



Capacity Development and Consultancy Services (KU-CDCS)

The Directorate of Capacity Development and Consultancy Services is a strategic business unit of Kenyatta University, which coordinates all training and consultancy work done under the auspices of the University. The Directorate draws experts from diverse members of faculty within the University with vast experience in research, consultancy and training.

As part of the University's contribution towards provision of market-oriented skills and promotion of University-Industry linkages, the Directorate wishes to invite applications for the following interactive short-term trainings:

| S/ NO. | SHORT COURSE TITLE | COURSE DATES/ DURATION | COST PER PERSON* (KSH.) |
|--------|--|--|-------------------------|
| 1 | Managing and Archiving Electronic Records | 3 rd - 7 th May 1 wk | 50,000 |
| 2 | Integrated Environmental Impact Assessment and Audit | 3 rd - 21 st May 3 wks | 96,000 |
| 3 | Project Monitoring and Evaluation | 10 th - 14 th May 1 wk | 50,000 |
| 4 | Public Relations and Customer Care | 10 th - 14 th May 1 wk | 50,000 |
| 5 | Public Policy Management | 17 th May - 25 th June 6 wks | 203,000 |
| 6 | Disaster Management | 24 th - 28 th May 1 wk | 50,000 |
| 7 | Customer Care | 2 nd - 4 th June 3 days | 30,000 |
| 8 | Curriculum Development Skills | 7 th - 17 th June 8 days | 60,000 |
| 9 | Research Design and Methodology | 7 th - 11 th June 1 wk | 50,000 |
| 10 | Social Accountability | 7 th - 11 th June 1 wk | 50,000 |
| 11 | Conflict Management and Arbitration | 14 th - 25 th June 2 wks | 75,000 |
| 12 | Financial Management for Non-Finance Managers | 5 th - 9 th July 1 wk | 50,000 |
| 13 | Alternative Dispute Resolution | 12 th - 15 th July 1 wk | 50,000 |
| 14 | Project Cycle Management | 12 th - 23 rd July 2 wk | 75,000 |
| 15 | Minute Taking and Report Writing Skills | 2 nd - 6 th August 1 wk | 50,000 |
| 16 | Consultancy Skill Development | 9 th - 13 th Aug 1 wk | 50,000 |
| 17 | Organizational Restructuring and Change Management | 16 th - 20 th Aug 1 wk | 50,000 |
| 18 | Setting, Moderating and Marking of Examinations | 23 rd - 27 th August 5 days | 50,000 |

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

- **Courses will be mounted upon confirmation of participation by at least ten (10) paid up applicants**
- **Courses may also be tailor made according to clients' needs.**

The KU-CDCS also offers consultancy services in diverse areas, including:

1. Provision of Business Development Services (BDS);
2. Resource Mapping;
3. Policy Analysis and Research;
4. Feasibility studies;
5. Project Management;
6. Environmental Impact Assessment (EIA);
7. Strategic Environmental Assessment (SEA);
8. Implementation of Knowledge Management Programs;
9. Setting up of Automation Systems for all County functions;
10. Digitization of Records;
11. Implementation of Business Continuity Systems;

1. Tuition Fee:

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

2. Training fee should be deposited directly to the following Bank Account:

Account Name: Kenyatta University
Name of the Bank: National Bank of Kenya
Bank Branch: Kenyatta University Branch
Account No.: 0100359150800
Bank Code: NBKEKENX725
Branch Code: 044

NB: Kindly contact the Directorate before making payments

3. Training Venues

The trainings shall take place at KUCC Kenyatta University Conference Centre (KUCC), located within Kenyatta University Main Campus. **Training can also be held at any other venue preferred by corporate clients.**

4. Accommodation

Kenyatta University has excellent accommodation facilities at the Kenyatta University Conference Centre (KUCC) at reasonable rates.

5. Travel Visas for Foreigners

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

Enquiries

For enquiries please contact:

Director,

Kenyatta University - Capacity Development and Consultancy Services

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