, tour drivers, tour managers	27th - 30th June 4 Days	40,000
46	USC-HAM013	Human Resource management in the Kenyan tourism and Hospitality Sector	Tourism officers, hospitality managers, Tourism CEOs	14th - 17th Nov 4 Days	40,000
47	USC-HAM014	Post covid-19 : Hospitality and tourism industry coping strategies	Tourism officers, hospitality managers, Tourism CEOs	23rd - 26th May 4 Days	40,000
48	USC-HAM015	Trainer of Trainers (TOT) in hospitality and tourism	Hotel managers, Human resource managers in hospitality, tourism and tourism, supervisors in hospitality and travel industry.	6th - 8th Jul 3 Days	30,000

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

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

**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 Directorate at the email indicated below.

\*Prices cover tuition, conference costs and taxes. Transport and accommodation costs are borne by the participants.

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**

***NB: Kindly contact the Directorate 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 accordingly. 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 reasonable rates. The residential fee indicated in the calendar are for the Kenyatta University Conference Centre at the Main Campus. Accommodation in other venues will vary. For more information on accommodation, 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, Capacity Development and Consultancy Services

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)