



KENYATTA UNIVERSITY
CAPACITY DEVELOPMENT AND CONSULTANCY SERVICES
TRAINING SCHEDULE FOR JANUARY TO DECEMBER 2023

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.	5th - 14th 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	3rd - 7th July 5 days	50,000
3	USC-MP024	Management of Examinations and Administration	University Lecturers, College teachers and tutors, Quality assurance managers	11th - 15th Sept 1 wk	50,000
4	USC-MP028	Research design and methodology	Project officers, Research scientists, Consultants, University Lecturers and Postgraduate students	5th - 9th June 6th - 10th 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	3rd - 14th April 2nd - 13th Oct 2 wks	75,000
6	USC-MP030	Report writing skills for projects	Project officers, Research scientists, University Lecturers, postgraduate students	8th - 12th May 11th - 15th 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	23rd Oct - 1st Dec 6 wks	203,000
8	USC-LMA003	Consultancy Skill Development	University Lecturers, Directors of consulting firms and NGOs, project officers	24th - 28th 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	7th - 9th 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	12th - 16th June 13th - 17th 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	8th - 12th May 9th -13th Oct 1 wk	50,000
13	USC-LMA002	Social Accountability	Civil Society Organisations, NGOs and Senior Government Officers	13th - 17th Nov 1 wk	50,000
14	USC-LMA035	Leadership and Management Skills	Senior Organisational Managers, Middle level Managers, Prospective Leaders and Managers	14th -18th Aug 1 wk	50,000
15	USC-LMA045	Entrepreneurship and Retirement	Staff due for Retirement, Entrepreneurs in Retirement	8th - 12th May 6th - 10th Nov. 1 wk	50,000
PROJECT DEVELOPMENT AND MANAGEMENT					
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	8th - 12th May 6th - 10th Nov 1 wk	50,000
17	USC-PDM011	Project Cycle Management	Project officers and Leaders, Principal Investigators of projects and Programme Officers	6th - 17th 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	1st - 10th Mar 4th - 13th Sept 8 days	60,000
PUBLIC GOVERNANCE					
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	6th Mar - 14th 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	5th - 23rd Jun 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	26th Jun - 4th Aug 6 wks	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	22nd - 26th 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	19th - 23rd 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	10th - 21st Jul 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	8th - 12th 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	8th - 26th May 11th - 29th 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	23rd - 27th Oct 1 wk	50,000
AGRICULTURE AND ENTERPRISE DEVELOPMENT					
S/NO.	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COST
28	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	6th - 10th Nov 1wk	50,000
29	USC-AGD005	Management of Irrigation Farm Projects	Crop officers, agronomists, commercial farmers, agricultural project coordinators, Extension /advisory service providers	24th - 28th July 3 days	30,000
FINANCIAL MANAGEMENT AND ADMINISTRATION					
S/NO.	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COST
30	USC-FMA004	Contract Management and Negotiation Skills	CEOs, CFOs, Top Organisational Managers, Procurement officers, Entrepreneurs	2nd - 6th Oct 1 wk	50,000
31	USC-FMA006	Financial Management for Non-Finance Managers	Section Heads, Project Officers, Program Coordinators, Program Managers	3rd - 7th July 1 wk	50,000
32	USC-FMA007	Resource Mobilization Management	CEOs, Directors & Board Members, Resource Mobilization Managers, Programs & Project Coordinators, Marketing & Grant Officers.	6th - 10th Nov 1 wk	50,000
PARALEGAL SKILLS DEVELOPMENT					
S/NO.	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COST
33	USC-PLD007	Patent Writing Skills	Institutions of Higher Learning, Advocates, Kenya Intellectual Property Institute staff, Innovation Managers and Innovators, other interested parties	17th - 21st Jul 1wk	50,000

HOSPITALITY AND TOURISM MANAGEMENT AND ADMINISTRATION					
S/NO.	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	
34	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	22nd - 24th 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 24th - 26th Jul 3 days	30,000
37	USC-HAM004	House Keeping Skills and Techniques	House Keepers in Hotels, Restaurants, Institutions	27th - 29th Jun 11th - 13th Sept 3 days	30,000
38	USC-HAM005	Food and Beverage Service	Head Waiters, Barmen/maid, Supervisors, Waiters, Sommelier(wine waiters),	16th - 19th 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	19th - 23rd Jun 13th - 17th 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	25th - 28th Apr 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.	5th - 7th 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

& Reservation Desk, North Coast Beach Hotel, Tel. +25420 2037784/5 Cell: +254722 209 458/+254733 409 430, Email: 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 Website: cdcs.ku.ac.ke